

AMBERTON UNIVERSITY
e-COURSE SYLLABUS

**MGT4193.E1 Negotiation Skills For Managers
Summer 2022**

PROFESSOR INFORMATION:

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COURSE INFORMATION:

MGT4193.E1 Negotiation Skills For Managers
Level: Undergraduate
Beginning Date of Session: Saturday, June 11, 2022
Ending Date of Session: Thursday, August 18, 2022
Student access available to the Student Portal: Saturday, June 11, 2022.

4th of July Holiday: There will be no classes held and no assignments due on Monday, July 4, 2022.

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: Author of Text
Publisher: McGraw Hill
Year Published: 2021
Edition: 7th
ISBN: 10: 1260399451 or 13: 9781260399455
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.

APA Requirement

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 7th edition, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (7th ed.). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

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:

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

COURSE POLICIES:

NEW POLICY: 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 quizzes) 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 quizzes or re-take any quiz; therefore, it is important to make arrangements to take these quizzes on the scheduled dates and be on a reliable computer. 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, August 15, 2022, 6 PM CST**. Please remember the late penalty applies. **If all assignments are not received by Monday, August 15, 2022, 6 PM CST, the student will receive a 0 (zero) for the/those missing assignment(s). No exceptions**

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.

Attendance Policy:

Regular and punctual class attendance and engagement is expected at Amberton University. In case of an absence, it is the student's responsibility to contact the professor as soon as possible. If a student intends on withdrawing from a course, it is the student's responsibility to follow the university's policy on formally withdrawing from a course. **Ceasing to attend classes does not constitute an official withdrawal.**

Attendance in a lecture course is defined as punctual arrival to, and engagement in, a full lecture session. Attendance in a distance learning course is defined as active participation in the weekly online class sessions. "Active participation" can be defined as: submitting an academic assignment, taking an exam, engaging in an interactive tutorial, participating in an online discussion forum (or chat session), or initiating (or responding to) a communication with a faculty member about an academic assignment or the subject matter of the course. A student not meeting these requirements may be dropped at the discretion of Amberton University.

Plagiarism Policy

Plagiarism is the presentation of someone else's work as though it were your own. If you use another person's words, ideas, or information; or if you use material from an outside source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge that source. Plagiarism is a violation of the University's code of student ethical conduct and is one that is taken seriously. Amberton University operates on an honor system; therefore, honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton students are expected to abide by the honor system and maintain academic integrity in all their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based plagiarism detection services and applications at any time.

Students agree that by taking this course, all required assignments may be subject to submission for a textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism in future papers. Use of Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com website.

Turnitin is a writing improvement and plagiarism prevention tool which uses special algorithms, to compare text-based student submissions to the Turnitin database and other online sources. Turnitin produces a detailed **similarity report** that can be customized and viewed by instructors and students.

Turnitin "Draft Coach" is a Google based add-on to Turnitin which supports students in developing high-quality academic writing; and serves as an integrity coach. Draft Coach, helps address errors and improve the quality of student's writing by highlighting grammar mistakes, identifying incorrectly cited sources, and scanning for similarity across several databases. By providing formative feedback on how to address citation issues, incorrect grammar, and matches with the Turnitin database, Draft Coach provides explanations to help students become more confident writers, capable of producing higher quality work both in academics and in the workplace.

COURSE OUTLINE AND CALENDAR:

Quizzes:

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

Quiz One - Covers Chapters 1 – 8

Quiz Two Covers Chapters 9 - 12

It is imperative and the student's responsible to make arrangement on these dates to take the quizzes. **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 quiz 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 the above, it

simply means all the choices. The system will randomly place the answers in various position and thus, I wanted you to be aware of this potential answer.

Discussion Board:

There will be three discussion board questions that requires the student's participation.

Discussion Board Question One

Discussion Board Question Two

Discussion Board Question Three

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 discussion boards. Quality of work, coverage of the subject, proper punctuation, and APA is also the focus on this grading assignment.

Essay Questions:

Students will be required to read and analyze different sections of the text in addressing essay questions.

Essay Questions

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. **Finally, on all assignments, do not use word-for-word from the text or direct quote. Please paraphrase your answers in an explanatory fashion. Use examples to validate and support your comments!**

PLEASE NOTE: For the Essay Questions and Discussion Boards, please use the AU virtual or physical library. The AU library has incredible amounts of information that align with not only your assignments, but the course. In just a few minutes, the personnel can walk you through how to effectively and efficiency research your topics.

TURN IT IN – For Introduction, Discussion Board Question, Essays Questions, and Article, Turnitin (turn it in) is used. This program benefits the student in helping the student with their writing and helping to avoid plagiarism. Upon the submission of these assignments, you must accept the EULA report. Please make sure that these assignments have less than 15% similarity report.

Regarding the assignments, please focus on the due dates as opposed to the weeks. Although the weeks are important to keep track of, please focus on the due dates for assignment. This will eliminate confusion.

