

**AMBERTON UNIVERSITY**  
**e-COURSE SYLLABUS**

**MGT4193.E1 NEGOTIATIONS SKILLS FOR MANAGERS  
FALL 2017**

**PROFESSOR INFORMATION:**

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**COURSE INFORMATION:**

MGT4193.E1 Negotiations Skills For Managers  
Level: Undergraduate  
Beginning Date of Session: Saturday, September 9, 2017  
Ending Date of Session: Thursday, November 16, 2017

**Student access available to the Student Portal: Saturday, September 9, 2017.**

*Students enrolled in distance learning courses are not assessed any additional fees for security or identity verification.*

**COURSE PREREQUISITES:**

None

**TEXTBOOK(S) AND REQUIRED MATERIALS:**

Title: Essentials of Negotiation  
Author: Lewicki, Roy; Barry, Bruce; and Saunders, David  
Publisher: McGraw-Hill  
Year Published: 2016  
Edition: 6<sup>th</sup>  
ISBN: 13: 978007786246  
Price: Available at <http://amberton.ecampus.com>

Amberton University has an agreement with eCampus.com to provide a full-service online bookstore to students. The Amberton University Virtual Bookstore is accessible through the University's website, [www.Amberton.edu](http://www.Amberton.edu). There is also a bookstore link in the Student Portal.

The AU Virtual Bookstore provides an easy to use interface, online buyback of books, and same day shipment of most titles with an average delivery time of 2-3 days depending on the student's location. Textbook options include new, used, rental, and electronic media as available.

Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping. Be certain you are enrolled in the course before purchasing your book(s). All textbook information (Title, Author, ISBN, etc.) is available in the course syllabi so students can shop competitively. Most textbooks can be purchased from many different textbook vendors. Some textbooks may only be available on the University's Virtual Bookstore. Students should be careful to obtain the exact resource(s) required for the course.

## **COURSE COMPETENCIES:**

The following represents the course competencies for this class. Competencies are equivalent for all lecture and distance learning courses. Following each competency is the assignment used to gain mastery of this area of study.

(The course presents skills for a variety of negotiating situations: managing contracts, implementing change, making sales purchases, settling organizational conflicts, planning strategies, and achieving credibility.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

- Identifying negotiatory elements and discussing the reasons they are important to the process. (*Course Readings, Class Discussion, Exam, Essay Questions, Discussion Boards*)
- Determining the preconditions that affect negotiations and discussing the importance of determining the needs of both parties prior to negotiating. (*Course Readings, Class Discussion, Exam, Essay Questions*)
- Mastering and utilizing the language of negotiation. (*Course Readings, Class Discussion, Exam, Essay Questions, Discussion Boards*)
- Recognizing and dealing with personal negotiating styles and attitudes. (*Course Readings, Class Discussion, Exam, Essay Questions*)
- Exploring the various tactics used by negotiators. (*Course Readings, Class Discussion, Exam, Essay Questions, Discussion Boards*)
- Investigating the importance of nonverbal communications in the negotiation process. (*Course Readings, Class Discussion, Exam, Essay Questions*)
- Analyzing why negotiations fail. (*Course Readings, Class Discussion, Exam*)
- Describing productive and counterproductive negotiation attitudes, strategies, assumptions and personal demeanor. (*Course Readings, Class Discussion, Exam*)
- Discussing how to negotiate under specific, unusual circumstances. (*Course Readings, Class Discussion*)
- Constructing a logical plan of action for a labor management contract. (*Course Readings, Class Discussion, Exam*)
- Establishing minimum and maximum goals in preparation for the negotiating process. (*Course Readings, Class Discussion, Exam*)
- Illustrating the importance of negotiating needs rather than negotiating positions. (*Course Readings, Class Discussion, Exam*)
- Identifying and recognizing personal strengths and weaknesses which have an impact on the negotiating process. (*Course Readings, Class Discussion, Exam, Essay Questions*)
- Identifying ways to overcome obstacles that restrain progress in the negotiating process. (*Course Readings, Class Discussion, Exam*)
- Contrasting effective and ineffective teamwork in negotiations. (*Course Readings, Class Discussion, Exam, Essay Questions*)
- Analyzing the important elements of a complete, written, negotiated agreement. (*Course Readings, Class Discussion, Exam, Essay Questions*)

