

Sam Houston State University
College of Business Administration
Department of General Business and Finance

Course Number: BUAD 4325
Course Title: Negotiation in Business
Prerequisites: MS Word [™] proficiency
Class Meeting Time: TR: 2-3:20
Instructor: Dr. Bradley S. Wesner
Office: 210D
Email: bradley.wesner@shsu.edu
Office Hours: TR: 9:30-12:00 and by appointment
Required Text(s): Hames, David. *Negotiation: Closing deals, settling disputes, and making team decisions*, (Sage, 2012)

Supplemental Text(s): All supplemental cases for the class will be provided for simulations.

Learning Objectives: The major objectives of this course are for students to be able to:

1. Understand the basic principles, theory, and practice of ethical professional negotiation.
2. Design and execute business negotiations with various purposes (distributive, integrative, mediation, conflict management).
3. Analyze and adapt negotiations based on the influx of new information as negotiations are carried out.
4. Differentiate between effective negotiation methods and techniques to support negotiation strategy.
5. Critically and systematically listen to and evaluate business negotiation arguments in both individual and team formats.

Course Requirements:

1. Preparation for class. You are expected to have read the assigned material before the class during which it is discussed. PowerPoint® slides for each textbook chapter are available on the Blackboard course site. Students are responsible for assigned readings whether they are discussed in class or not.
2. Regular and punctual class attendance. Roll will be taken every class period (See Absence Policy).
3. Participation in all class activities. Class sessions provide opportunities to practice, and that is what this class is all about!

4. You will need computer proficiency, especially in the use of Microsoft Word® and the use of the Internet in conducting research. **All written assignments are to be typed.**

Examinations/Homework:

Scheduled tests will be given in objective and/or written format. Selected problems and readings will be assigned. Students are responsible for material in assigned chapters and on handouts whether it is discussed in class or not. Students are expected to participate in class and to bring textbooks to class. Students are expected to complete all assignments on the due date, prior to class. **All writing assignments must be typed and in proper business format.**

Grading and Points

The class will consist of 800 total points. This includes the following items:

Movie Paper: 50 Points

Exam 1: 100 Points

Exam 2: 100 Points

Exam 3: 100 Points

Final Paper: 100 Points

In class Preparation: 50 Points

Negotiation Scenarios 50 Points per assignment (50x6= 300)

Total Points: 800

A = 720+

B = 640-719

C = 560-639

D = 480-559

F = below 480

All cut-offs are firm. Grades will not be curved.

Note: The proper time to challenge a score on an assignment is immediately after receiving your score, **not at the end of the semester.**

Attendance Policy:

Attendance is necessary and expected. If you are unable to commit to taking the class, it is advisable to wait until you are able to make the commitment. Attendance will be taken at all class meetings. Absence from class will result in zero credit for that day's assignments/exams—with the exception of extreme circumstances (in which case, arrangements for work must be made ahead of time with the instructor or via proper documentation provided in a timely manner.)

Students are allowed three class periods of absences without penalty. Beyond those absences, the grade of "F" will be recorded for the student. Students unable or unwilling to accomplish reasonable attendance (those who will likely exceed the absence limit) are encouraged to enroll during a semester and in a section when they **will** be able and willing to attend the class. Tardiness or leaving class early counts as an absence.

Classroom Conduct:

Only registered students may attend class. Students are expected to assist in maintaining a classroom environment that is conducive to learning. Students are to treat faculty and other students with respect. Students are to turn off all cell phones and other electronic devices while in the classroom.

Academic Integrity Expectations:

An act of academic dishonesty, even a first offense, places the student in jeopardy of severe forms of disciplinary action, including dismissal. **The work you submit for evaluation in this course must be your own.** Academic dishonesty includes cheating, falsification of information/citations, plagiarism, interference (with another student's work), and aiding others to commit an act of academic dishonesty. In accord with this policy, the instructor will cooperate with administrators in detecting (Turnitin.com), documenting, and reporting any person committing an act as described above. Avoid even the appearance of cheating. If a student is looking at another student's paper during an exam, it will be assumed that the purpose is to cheat, and will be documented as such. Any infraction of this policy will result in a failing grade for the entire course...no exceptions.

In this course, emphasis is placed on the following: ethical behavior; conveying honest and accurate information; showing equal treatment through non-sexist and nondiscriminatory writing; exhibiting fair-mindedness, a sensitivity to the feelings of others, and respect for human rights.

Student Absences on Religious Holy Days Policy:

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University Policy #861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

Disabled Student Policy:

It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Disabled students may request help with academically related problems stemming from individual disabilities from their instructors, school/department chair, or by contacting the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Counseling Center, Lee Drain Annex, or by calling (936) 294-1720.

Negotiation Scenarios:

This is the fun part! I am going to divide you up into teams over the course of the semester. At times you will work as an individual, and other times you will work within the confines of the group. You will be presented with a brief scenario in which you will be given a negotiation objective. Your opponent will be presented with the same scenario, but a different objective. You will read and understand your scenario and constraints prior to entering the field of battle (otherwise known as the classroom). You will then enter into negotiations with your opponent. Now remember, we are here to learn, so don't think you have to win every time. **I do NOT grade you on whether you win or lose...I grade you on your preparation and how you play out the scenario.** I want to see evidence that you can apply what I teach you and make use of it. Just giving up right off the bat will kill your grade as will arriving unprepared. The dates of negotiation are presented at the bottom of this syllabus.

