

**AMBERTON UNIVERSITY**  
**SYLLABUS FOR LECTURE/CLASSROOM COURSE**

**MGT4193.01 Negotiation Skills for Managers**  
**SPRING 2018**

**Location: Garland Campus**

**PROFESSOR INFORMATION:**

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**COURSE INFORMATION:**

MGT4193.01 Negotiation Skills for Managers  
Level: Undergraduate  
Beginning Date of Session: Saturday, March 10, 2018  
Ending Date of Session: Thursday, May 17, 2018  
The first class meeting is Saturday March 10, 2018, in Room 18 (Garland)

All Monday-Thursday lecture classes begin promptly at 6:30 p.m.  
All Saturday lecture classes begin promptly at 8:30 a.m.

**COURSE PREREQUISITES:**

None

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

Title: Negotiation  
Author(s): Roy J. Lewicki, David Saunders, and Bruce Barry  
Publisher: McGraw Hill  
Year Published: 2015  
Edition: 7th Edition  
ISBN-10: 0078029449  
ISBN-13: 13 9780078029448  
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 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:**

1. 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.
2. Identifying negotiatory elements and discussing the reasons they are important to the process (read chapters 1 and 2; discussions; written paper; final exam)
3. Determining the preconditions that affect negotiations and discussing the importance of determining the needs of both parties prior to negotiating (read chapters 14 and 15; discussions; research paper; final exam)
4. Mastering and utilizing the language of negotiation (read chapters 1& 2 and 7-9; discussions; written assignment)
5. Recognizing and dealing with personal negotiating styles and attitudes (read chapters 5-6 and 14; research paper; final exam)
6. Exploring the various tactics used by negotiators (read chapters 7-9 and 14; discussions; written paper; final exam)
7. Investigating the importance of nonverbal communications in the negotiation process (read chapters 1& 2 and 7-9; discussions; written assignment; final exam)
8. Analyzing why negotiations fail (read chapters 10-12; discussions; final exam)
9. Describing productive and counterproductive negotiation attitudes, strategies, assumptions and personal demeanor (read chapters 3 and 4; discussions; final exam)
10. Discussing how to negotiate under specific, unusual circumstances (read chapters 14 and 15; research paper; in-class activities; final exam)
11. Establishing minimum and maximum goals in preparation for the negotiating process (read chapters 17-20; final exam)
12. Illustrating the importance of negotiating needs rather than negotiating positions (read chapter 14-16; written assignment; final exam)
13. Identifying and recognizing personal strengths and weaknesses which have an impact on the negotiating process (read chapters 1-6 and 14-15; discussions; final exam)
14. Identifying ways to overcome obstacles that restrain progress in the negotiating process (read chapters 2, 3, and 18-19; discussions; in-class activities; written assignment; final exam)
15. Contrasting effective and ineffective teamwork in negotiations (read chapter 13; final exam)
16. Analyzing the important elements of a complete, written, negotiated agreement (read chapter 16; final exam)
17. Illustrating how to keep the negotiation on track (read chapters 3-5, 8 and 12; written assignment; final exam)
18. Constructing a logical plan of action for purchasing and salary bargaining (read chapters 2, 3, 9-13 and 18; written assignment; final exam)

## **COURSE POLICIES:**

Regarding class policies, please note that while late assignments are not encouraged, they will be accepted; however, there will be a penalty of 10% per day. Late papers will not be accepted after day 4 past the original due date (up to 40%), which means that you will need to send the assignment via e-mail (prior to the next class meeting) since the class meets every other Saturday. Remember that you are always welcome to submit your assignments early; however, there is not a guarantee that the assignment will be graded as early. Extra credit will not be offered in this course. Additionally, please make note of when assignments are due because there may be times when an assignment is due during one of our off weeks. For example, if an assignment is due for week 3, the assignment will need to be submitted by the end of the day we meet for class (Saturday), in week 3. If there is an assignment that is due during our off week, in week 4 for example, then it will need to be submitted by the end of that Saturday, in week 4. The

final exam will be given on the last day the class meets. In order to complete the exam, you will need to attend class. Please refer to your course calendar for specific due dates.

### **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

In the course outline and calendar, please note that the date is indicative of the dates we meet for class. It also serves as the date our new week begins. The new week will begin the day of the week we meet for class (keep in mind that class will meet every other week). For example, our week 1 begins Saturday March 10, 2018, week 3 begins Saturday March 24, 2018, etcetera.

### **COURSE DELIVERY METHODOLOGY:**

This course is offered as a Lecture/Classroom course. This course requires that students meet a designated time in the classroom.

Students will participate in group activities designed to practice the skills taught in the course. Besides lecture, students will be required to participate in class discussions. Participating in class discussions is worth 20% of your overall grade. There will be a final exam as well as two research papers. Additionally, students will be responsible for reading chapters, from the textbook, in order to prepare for class lectures and in-class activities.

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

March 10, 2018 (week 1)

Identifying negotiating elements and its importance

Illustrating the importance of negotiating needs rather than negotiating positions.

Establishing minimum and maximum goals in preparation for the negotiating process.

Determining the preconditions and preparation affecting negotiations

Read chapters 1-5

March 24, 2018 (week 3)

Recognizing and dealing with personal negotiating styles and attitudes.

Mastering and utilizing the language of negotiation.