## ***Student's Responsibilities***

This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

## **COURSE POLICIES:**

Students must comply with the calendar on turning in assignments. It is imperative that students adhere to these deadlines. **Students not complying with the deadlines (assignments other than exams) will be penalized 15 points per assignment, per day. Students are not allowed to submit an assignment that over two days late. For those assignments, the student will receive a zero. No Exceptions! Students will not be able to make-up missed exams or re-take any exam;** therefore, it is important to

make arrangements to take the exams on the scheduled dates. All deadlines are Central Standard Time (EST). Students will not be penalized for submitting assignments early. Students may also submit assignments before they have received a previous submitted assignment.

All times for deadlines are in Central Time Zone. All assignments must be submitted by Monday, November 13, 2017, 6 PM EST. Please remember the late penalty applies. **If all assignments are not received by Monday, November 13, 2017 6 PM EST, the student will receive a 0 (zero) for the/those missing assignment(s). No exceptions**

**Please review the ACADEMIC HONESTY/PLAGIARISM section of this document on page 10**

### **COURSE OUTLINE AND CALENDAR:**

#### **Quizzes:**

Quiz One Covers Chapters 1 – 4  
Quiz Two Covers Chapters 5 - 8  
Quiz Three Covers Chapters 9 – 12

Part of this course's assessment will include three online timed quizzes. The students will be involved in three 35 question multiple choice quizzes. The student will utilize the Moodle system in completing these quizzes.

Quiz One will open on Thursday September 28, 2017 and closes on Saturday September 30, 2017 6 PM EST. The student will have 65 minutes to take the quiz.

Quiz Two will open on Thursday October 19, 2017 and closes on Saturday October 21, 2017 6 PM EST. The student will have 65 minutes to take the exam.

Quiz Three will open on Thursday November 2, 2017 and closes on Saturday November 4, 2017 6 PM EST. The student will have 65 minutes to take the exam.

It is imperative and the student's responsible to make arrangement on these dates to take the examination. **Any quiz not taken by the student will result in a zero. There is/are no makeup(s) or re-take(s).** When answering the questions on the quizzes, if the exam requires you to place a letter in the box, just place the letter that corresponds with the correct answer in the box. Please do not copy and paste the full answer. Copying and pasting the full answer will result in an incorrect response. Therefore, just place the letter that represents the correct answer. Also, if the test provides an option for all of the above, it simply means all of the choices. The system will randomly place the answers in various position and as a result, I wanted you to be aware of this potential answer.

#### **Discussion Board:**

There will be one discussion board question that requires the student's participation. The due date for completing the discussion board is as follows:

Discussion Board Question One Due Saturday September 16, 2017 at 6 PM EST

Discussion Board Question Two Due Saturday October 14, 2017 at 6 PM EST

The student will respond to the question from the professor in a 250 words minimum post. The student will use at least one outside source when responding to the discussion question from the professor. The student must show in-text citations, and references at the bottom of their post. The student will also respond to at least two of their colleagues on both of these discussion boards. Quality of work, coverage of the subject, proper punctuation, and APA is also the focus on this grading assignment.

**Essay Question:**

Students will be required to read, analyze, and answer Essay Questions.

Essay Questions Due Monday, November 13, 2017 at 6 PM EST

**Note:** Please include at least one outside source when answering **each** question. An outside source is another source other than your text. Please adhere to APA format when completing this assignment. Please include a cover page in accordance with APA format, show your outside sources as in-text citations within the answers, and provide a list of the used outside sources as references at the end of the document. Please remember to number each question.