COURSE OUTLINE AND CALENDAR:

Week	Topic	Competencies Covered	Readings	Due Dates
1	<p>The Nature of Negotiation</p> <p>Strategic and Tactics of Distributive Bargaining</p>	<p>Competencies 1, 2, 7, 8, 13, 17, 18, 19, 20</p>	<p>Chapters 1 and Chapter 2</p> <p>Review and utilize the power point slides in completing the study guide assessment in preparation for your quiz</p>	<p>Please introduce yourself</p>
2	<p>Strategy and Tactics of Integrative Negotiations</p> <p>Negotiation: Strategy and Planning</p>	<p>Competencies 1, 2, 5, 6, 7, 8, 13, 16,</p>	<p>Chapter 3 and 4</p> <p>Review and utilize the power point slides in completing the study guide assessment in preparation for your quiz</p>	<p>Discussion Board Due Saturday June 18, 6 PM CST</p>
3	<p>Quiz - Review Chapters 1 - 4</p>	<p>Competencies 1, 2, 5, 6, 7, 8, 13, 16,</p>		

4	<p>Ethics in Negotiations</p> <p>Perceptions, Cognition, and Emotion</p>	<p>Competencies 1, 2,5, 6, 7, 8, 13, 16,</p>	<p>Chapter 5 and Chapter 6</p> <p>Review and utilize the power point slides in completing the study guide assessment in preparation for your quiz</p>	<p>Discussion Board Two Due July 2, 6 PM CST</p>
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5	<p>Communications</p> <p>Finding and Using Negotiating Power</p>	<p>Competencies 11, 13, 15,</p>	<p>Chapters 7 and Chapter 8</p> <p>Review and utilize the power point slides in completing the study guide assessment in preparation for your quiz</p>	
6	<p>Quiz over Chapters 1 - 8</p>	<p>Competencies 1, 3, 5, 6, 7, 9, 11, 13, 15,</p>		<p>Quiz One - Covers Chapters 1 - 8 Quiz Opens Thursday July 14 and closes Saturday July 16, 6 PM CST</p>
7	<p>Relationships in Negotiations</p> <p>Multiple Parties, Groups, and Teams in Negotiations</p>	<p>Competencies 1, 2, 3, 4,12,</p>	<p>Chapters 9 - 10</p> <p>Review and utilize the power point slides in completing the study guide assessment in preparation for your quiz</p>	

8	International and Cross-Cultural Negotiations	Competencies 1, 2, 3, 7, 9, 10, 14	Chapter 11 Review and utilize the power point slides in completing the study guide assessment in preparation for your quiz	Discussion Board Three Due on Saturday, July 30, 6 PM CST
9	Best Practices in Negotiations Quiz over Chapters 9 – 12	Competencies 1-6, 10, 13, 15-16	Chapter 12 Review and utilize the power point slides in completing the study guide assessment in preparation for your quiz	Quiz Two – Covers Chapters 9-12. Quiz opens on Thursday August 4 and closes on Saturday, August 6 at 6 PM CST
10	Submit Essay Questions			Notice the Change of Date Essay Questions Due Monday, August 15, at 6 PM CST

GRADING CRITERIA:

Quiz 1	20.0%
Quiz 2	20.0%
Discussion Board 1	10.0%
Discussion Board 2	10.0%
Discussion Board 3	10.0%
<u>Essay Questions</u>	<u>30.0%</u>
Total Possible	100.0%

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 processed approximately one week after the last day of the session and may be located in the My Grades section of the online registration portal as well as being emailed to the student's Amberton University email. 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 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, 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.

INSTRUCTOR/COURSE EVALUATION:

Each session, all Amberton students are provided with the opportunity to evaluate their courses and instructors. 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. All information provided is anonymous.

The Instructor/Course Evaluation will be open for completion during week 9 of the session. An evaluation assignment will be placed in week 9 of the Moodle course, along with the instructions on how to complete the evaluation. Prior to week 9, the University will send out an email containing instructions and dates for the evaluation period.

RESEARCH RESOURCES:

The Library provides access to full-text, and peer reviewed articles, and digital research tools. Students can search Library holdings through the online catalog and databases search engines available on the Library website or browse the physical library space and holdings located at the Garland campus.

Research items not contained in the Amberton Library collection can be located through interlibrary Loan (ILL) or through the TexShare program with the help of the Library staff. Students with questions about available services, resources, or research, may contact the Library via email at Library@amberton.edu.

RESEARCH ACCESS:

Databases can only be accessed by authorized users, and students at Amberton must enter their Amberton ID credentials-same as Moodle login-to gain access when off-campus. Use an Amberton website, such as the University site (Amberton.edu) or the library site (Library.amberton.edu) to find links to databased and digital books. Online resources are available all day, every day.

Library Live Chat Feature

Library staff are available to assist students with research problems or questions during Library hours through a live online chat feature, telephone, email, “How-to” videos, or in person. The Library telephone is (972-279-6511 ext. 136, 137, or 138. You can email questions to library@amberton.edu or visit the Library in person on the Garland campus for assistance.

