

AMBERTON UNIVERSITY
e-COURSE SYLLABUS

**MGT4193.E1 NEGOTIATIONS SKILLS FOR MANAGERS
FALL 2014**

PROFESSOR INFORMATION:

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This is a closed email system. Emails from accounts outside of the eMail system will not be delivered. Refer to "Course Communications" below.

COURSE INFORMATION:

MGT4193.E1 Negotiations Skills for Managers

Level: Undergraduate

Beginning Date of Session: Saturday, September 13, 2014

Ending Date of Session: Thursday, November 20, 2014

Student access available to the Student Portal: Saturday, September 13, 2014.

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

TEXTBOOK(S) AND REQUIRED MATERIALS:

Title: Negotiations Skills For Managers Bundle

Author: Lewicki, Barry, Saunders - Created For Dr. Steve Tidwell

Publisher: McGraw-Hill Irwin: CREATE

Year Published: 2012

Edition: 1st

ISBN-13: 9781121490369

ISBN-10: 1121490360

VERY IMPORTANT: THIS TEXT IS ONLY AVAILABLE THROUGH THE AMBERTON BOOKSTORE

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. Just look for the "Bookstore" tab across the top of the home page. 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. Students should be careful to obtain the exact resource(s) required for the course.

COURSE PREREQUISITES:

None

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. (Key: CR = Course Readings, CD = Class Discussions, EX = Exam, CS = Case Study DB = Discussion Board)

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

- Identifying negotiatory elements and discussing the reasons they are important to the process. (CR, CD, EX, CS, DB)
- Determining the preconditions that affect negotiations and discussing the importance of determining the needs of both parties prior to negotiating. (CR, CD, EX, CS)
- Mastering and utilizing the language of negotiation. (CR, CD, EX, CS, DB)
- Establishing minimum and maximum goals in preparation for the negotiating process. (CR, CD, EX, CS)
- Illustrating the importance of negotiating needs rather than negotiating positions. (CR, CD, EX, CS, DB)
- Recognizing and dealing with personal negotiating styles and attitudes. (CR, CD, EX, CS)
- Identification and recognition of personal strengths and weaknesses which have an impact on the negotiating process. (CR, CD, EX, CS)
- Exploring the various tactics used by negotiators. (CR, CD, EX, CS, DB)
- Investigating the importance of nonverbal communications in the negotiation process. (CR, CD, EX, CS)
- Analyzing why negotiations fail. (CR, CD, EX, CS)
- Identifying ways to overcome obstacles that restrain progress in the negotiating process. (CR, CD, EX, CS, DB)
- Contrasting effective and ineffective teamwork in negotiations. (CR, CD, EX, CS)
- Describing productive and counterproductive negotiation attitudes, strategies, assumptions and personal demeanor. (CR, CD, EX, CS)
- Illustrating how to keep the negotiation on track. (CR, CD, EX, CS, DB)
- Discussing how to negotiate under specific, unusual circumstances. (CR, CD, EX, CS)
- Analyzing the important elements of a complete, written, negotiated agreement. (CR, CD, EX, CS)

- Constructing a logical plan of action for a labor management contract. (CR, CD, EX, CS)

COURSE POLICIES:

Students must comply with the calendar when turning in assignments. It is imperative that students adhere to these deadlines. Students not complying with the deadlines will be penalized 15 points per assignment, per day. No Exceptions! Students will not be able to make-up missed exams; therefore, it is important to make arrangements to take the exams on the scheduled dates. All deadlines are Central Standard Time (CST). Students will not be penalized for submitting assignments early. Students may also submit assignments before they have received a previous submitted assignment.

A maximum of two assignments will be accepted for grading between Saturday November 15 and Monday, November 17, 2014, 6 PM CST. All times for deadlines are in Central Time Zone. All assignments must be submitted by Monday, November 17, 2014 at 6:00 PM Central Time. Please remember the late penalty applies. If all assignments are not received by Monday, November 17, 2014 at 6:00 PM Central Time Zone, 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.

