

AMBERTON UNIVERSITY
e-COURSE SYLLABUS

MGT4193.E1 Negotiation Skills for Managers
SUMMER 2017

PROFESSOR INFORMATION:

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COURSE INFORMATION:

MGT4193.E1 Negotiation Skills for Managers

Level: Undergraduate

Beginning Date of Session: Saturday, June 10, 2017

Ending Date of Session: Thursday, August 17, 2017

Student access available to the Student Portal: Saturday, June 10, 2017.

4th of July Holiday: Amberton University will be closed on Tuesday, July 4th for the holiday.

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: Negotiation
Author(s): Roy J. Lewicki
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. 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.

1. Identifying negotiatory elements and discussing the reasons they are important to the process (read chapters 1 and 2; discussions; written paper; final exam)
2. 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)
3. Mastering and utilizing the language of negotiation (read chapters 1& 2 and 7-9; discussions; written assignment)
4. Recognizing and dealing with personal negotiating styles and attitudes (read chapters 5-6 and 14; research paper; final exam)
5. Exploring the various tactics used by negotiators (read chapters 7-9 and 14; discussions; written paper; final exam)
6. Investigating the importance of nonverbal communications in the negotiation process (read chapters 1& 2 and 7-9; discussions; written assignment; final exam)
7. Analyzing why negotiations fail (read chapters 10-12; discussions; final exam)
8. Describing productive and counterproductive negotiation attitudes, strategies, assumptions and personal demeanor (read chapters 3 and 4; discussions; final exam)
9. Discussing how to negotiate under specific, unusual circumstances (read chapters 14 and 15; research paper; in-class activities; final exam)
10. Constructing a logical plan of action for purchasing and salary bargaining. (read chapter 16; 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. Analyzing the important elements of a complete, written, negotiated agreement.
14. 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)
15. 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)
16. Contrasting effective and ineffective teamwork in negotiations (read chapter 13; final exam)
17. An Illustrating the importance of communication and personal presentation during negotiations (read chapters 4, 6, 7-9, 11, and 13; written assignment; final exam)
18. Illustrating how to keep negotiations on track

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 (**this does not apply to DQs and participation. DQs and participation posts will not be accepted or counted if submitted past the due date**). Late papers will not be accepted after day 4 past the original due date (up to 40%). Remember that you are always welcome to submit your assignments early. Extra credit will not be offered in this course.

The date that you see for each week is indicative of when our new week begins. Additionally, please note that, if there is an assignment due for the week, it will be due on the last day of the week, which is Friday. **This does not apply to the final. 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.

COURSE OUTLINE AND CALENDAR:

- I. June 10, 2017
 - A. Recognizing and dealing with personal negotiating styles and attitudes.
 - B. Identifying negotiating elements and discussing the reasons they are important to the process
 - C. Read chapters 1 and 2

- II. June 17, 2017
 - A. Describing productive and counterproductive negotiation attitudes, strategies, assumptions and personal demeanor.
 - B. Establishing minimum and maximum goals in preparation for the negotiating process.
 - C. Read chapters 3 and 4

- III. June 24, 2017
 - A. Identifying ways to overcome obstacles that restrain progress in the negotiating process.
 - B. Read chapters 5 and 6
 - C. Complete at least 3 out of 5 Discussions Questions

- IV. July 1, 2017
 - A. Exploring the various tactics used by negotiators including nonverbal communication.
 - B. Mastering and utilizing the language of negotiation
 - C. Identifying and recognizing personal strengths and weaknesses which have an impact on the negotiating process.
 - D. Illustrating the importance of communication and personal presentation during negotiations.
 - E. Read chapters 7-9
 - F. Complete assignment (seven pages)

- V. July 8, 2017
 - A. Analyzing the reasons negotiations fail
 - B. Illustrating the importance of negotiating needs rather than negotiating positions.
 - C. Read chapters 10-12
 - D. Complete at least 3 out of 5 Discussions Questions

- VI. July 15, 2017
 - A. Discussing how to negotiate under specific, unusual circumstances.
 - B. Listing the preconditions that affect negotiations and discussing the importance of determining the needs of both parties prior to negotiating.
 - C. Read chapters 14 and 15

