

AMBERTON UNIVERSITY
e-COURSE SYLLABUS

MGT4193.E1 Negotiation Skills For Managers
Fall 2026

PROFESSOR INFORMATION:

Professor: Dr. Di Ann Sanchez
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Amberton Email: **DSanchez@amberton.edu**

COURSE INFORMATION:

MGT4193.E1 Negotiation Skills for Managers
Level: Undergraduate
Beginning Date of Session: Saturday September 12, 2026
Ending Date of Session: Thursday, November 19, 2026

Student access available to the Student Portal: Saturday, September 12, 2026.

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

PREREQUISITES:

None

TEXTBOOK(S) AND REQUIRED MATERIALS:

Title: Essentials of Negotiations
Author: Lewicki, Roy; Barry, Bruce; and Saunders, David
Publisher: McGraw Hill
Year Published: 2024
Edition:
ISBN: 13: 9781266634932x
Price: Available at <http://amberton.ecampus.com>

Students should verify enrollment in course before purchasing textbooks. Textbook information and ordering options are available through the Amberton Virtual Bookstore. 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.

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 Negotiation Skills for Managers 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 negotiation, how to strategically negotiate from a managerial and professional perspective and create value in the negotiating process. Additional topics include understanding the value or resistance in negotiations and ethical approaches.

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

1. Mastering and utilizing the language of negotiation and the importance of nonverbal communication.
2. Preparing and constructing a logical plan of action based on the needs of each party.

3. Understanding the value of the resistance and walk-away points and how to utilize them effectively and eliminate emotions.
4. Illustrating the importance of preparation, communication and personal presentation during negotiations.
5. Illustrating how to effectively negotiate ethically.
6. Identifying negotiatory elements and various tactics used by negotiators, including framing and anchoring.
7. Distinguishing between distributive and integrative negotiations and their functions, and why negotiations are successful and why they fail.
8. Illustrating how to effectively negotiate ethically individually and in a multi-party setting
9. Identifying individual strengths and weaknesses in salary negotiations.
10. Exploring various tactics used by negotiators in dealing with different attitudes and those with more power.
11. Utilizing AI to review and resolve negotiation challenges.

ACQUIRED SKILLS

1. Framing and Persuasion
2. Understanding Verbal and Non-Verbal Communication
3. Critical Thinking

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.

Times for deadlines are in the Central Time Zone. All assignments must be submitted by **Monday, November 16, 2026, at 6 PM CST**. Please remember the late penalty applies. **If all assignments are not received by Monday, November 16, 2026 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 Saturday, September 12, 2026, 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.)

STUDENTS' 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 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 assigned a grade of an "F" or withdrawn 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.

Amberton University students who use Artificial Intelligence (AI) generated content must adhere to the following policies:

Originality: Students must avoid presenting AI generated content as their own original work. It is essential to acknowledge the involvement of AI in the content creation process in order to maintain academic and ethical standards.

Paraphrasing: When using AI generated content, students must rephrase and/or modify the generated text. Paraphrased AI generated content should also be properly cited.

Acknowledgement: When using AI generated content in any assignment, proper credit must be given to the AI system that generated the content. <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

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 OUTLINE AND CALENDAR:

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 arrangements 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 positions and thus, I wanted you to be aware of this potential answer.

Discussion Board:

There will be four discussion board questions that require the student's participation.

Discussion Board Question One

Discussion Board Question Two

Discussion Board Question Three

Discussion Board Four

The student will respond to the question from the professor in a 250-word 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 students 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 aligns not only your assignments, but the course. In just a few minutes, the personnel can walk you through how to effectively and efficiently 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 students in helping the students with their writing and

helping them 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.