COURSE OUTLINE AND CALENDAR:

Exams:

Exam One	Covers Chapters 1 - 5
Exam Two	Covers Chapters 6, 7, 9, 12
Exam Three	Covers Chapters 13 – 15, 17, 20

At 8 AM CST, on the day of the exam, the professor will upload the examination to the discussion board. The student will download the examination and save it in a Word document, complete the examination, and return the examination through the course-room email; NOT THROUGH THE DISCUSSION BOARD. The student will have until 10 AM CST to complete these examinations. Any exam submitted later than 10 AM CST, will receive a zero for the examination. There will be 35 multiple choice questions for each examination. Please note that the student will find the additional study guide to be a **tremendous benefit** for them. Also, the PowerPoint presentations will be a valuable resource. Again, it is the student's responsible to make arrangement on these dates to take the examination. **Any student that missing these examination dates will receive a zero for that examination. Please note: At the bottom of the syllabus, the student will find the required examination format.**

Exam One	Saturday, September 27
Exam Two	Saturday, October 18
Exam Three	Saturday, November 1

Discussion Board:

There will be two discussion boards that the students will be required to participate in. Both of the discussion questions will be posted prior to the start of the class. The student may complete the discussion board as they wish. However, the due date for completing the discussion boards are as follows:

First Discussion Board Question	Due Saturday October 4, 2014 by 11:59 PM CST
Second Discussion Board Question	Due Saturday November 8, 2014 by 11:59 PM CST

The student will respond to the question from the professor in a post of a minimum of 250 words. The student will use at least one outside source when responding to the discussion question from the professor. The student must show their 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 of these discussion boards. Quality of work, coverage of the subject, proper punctuation, and APA is also the focus on this grading assignment.

Case Study

Due Monday November 17, 2014 at 11:59 PM CST

This assignment is a case study on Bargaining Strategy in Major League Baseball. The questions will be made available on online on the Home Page. Please include at least one outside source when answering **each** question of the case study. An outside source is another source other than your text. Please adhere to APA format when writing this case study. Please show your outside sources as in-text citations within the answers and then provide a list of the used outside sources as references at the end of the document. IT IS IMPERATIVE, AS STATED PREVIOUSLY IN THE SYLLABUS, THAT YOU PURCHASE THE RIGHT TEXT. The AU bookstore is the **only** place to get this edition. This text was especially created for this course

GRADING CRITERIA:

Exam 1	20%
Exam 2	20%
Exam 3	20%
Discussion Board 1	10%
Discussion Board 2	10%
Case Study	20%

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 eMail account and contact the instructor at STidwell@eMail.Amberton.edu or phone extension 169. Do not use the Course Number e-mail as it is no longer operational.

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. 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:

Students enrolled in distance learning courses use the resources contained in Amberton's Student Portal. The site may be accessed through the University's main page (<http://www.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 your individual E-Course, eMail access, Discussion Forum, Chat Room, Remote Research, General Tools, all Syllabi, QEP 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.

COURSE COMMUNICATIONS:

Students will communicate with faculty using any of three methods: eMail, Discussion Forum and Chat Room. Each student enrolled in this course is assigned an Amberton eMail account, Discussion Forum and Chat Room, with access through the Student Portal.

You must use Amberton's eCmail system to send emails, do not use outside email accounts (ie. Yahoo, msn, Hotmail), as email from outside the University will be rejected.

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton student eCmail system (eCmail.Amberton.edu). Students are encouraged to check their email regularly for University news and notices.

Students are responsible for reviewing the "Communication Guidelines" provided on the individual E-Course for specific instructor requirements.

FORMAT AND SUBMISSION OF ASSIGNMENTS:

Assignments are to be submitted as an attachment to an email. 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 eCmail 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 “Ask-A-Librarian” section of the discussion forum or email their questions to library@Amberton.edu.

QUALITY ENHANCEMENT PLAN – QEP TOOLKITS:

Online research resources are available through “Research Tools Database”, accessible through the Student Portal. (For additional assistance, students may access the “QEP 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.

**Format for Exam Submission
MGT4193.E1**

Name: _____

Assignment Number: _____

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