**COURSE OUTLINE AND CALENDAR:**

Week	Topic	Competencies Covered	Readings	Due Dates
1	The Nature of Negotiation	Competencies 1, 2, 7, 17, 18, 19, 20	Chapters 1  Review and utilize the power point slides in completing the study guide assessment in preparation for your quiz	

2	<b>Strategic and Tactics of Distributive Bargaining</b>	<b>Competencies 1, 2, 8, 13, 17, 18, 19,20</b>	<b>Chapter 2</b>  <b>Review and utilize the power point slides in completing the study guide assessment in preparation for your quiz</b>	<b>Discussion Board One Due Saturday September 16, 2017 at 6 PM CST</b>
3	<b>Strategy and Tactics of Integrative Negotiations</b>  <b>Negotiation: Strategy and Planning</b>  <b>Quiz - Review Chapters 1 - 4</b>	<b>Competencies 1, 2, 5, 6, 7, 8, 13, 16, 17, 18, 19, 20</b>	<b>Chapter 3 and 4</b>  <b>Review and utilize the power point slides in completing the study guide assessment in preparation for your quiz</b>	<b>Quiz One over Chapters 1 - 4. Quiz opens on Thursday September 28, 2017 and closes Saturday September 30, 2017 at 6 PM CST.</b>

4	<b>Ethics in Negotiations</b>	<b>Competencies 1, 2,5, 6, 7, 8, 13, 16, 17, 20</b>	<b>Chapter 5</b>  <b>Review and utilize the power point slides in completing the study guide assessment in preparation for your quiz</b>	
5	<b>Perceptions, Cognition, and Emotion</b>  <b>Communications</b>  <b>Discussion Board Two</b>	<b>Competencies 11, 13, 15, 20</b>	<b>Chapters 6 and 7</b>  <b>Review and utilize the power point slides in completing the study guide assessment in preparation for your quiz</b>	<b>Discussion Board Two is Due Saturday October 14, 2017 at 6 PM CST</b>

6	<p><b>Finding and Using Negotiating Power</b></p> <p><b>Quiz over Chapters 5 - 8</b></p>	<p><b>Competencies 1, 3, 5, 6, 7, 9, 11, 13, 15, 20, and 21</b></p>	<p><b>Chapter 8</b></p> <p><b>Review and utilize the power point slides in completing the study guide assessment in preparation for your quiz</b></p>	<p><b>Quiz Two over Chapters 5 - 8</b></p> <p><b>Quiz opens on Thursday October 19, 2017 and closes on Saturday October 21, 2017 6 PM CST.</b></p>
7	<p><b>Relationships in Negotiations</b></p> <p><b>Multiple Parties, Groups, and Teams in Negotiations</b></p>	<p><b>Competencies 1, 2, 3, 4, 12, 17, 18</b></p>	<p><b>Chapters 9 - 10</b></p> <p><b>Review and utilize the power point slides in completing the study guide assessment in preparation for your quiz</b></p>	
8	<p><b>International and Cross-Cultural Negotiations</b></p> <p><b>Best Practices in Negotiations</b></p> <p><b>Quiz Three</b></p>	<p><b>Competencies 1, 2, 3, 7, 9, 10, 14</b></p>	<p><b>Chapters 11 - 12</b></p> <p><b>Review and utilize the power point slides in completing the study guide assessment in preparation for your quiz</b></p>	<p><b>Quiz 3 covering Chapters 9 - 12.</b></p> <p><b>Quiz opens on Thursday November 2, 2017 and closes on Saturday November 4, 2017 6 PM CST.</b></p>
9		<p><b>Prepare for final assignment</b></p>		<p><b>No Assignment Due</b></p>

10	Essay Question Submission	Competencies 1,2,3,4, 5, 6,10, 13, 15, 16, 17, 18, 19,		Essay Questions - Due Monday, November 13, 2017 at 6 PM CST
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**GRADING CRITERIA:**

Undergraduate

90 - 100     A

80 - 89     B

70 - 79     C

60 - 69     D

Below 60    F

Exam 1	15.0%
Exam 2	15.0%
Exam 3	15.0%
Discussion Board 1	15.0%
Discussion Board 2	15.0%
<u>Essay Questions</u>	<u>25.0%</u>
Total Possible	100.0%

***Student's Responsibilities***

This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

**GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:**

A successful distance learning experience requires a flow of communication between instructor and student throughout the session. Instructor comments are considered essential to the learning process. Therefore, each assignment/exam submitted will be reviewed, graded and returned to the student in a timely manner along with the appropriate commentary. Students should carefully review all comments.