Week	Topic	Competencies Covered	Assignments	Due Date
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 19, 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, October 3, 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	
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5	Communications Finding and Using Negotiating Power	Competencies 11, 13, 15	Chapters 7 and Chapter 8 Review and utilize the power point slides in completing the study guide assessment in preparation for your quiz	Discussion Board Three Due Saturday October 17, 6 PM
6	Quiz over Chapters 1 - 8	Competencies 1, 3, 5, 6, 7, 9, 11, 13, 15		Quiz One Covers Chapters 1-8 Quiz Opens Thursday October 22 and closes Saturday October 24 6 PM CST
7	Relationships in Negotiations Multiple Parties, Groups, and Teams in Negotiations	Competencies 1, 2, 3, 4,12	Chapters 9 - 10 Review and utilize the power point slides in completing the study guide assessment in preparation for your quiz	Discussion Board Four Due on Saturday, October 31, 6 PM CST
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	

9	Best Practices in Negotiations Quiz over Chapters 9 b 12	Competencies 1-6, 10, 13, 15-16	Chapter 12 Review and utilize the power point slides in completing the study guide assessment in	Quiz Two Covers Chapters 9 - 12. Quiz opens on Thursday November 12 and closes on Saturday, November 14 6 PM CT
			preparation for your quiz	
10	Submit Essay Questions			Notice the Change of Date - Essay Questions Due Monday, November 16, 6 PM CST

GRADING CRITERIA:

Quiz 1	15.0%
Quiz 2	15.0%
Discussion Board 1	10.0%
Discussion Board 2	10.0%
Discussion Board 3	10.0%
Discussion Board 4	10.0%
Essay Questions	<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:

Students should review instructor feedback provided through Moodle or Amberton CampusWeb Portal. Final grades are processed approximately one week after the session and may be viewed through the student portal. Grades will not be released by phone or through unsecured channels. 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 granted only at the professor's discretion for emergencies or illness.

Students have 30 days from the end of the session to complete the course requirements. If the conditions are not met within this 30-day window, the "I" automatically converts to an "F".

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 delivered through Moodle. Students are expected to have reliable internet access, basic computer skills, the ability to upload/download files, use Amberton email, and submit assignments in the required format. Students needing assistance should use the Amberton SSO support/ticket process.

HOW TO ACCESS YOUR COURSE:

SINGLE SIGN-ON (SSO) INSTRUCTIONS FOR AMBERTON UNIVERSITY:

Students should access Amberton systems through the Single Sign-On portal at <https://sso.amberton.edu>. After logging in, students can access Moodle, Amberton email, CampusWeb, and other assigned applications. Students who need help accessing SSO should submit a support request through the SSO support option or contact support@amberton.edu.

MOODLE TUTORIAL:

Upon successful log in and access to the Moodle learning platform, there is a Student Moodle Tutorial course available, to learn about the basics of Moodle. Simply click on the link for the Student Moodle Tutorial 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.

EMAIL COMMUNICATION:

Students are expected to use their Amberton email account and Moodle for course communications. Students must use their official university email account for all university related communication and should check their Amberton emails regularly for course and university notices.

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 must be submitted through the appropriate Moodle assignment link unless otherwise directed by the instructor. Students are responsible for submitting files in the format required by the instructor.

INSTRUCTOR/COURSE EVALUATION:

Students will have the opportunity to complete an anonymous course and instructor evaluation near the end of the session. Instructions and dates will be provided through Moodle and/or Amberton email.

RESEARCH RESOURCES:

The Amberton Library provides access to full-text articles, peer-reviewed databases, and research tools, with options like Interlibrary Loan (ILL) and TexShare for items outside its collection. For research assistance, students can connect with library staff during operating hours via email (library@amberton.edu), phone (972-279-6511 ext. 185), "How-to" videos, live online chat, or in person at the Garland campus. The online library is available through Single Sign On (SSO).

MICROSOFT OFFICE 365 EDUCATION:

Amberton University students may access Microsoft 365 Education resources as provided by the university.

GOOGLE WORKSPACE FOR EDUCATION:

Amberton students are assigned a Google Workspace for Education account, including Amberton Gmail, Google Drive, Google Docs, Sheets, and Slides. Students should use their Amberton Google account for course-related work when required.