

AMBERTON UNIVERSITY
SYLLABUS FOR LECTURE/CLASSROOM COURSE

MGT4193.01 Negotiation Skills for Managers
Fall 2023
Location: Garland

PROFESSOR INFORMATION:

Name: Dr. Steve Tidwell
Phone Number: 972-279-6511 ext. 169 – See Announcements for Cell Phone)
Faculty Fax #: 972-686-5890
Office Location: Garland - Office O
Office Hours: Office Hours for session – Prior to Class
Email Address: STidwell@Amberton.edu

COURSE INFORMATION:

MGT3193.01 Negotiation Skills for Managers
Level: Undergraduate
Beginning Date of Session: Saturday, September 9, 2023
Ending Date of Session: Thursday, November 16, 2023
The first class meeting is Monday, September 11, 2023, in #19 **(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: Essentials of Negotiation
Author: Lewicki, Roy; Barry, Bruce; and Saunders, David
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 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.

This course presents skills for a variety of negotiating situations: managing contracts, implementing change, making sales purchases, settling organizational conflicts, planning strategies, and achieving credibility. The class prepares the student to understand different types of negotiations, how to strategically negotiate from a managerial and professional perspective and create value in the negotiating process.

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. Identifying and recognizing personal strengths and weaknesses which have an impact on the negotiating process.
3. Exploring the various tactics used by negotiators.
4. Analyzing why negotiations fail.
5. Contrasting effective and ineffective teamwork in negotiations.
6. Illustrating how to keep the negotiation on track.
7. Analyzing the important elements of a complete, written, negotiated agreement.
8. Understanding how to deal with other parties in various power positions.
9. Distinguishing between distributive and integrative negotiations and its functions.
10. Mastering and utilizing the language of negotiation and the importance of nonverbal communication.
11. Preparing and constructing a logical plan of action based on the needs of each party.
12. Understanding the value of the resistance and walk away points and how to utilize it effectively and eliminate emotions.
13. Illustrating the importance of communication and personal presentation during negotiations.
14. Illustrating how to effectively negotiate in an ethical manner.

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 quizzes) will be penalized 15 points per assignment, per day.** Students are not allowed to submit an assignment that is 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 the Central Time Zone. All assignments must be submitted by **Monday, November 13, 2023, at 6 PM CST**. Please remember the late penalty applies. **If all assignments are not received by Monday, November 13, 2023, at 6 PM CST, the student will receive a 0 (zero) for the/those missing assignment(s). No exceptions**

PLEASE NOTE: Please order your book in plenty of time so that when class begins on **Monday, September 11, 2023, at 6 PM CST**, you will be ready and prepared to start the assignments. Please be in attendance for all classes. There will be some assignments completed in class that the student will not have an opportunity to make up.

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.

Self-plagiarism means reusing work that you have already published or submitted for a class. It can involve:

- Resubmitting an entire paper
- Copying or paraphrasing passages from your previous work

Self-plagiarism misleads your readers by presenting previous work as completely new and original. Students may not submit the same paper in substance in two or more classes without prior written permission of the instructors involved.

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 and self-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 DELIVERY METHODOLOGY:

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

Quizzes:

Part of this course's assessment will include two 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.

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.

COURSE OUTLINE AND CALENDAR:

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	The Nature of Negotiation Strategic and Tactics of Distributive Bargaining	Competencies 1, 2, 7, 8, 13, 17, 18, 19, 20	Chapters 1 and Chapter 2 Review and utilize the power point slides in completing the study guide assessment in preparation for your quiz	Please introduce yourself Discussion Board Due Saturday, September 16, 6 PM CST
2	Strategy and Tactics of Integrative Negotiations Negotiation: Strategy and Planning	Competencies 1, 2, 5, 6, 7, 8, 13, 16	Chapter 3 and 4 Review and utilize the power point slides in completing the study guide assessment in preparation for your quiz	
3	Continuation of Chapters 3 and 4.	Competencies 1, 2, 5, 6, 7, 8, 13, 16		Discussion Board Two Due Saturday, September 30, 6 PM CST
4	Ethics in Negotiations Perceptions, Cognition, and Emotion	Competencies 1, 2, 5, 6, 7, 8, 13, 16	Chapter 5 and Chapter 6 Review and utilize the power point slides in completing the study guide assessment in preparation for your quiz	

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</p> <p>Quiz Opens Thursday October 19 and closes Saturday October 21, 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>	<p>Discussion Board Three Due on Saturday, October 28, 6 PM CST</p>
8	<p>International and Cross-Cultural Negotiations</p>	<p>Competencies 1, 2, 3, 7, 9, 10, 14</p>	<p>Chapter 11</p> <p>Review and utilize the power point slides in completing the study guide assessment in preparation for your quiz</p>	

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. November 9 and closes on Saturday, November 11, 6 PM CT
10	Submit Essay Questions			Notice the Change of Date - Essay Questions Due Monday, November 13, 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%

GRADING CRITERIA:

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 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 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, 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 online course materials, email access, 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>

(Lecture Faculty utilizing the Moodle system must use the below paragraph, otherwise delete this section entirely.)

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.

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. 185. You can email questions to library@amberton.edu or visit the library in person on the Garland campus for assistance.