Investigating the importance of nonverbal communications

Read chapters 6-9

Complete assignment (seven page paper)

April 7, 2018 (week 5)

Exploring the various tactics used by negotiators

Analyzing the reasons negotiations fail

Recognizing personal strengths and weaknesses in negotiations

Read chapters 10-12

\*Complete assignment (seven page paper) – this paper will be due in week 6\*

April 21, 2018 (week 7)

Contrasting effective and ineffective teamwork in negotiations.

Discussing how to negotiate under specific, unusual circumstances.

Identifying ways to overcome obstacles in the negotiating process.

Analyzing the important elements of a complete, written, negotiated agreement.

Constructing a logical plan of action for purchasing and salary bargaining

Illustrating how to keep the negotiation on track.

Read chapters 13-20

May 5, 2018 (week 9)

Final exam

Week 1	-Identifying negotiating elements and its importance -Determining the preconditions and preparation affecting negotiations -Establishing minimum and maximum goals in preparation for the negotiating process. -Illustrating the importance of negotiating needs rather than negotiating positions.	1, 2, 10, and 11	Ch. 1-5	
Week	Topic	Competencies Covered	Readings	Due Dates
2	CLASS WILL	NOT MEET	THIS WEEK	
Week	Topic	Competencies	Readings	Due Dates
3	-Mastering and utilizing the language of negotiation. -Recognizing and dealing with personal negotiating styles and attitudes. -Investigating the	3, 4, 6, and 8	Ch. 6-9	Assignment due the end of 3/24/18
Week	Topic	Competencies Covered	Readings	Due Dates
4	CLASS WILL	NOT MEET	THIS WEEK	
Week	Topic	Competencies Covered	Readings	Due Dates

5	-Exploring the various tactics used by negotiators -Analyzing the reasons negotiations fail -Recognizing	5, 7, and 12	Ch. 10-12	
Week	Topic	Competencies Covered	Readings	Due Dates

6	CLASS WILL	NOT MEET	THIS WEEK	Assignment due by the end of 4/14/18
Week	Topic	Competencies Covered	Readings	Due Dates
7	-Discussing how to negotiate under specific, unusual circumstances. -Identifying ways to overcome obstacles in the negotiating process. -Contrasting effective and ineffective teamwork in negotiations. -Analyzing the important elements of a	9, and 13-17	Ch. 13-20	
Week	Topic	Competencies Covered	Readings	Due Dates
8	CLASS WILL	NOT MEET	THIS WEEK	
Week	Topic	Competencies Covered	Readings	Due Dates
9	Final exam	All competencies		The final will take place in class on Saturday 5/5/18
Week	Topic	Competencies Covered	Readings	Due Dates
10	CLASS WILL	NOT MEET	THIS WEEK	

**GRADING CRITERIA:**

Since all assignments in this course are written assignments, each student is expected to present material with well-written, coherent, properly structured English appropriate for undergraduate-level course with reference citations included correctly. The thoughts and material presented should be original, well-developed and relevant to the specific topic(s) of the assignment. An assignment that is too brief, minimalist, or sparse will typically not provide an adequate basis for assessing a student's knowledge and research on that particular assignment topic. No more than 20% of each written assignment should include direct quotes or lengthy block quotes. An over use of direct quotes and block quotes will result in a percentage deduction. If you must use direct or block quotes, there should be no more than one direct or block quote per page.

The number of pages specified for each assignment represents the minimum number of pages considered to be acceptable for that assignment. This minimum number of pages does NOT include your title page, abstract page, or your page of references at the end of the assignment. Each assignment should be written in Standard APA style, double-spaced, and 11 or 12 point font (Times New Roman or Arial). English grammar, spelling, word choice, and usage are a part of your grade. There are two written assignments that are worth a total of 50% (each paper is worth 25%) of your overall grade. Additionally participation is worth 20% of your overall grade. On a final note, your final is worth 30% of your grade.

#### Undergraduate

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 60	F

#### **GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:**

Each assignment/exam submitted will be reviewed, graded and return to the student in a timely manner, along with appropriate commentary.

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 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 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 COMMUNICATIONS:**

This course is offered as a lecture course; however, several technological options are available to faculty and students that can enhance communication both during the session and after the session has ended. The Student Portal is the gateway to email, Discussion Forums, Chat Rooms, Remote Research, General Tools and Electronic Instructor Folders (FTP). The Student Portal may be accessed through a link on the University's website, <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:

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 email access, Discussion Forum, Chat Room, Remote Research, General Tools, all Syllabi, Research Tutorials and Electronic Instructor Folders (FTP).

### Email Communication

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system (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

Example: 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

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 settings. 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>

### Chat Rooms

Chat rooms are accessible through the Student Portal as of the first day of the session and provide students and faculty the ability to communicate on-line in real time.

### The Amberton University Moodle Website

Students enrolled in this course will also be using the Moodle Learning Platform, with access available through the Student Portal or 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 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 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 in class during week 9 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.

### **RECOMMENDED ONLINE SOURCES:**

Online research resources are available through "Research Tools Database", accessible through the Student Portal, under "General Tools."

### **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)

### **BIBLIOGRAPHY:**

Research resources are available through the University's physical library and the online virtual library. Students may search for books, periodicals, and online sources pertaining to subjects covered in this course.

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 University physical Library or email their questions to [library@Amberton.edu](mailto:library@Amberton.edu).