Final grades are mailed approximately one week after the last day of the session to the student's address of record. Amberton University staff will not post or release grades over the phone. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their University email account and contact the instructor at the faculty email address as provided above in *Professor Information* area.

***Incomplete Grades***

An “I” (incomplete grade) is given at the discretion of the professor and may be given only when an emergency or illness prevents the student from completing course requirements. Should an “I” be granted, the student has 30 days from the end of the session to complete the conditions of the incomplete. An “I” which is not properly removed within 30 days following the session enrolled will become an “F” grade.

### ***How To Withdraw From a Course***

To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the “Schedule of Classes” (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

### **COURSE DELIVERY METHODOLOGY:**

This course is offered as a distance-learning course through the Moodle Learning Platform. Amberton’s distance learning courses, called e-Courses, are identical to classroom courses in terms of learning outcomes, competencies, and instructor expectations. A student choosing to take an e-Course must have the following skills and technical capabilities:

1. Access to the Internet
2. General knowledge in:
  - Internet browser settings and configuration
  - e-mail and file attachments
  - Uploading and downloading files
  - Using a word processing package
3. Ability to conduct on-line research

Students who have not mastered these skills should not enroll for this course, but should consider enrolling in MIS2110 Computer Concepts and Internet Technologies for instruction in these areas.

### **HOW TO ACCESS YOUR COURSE:**

#### ***Through the Amberton University Student Portal***

Students enrolled in distance learning courses using the Moodle Learning Platform may access the course through the Amberton University Student Portal. The site may be accessed through the University’s main page (<http://www.Amberton.edu>) or at <http://apps.Amberton.edu>. After selecting the “Student Portal” link, you will be prompted for a Username and Password.

Use your assigned **username and password** (AUID) as described below to enter the AU Student Portal:

**Username** = your capitalized firstname **initial**+lastname+last 3 digits of your SSN.

\* Use your name exactly as it is listed on the University’s records, including any suffixes or hyphenations, such as Jr, Sr, or II, as a part of your username.

For example: James Jones, Jr. SSN: 123-45-6789  
Username: JJonesJr789

**Password** = your Amberton University ID# (AUID) **including the dashes**

For example: 04-999-999



Once your login has been validated, you may select from a variety of menu options, including your individual E-Course, email account, Discussion Forum, Chat Room, Remote Research, General Tools, all Syllabi, Research Tutorials and Electronic Instructor Folders (FTP).

If you are accessing the Student Portal from a public or shared computer, close the browser completely when finished, or click on the Logout button. For security purposes, no other person should have access to your Username or Password. If you feel your information has been compromised or if you experience technical difficulties, contact the e-course system administrator at: [e-sysop@amberton.edu](mailto:e-sysop@amberton.edu)

If you have lost or do not know your Amberton ID#, please contact the Student Services Office 972/279-6511 or [advisor@Amberton.edu](mailto:advisor@Amberton.edu) for a replacement AUID card. You must know your Amberton ID# to gain access to the course and to send email to your professor.

### ***Through the Amberton University Moodle Website***

Students enrolled in distance learning courses using the Moodle Learning Platform may also access the course by going to: <http://moodle.Amberton.edu>

For those utilizing Moodle for the first time, the **username and password** for the Moodle Learning Platform will be emailed to the student's University email account prior to the start of the course. For those returning to Moodle who do not remember their username and password, click on the link "*Forgotten your username or password*" available on the Moodle log in page (<http://moodle.Amberton.edu>). Otherwise use the same username and password as previous session.

### **Moodle Tutorial:**

Upon successful log in and access to the Moodle learning platform, there is a *Student Moodle Tutorials* course available, to learn about the basics of Moodle. Simply click on the link for the *Student Moodle Tutorials* and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

### **COURSE COMMUNICATIONS:**

Students will communicate with faculty through the Moodle Learning Platform or the Amberton University email system.

