

AMBERTON UNIVERSITY
SYLLABUS FOR LECTURE/CLASSROOM COURSE

MGT4193.01 Negotiation Skills for Managers
WINTER 2015
Location: Garland

PROFESSOR INFORMATION:

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COURSE INFORMATION:

MGT4193.01 Negotiation Skills for Managers

Level: Undergraduate

Beginning Date of Session: Saturday, December 6, 2014

Ending Date of Session: Thursday, February 26, 2015

Holiday Break: Friday, December 19, 2014 through Friday, January 2, 2015

The first class meeting is **Monday December 8, 2014**, in **Room 19**

TEXTBOOK(S) AND REQUIRED MATERIALS:

Title: Negotiation
Author(s): Roy J. Lewicki, David Sunders, Bruce Barry
Publisher: McGraw Hill
Year Published: 2014
Edition: 7th Edition
ISBN-10: 0078029449
ISBN-13: 13 9780078029448

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.

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

- Identifying negotiatory elements and discussing the reasons they are important to the process (read chapters 1 and 2; final exam)
- Listing the preconditions that affect negotiations and discussing the importance of determining the needs of both parties prior to negotiating (read chapters 14 and 15; research paper; final exam)
- Recognizing and dealing with personal negotiating styles and attitudes (read chapters 5 and 6; research paper; final exam)
- Exploring the various tactics used by negotiators including nonverbal communication (read chapters 7-9; final exam)
- Analyzing the reasons negotiations fail (read chapters 10-12; final exam)
- Contrasting effective and ineffective teamwork in negotiations (read chapter 13; final exam)
- Describing productive and counterproductive negotiation attitudes, strategies, assumptions and personal demeanor (read chapters 3 and 4; final exam)
- Illustrating how to keep the negotiation on track (read chapters 17-20; final exam)
- Discussing how to negotiate under specific, unusual circumstances (read chapters 14 and 15; research paper; final exam)
- Analyzing the important elements of a complete, written, negotiated agreement (read chapter 16; final exam)
- Constructing a logical plan of action for a labor management contract (read chapter 16; final exam)

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. Late papers will not be accepted after day 4 past the original due date (up to 40%), which means that you will need to send the assignment via e-mail (prior to the next class meeting) since the class meets only once per week. Remember that you are always welcome to submit your assignments early. Extra credit will not be offered in this course. Additionally, **please note that, if there is an assignment due for the week, it will be due on the day we meet for class. For example, if an assignment is due for week 3, the assignment will need to be submitted on the day we meet for class (Monday), in week 3. The final exam will be given on the last day the class meets.** 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.

In the course outline and calendar, **please note that the date is indicative of the dates we meet for class. It also serves as the date our new week begins.** The new week will begin the day of the week we meet for class. For example, our week 1 begins Monday December 8, 2014, week 2 begins Monday December 15, 2014, etcetera.

COURSE DELIVERY METHODOLOGY:

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

Students will participate in group activities designed to practice the skills taught in the course. Besides lecture, students will be required to participate in class discussions. Participating in class discussions is worth 10% of your overall grade. There will be a final exam as well as three research papers. Additionally, students will be responsible for reading chapters, from the textbook, in order to prepare for class lectures and in-class activities.

COURSE OUTLINE AND CALENDAR:

- I. December 8, 2014
 - A. Identifying negotiating elements and discussing the reasons they are important to the process
 - B. Read chapters 1 and 2

- II. December 15, 2014
 - A. Describing productive and counterproductive negotiation attitudes, strategies, assumptions and personal demeanor.
 - B. Read chapters 3 and 4

*****Holiday Break: Friday, December 19, 2014 through Friday, January 2, 2015*****

- III. January 5, 2015
 - A. Recognizing and dealing with personal negotiating styles and attitudes.
 - B. Read chapters 5 and 6
 - C. Complete assignment (seven page paper)
- IV. January 12, 2015
 - A. Exploring the various tactics used by negotiators including nonverbal communication.
 - B. Read chapters 7-9
- V. January 19, 2015
 - A. Analyzing the reasons negotiations fail
 - B. Read chapters 10-12
- VI. January 26, 2015
 - A. Contrasting effective and ineffective teamwork in negotiations.
 - B. Read chapters 13
- VII. February 2, 2015
 - 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
 - D. Complete assignment (seven page paper)
- VIII. February 9, 2015
 - A. Analyzing the important elements of a complete, written, negotiated agreement.
 - B. Constructing a logical plan of action for a labor management contract.
 - C. Read chapters 16
- IX. February 16, 2015
 - A. Illustrating how to keep the negotiation on track.
 - B. Read chapters 17-20
- X. February 23, 2015
 - A. Complete final (10 pages)

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 undergraduate-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 pages specified for each assignment represents the minimum number of pages considered to be acceptable for that assignment. This minimum number of pages 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% (each paper is worth 30%) of your overall grade. Additionally participation is worth 10% of your overall grade. On a final note, your final is worth 30% of your grade.

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 mailed approximately one week after the last day of the session to the student's address of record. 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 eCmail account and contact the instructor at KArd@eCmail.amberton.edu or phone extension 159. 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 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 eCmail, Discussion Forums, Chat Rooms, Remote Research, General Tools and Electronic Instructor Folders (FTP). The Student Portal 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 eCmail access, Discussion Forum, Chat Room, Remote Research, General Tools, all Syllabi, QEP Tutorials and Electronic Instructor Folders (FTP).

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.

When using the eCmail system, students may send to and receive email from those users who have accounts on the Amberton email servers only (Amberton.edu and eCmail.Amberton.edu). Email from outside the University's systems will be rejected.

Upon completion of a session, all mail is removed from the eCmail account. 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.

Discussion Forum

The forums are accessible, as of the first day of the session, through the Student Portal. The discussion forums are good avenues for student – to – student communication and interaction.

Help forums such as “Ask-a-Librarian” and “Tech Tips” are also listed with the course forums. Visit these areas if you have questions about research and technical issues.

Chat Rooms

Chat rooms are accessible through the Student Portal as of the first day of the session and provide students and faculty the ability to communicate on-line in real time.

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.

RECOMMENDED ONLINE SOURCES:

Online research resources are available through “Research Tools Database”, accessible through the Student Portal, under “General Tools.”

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.

BIBLIOGRAPHY:

Research resources are available through the University's physical library and the online virtual library. Students may search for books, periodicals, and online sources pertaining to subjects covered in this course.

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 University physical Library, or the Virtual University "Ask-A-Librarian" section of the discussion forum, or email their questions to library@Amberton.edu.