- VII. July 22, 2017
 - A. Contrasting effective and ineffective teamwork in negotiations.
 - B. Read chapters 13

C. Complete at least 3 out of 5 Discussions Questions

VIII. July 29, 2017

- A. Analyzing the important elements of a complete, written, negotiated agreement.
- B. Constructing a logical plan of action for purchasing and salary bargaining.
- C. Read chapters 16

IX. August 5, 2017

- A. Illustrating how to keep the negotiation on track.
- B. Read chapters 17-20
- C. Complete at least 3 out of 5 Discussion Questions
- D. Complete assignment (seven page paper)

X. August 12, 2017

- A. Complete final (10 pages) – **due by the end of Wednesday 8/16/17**

Week	Topic	Competencies Covered	Readings	Due Dates
1	- Recognizing and dealing with personal negotiating styles and attitudes. -Identifying negotiating elements and	1 and 4	Ch. 1 & 2	
Week	Topic	Competencies Covered	Readings	Due Dates
2	- Describing productive and counterproductive negotiation attitudes, strategies, assumptions and personal demeanor.	8 & 11	Ch. 3 & 4	
Week	Topic	Competencies Covered	Readings	Due Dates
3	-Identifying ways to overcome obstacles that restrain progress in the negotiating process.	15	Ch. 5 & 6	DQs are due by the end of Friday, 6/30/17
Week	Topic	Competencies Covered	Readings	Due Dates

4	-Exploring the various tactics used by negotiators including nonverbal communication. -Mastering and utilizing the language of negotiation -Identifying and recognizing personal strengths and weaknesses	3, 5, 6, 14, and 17	Ch. 7-9	Assignment due by the end of Friday, 7/7/17
Week	Topic	Competencies Covered	Readings	Due Dates
5	- Analyzing the reasons negotiations fail -Illustrating the importance of negotiating needs rather than negotiating positions.	7 and 12	Ch. 10-12	DQs due by the end of 7/14/17
Week	Topic	Competencies Covered	Readings	Due Dates
6	-Discussing how to negotiate under specific, unusual circumstances. -Listing the preconditions that	2 and 9	Ch. 14 & 15	
Week	Topic	Competencies Covered	Readings	Due Dates
7	- Contrasting effective and ineffective teamwork	16	Ch. 13	DQs due by the end of 07/28/17
Week	Topic	Competencies Covered	Readings	Due Dates

8	-Analyzing the important elements of a complete, written, negotiated agreement. -Constructing a logical plan of action for purchasing	10 and 13	Ch. 16	
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Week	Topic	Competencies Covered	Readings	Due Dates
9	- Illustrating how to keep the negotiation on track.	18	Ch. 17-20	Assignment and DQs due by the end of 8/11/17
Week	Topic	Competencies Covered	Readings	Due Dates
10	Final exam	All competencies		Due by the end of

Moodle Discussion Forum

Each Distance Learning course is provided a Discussion Forum area, in Moodle. During this semester, every other week, Dr. Ards will post Discussion Questions (DQs) in the MGT4193.E1 Moodle Discussion Forum. During that week when DQs are due, students are expected to respond to the DQs as well as post at least four posts, in response to their classmates' initial response to the DQ, that reflect their thoughts and comments. These responses should be substantive in nature and should add depth to the discussion. This is how participation and DQ points will be earned. The purpose is to provide an excellent tool for interaction and discussion between students regarding managerial communication topics. Please note that DQs and participation posts need to be submitted during the actual week of discussion only. Late submissions, in these efforts, are not permitted and will not be counted.

GRADING CRITERIA:

Since all assignments in this course are written assignments, each student is expected to present their material with well-written, coherent, properly structured English appropriate for a graduate-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.

The number of words specified for each assignment represents the minimum number of words considered to be acceptable for that assignment. This minimum number of words does NOT include your title 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 60% of your overall grade (30% each). Additionally participation and DQs are ***each*** worth 10% of your overall grade (a total of 20%). On a final note, your final is worth 20% of your grade.

Undergraduate

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

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

If you have lost or do not know your Amberton ID#, please contact the Student Services Office 972/279-6511 or 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). 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 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.

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.

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