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system ([my.Amberton.edu](mailto:my.Amberton.edu)). This email account is provided by Google Apps for Education. Students are encouraged to check their email regularly for University news, notices, and to communicate with instructors.

The student's assigned email address would be [Username@my.Amberton.edu](mailto:Username@my.Amberton.edu)

Example: [LJones-Smith789@my.Amberton.edu](mailto:LJones-Smith789@my.Amberton.edu)

The student Username is determined by:

firstname initial+lastname+last 3 digits of student ssn.

For example: Linda Jones-Smith SSN: 123-45-6789  
Email Address = [LJones-Smith789@my.Amberton.edu](mailto:LJones-Smith789@my.Amberton.edu)

Students will be prompted for a Username and Password when accessing their email account. Use the Username portion of the email address as the username (Example: LJones-Smith789) and your Amberton ID# (including the dashes) as the password.

If you already have a Google gmail account, you might be prompted to add this account to your current account. Click 'Yes' and you will be logged into your my.Amberton.edu email account. It will be a separate email account from your personal gmail account.

If you need assistance with your email account, please visit <https://support.google.com/mail>

**Students are responsible for reviewing the "Communication Guidelines" provided on the individual E-Course for specific instructor requirements.**

Upon completion of a session, all communication and course specific information is removed from the Moodle system. If a student needs to maintain a record of communications or assignments, the student is strongly encouraged to print out or download these items to a disk for their own records.

#### **FORMAT AND SUBMISSION OF ASSIGNMENTS:**

Assignments are to be submitted to the appropriate assignment Drop Box in the Moodle system. Specific directions and guidelines for submission of assignments are located on-line in the "Communication Guidelines" of the e-course. Due to compatibility issues, Office 2007 files cannot be read by earlier versions of Microsoft Office. Before submitting an exercise file, confirm the file is in the proper format for grading by the instructor.

#### **COURSE EVALUATION:**

Each session, all Amberton students are requested to evaluate their courses. The evaluation process is an important one and provides students with an anonymous and confidential way to give meaningful feedback to the University. Summary information and comments are provided to faculty after the close of the session. Students' identities are not disclosed.

Students will be notified through the Amberton email system of the Course Evaluation procedures. Usually, the evaluations take place during the last two weeks of the session. Please take advantage of this opportunity and participate in the evaluation process.

#### **ACADEMIC HONESTY/PLAGIARISM:**

Plagiarism is the presentation of someone else's information as though it were your own. If you use another person's words, ideas or information, or if you use material from a source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge the source. Failure to do so violates Amberton University's ethics policy. **Please Note: The professor uses various plagiarism programs. Any type of plagiarism will result in a zero for the assignment. Furthermore, the student will be subject to failing the class, and will be reported to the Academic Dean.**

#### **RESEARCH RESOURCES:**

The student is encouraged to use the Amberton Electronic Library as a research resource for this course. The Electronic Library provides access to full-text and abstract articles as well as links to a variety of remote research tools. Students can search Amberton Library Resource Center holdings through the on-line public access circulation system. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at Amberton. Interlibrary loan and document delivery services are available. The TexShare Card offers borrowing privileges in libraries all across the state of Texas. Students with research questions or

questions about Library services are encouraged to visit the Library or email their questions to [library@Amberton.edu](mailto:library@Amberton.edu).

**RESEARCH TUTORIALS:**

Online research resources are available through “Research Tools Database”, accessible through the Student Portal. (For additional assistance, students may access the “Research Tutorials” link located in the General Tools area on the Student Portal.) Access the Portal by clicking “Student Portal” from the University’s website. You must know your Amberton ID to access the Portal.

***Library Live Chat Feature***

The website allows for a live chat feature with librarians on the library pages. This service allows students to connect with librarians on questions regarding resource assistance, searching data bases and access to library services. [www.amberton.edu/current-students/library/index.html](http://www.amberton.edu/current-students/library/index.html)