Negotiation Plans:

Preparation for a negotiation is essential. Good negotiators prepare; bad ones fail to prepare and don't have a job. **As such you will be required to develop and submit a pre-negotiation plan for every case. You should bring 2 copies of this plan.** I will grade one; the other you will use during your negotiation. If you only bring one, you do not get credit. Though you are not to share these plans with anyone before class, you may reveal as much or as little as you like with the person(s) with whom you are negotiating during the actual negotiation...more on that as the class unfolds. These plans are to help you reach your most desired outcome.

Movie Paper:

These reviews should be 3-4 pages in length, and analyze the given movie using the theories learned from the lectures/readings in this class. These exercises are due in class on **October 10.**

Some possible relevant movies are: *The Negotiator*, *Braveheart*, *Tin Men*, *13 Days*, *Lawrence of Arabia*, *The Last of the Mohicans*, and *Pirates of the Caribbean*, *12 Angry Men*, *Harry Potter and the Order of the Phoenix*, and a whole host of others. Any appropriate movie, though, is fine, and if you have any questions in this regard please check with your instructor. Hey, who does not love a good movie right? Have some fun with this one, but get it right. I have seen a ton of movies, so feel free to pick one that you like!

Final Paper:

At some point during the course, you must go out and conduct a live negotiation. What is being negotiated may be anything of value to you: a major purchase, something job- or employment-related, relations with peers / coworkers, etc. Note that I must approve your topic...this gets a little tricky if I do not. **Topics must be presented to me and approved by October 12. You may not change your topic once you have it approved by me. So make sure it is going to happen.** An unacceptable final project will hurt your final grade. The following rules apply to this negotiation:

- You must negotiate for something non-trivial. That is, you should care about how the negotiation turns out.
- The other person(s) must not be another student in the class, the instructor, or one of your parents.
- The other person(s) must not be aware either before or during the negotiation that it will be used to satisfy course requirements...you may tell them ONLY when it is over.
- You must articulate (privately & in writing) a pre-negotiation plan before the live negotiation that you will include as part of your final paper.
- If at all possible, you should try to interview the other person or any observers about the negotiation after it's over.

The final paper should be **no longer than** 10 double-spaced pages (and really should be shorter than this to tell the truth of it). It should describe your reactions, perceptions, impressions, and significant insights gained from participation in (and reflection on) the negotiation. You should write about yourself and the behavior of the other, addressing points such as:

- Your negotiation plan: Did you have to make changes to your plan? Why (not)?
- Your goals
- A brief overview of key events in the negotiation
- What you learned about yourself in the experience
- What you learned about the behavior of others
- How this experience compared to others you've had in similar situations
- What you learned about bargaining/conflict from this situation
- How the course concepts play into your understanding of the negotiation's process & outcomes
- What you would do similarly or differently in a like situation in the future

The final paper is due on the last day of class 12-5-15 by 3:31 pm. You MUST show up to the final exam to turn in your paper. No late papers will be accepted, and papers cannot be turned in electronically.

Exams:

Note that all exams in my class are 100 questions in a multiple-choice format.

The Rules:

I have found that having a set of iron clad rules for class is a helpful thing. So, here is my set of rules and the consequences of breaking them.

1. I will never accept **late written work**. We live in an age of technology. In the event that you are going to miss class for any reason, you can email me your written assignment. The only exception to this is if you are physically incapacitated in such a way that emailing your assignment in is not possible. You will be responsible for having a note from a medical professional that documents this incapacitation at the time that the assignment was due. NOTE: The note must specifically indicate that you were unable to send an email.
2. In the event that you have an oral presentation due in my course and you are unable to make the presentation on schedule, you must provide written documentation that clearly indicates your physical inability to make the presentation.
3. In the event that you miss an exam for any reason, you must make arrangements with me to make up the exam. The makeup exam must be completed **within one week of the exam date**. Documentation of your absence must be clearly provided and be acceptable under university guidelines. In the event that the exam is not completed within one week of the scheduled exam date, you will not be allowed to make up the examination. Also note that all makeup examinations will be in an entirely different format than the original examination presented to the class.
4. **Cell phones may never be used in my class from the time I begin lecture until the time that class is dismissed.** If you use your phone during my class, you will receive a one letter grade reduction per infraction from your **final course grade** per infraction. If you have an emergency situation that requires you to have access to your phone, you must make arrangements with me prior to the beginning of class. No exceptions!
5. Laptop or tablet use during lecture is permitted but is intended for educational use only. This applies from the time I begin lecture until the time that class is dismissed. In the event that I notice you using your laptop or tablet for something other than educational purposes, you will receive a one letter grade reduction from your **final course grade** per infraction.
6. You have 72 hours from the time a grade is posted on blackboard to challenge your score. After 72 hours all grades are final.
7. I do not round scores up for any reason. For example, an 89.999999% is a B and it always will be. If it takes 720 points to get an A and you had 719 of them...you get a B. Please do not ask me to round your score or "bump your grade up".
8. It is entirely inappropriate to contact your professor at the end of the semester and ask for a grade increase or special treatment of any kind. To do this totally disrespects your professor, your classmates, Sam Houston State University, and yourself. Do not approach me at the end of the semester and request a grade that you did not earn.
9. All emails to your professor must contain a signature block and a subject line. In other words, you must sign all emails when you send them, and they must contain a subject line that clearly indicates what your email is about. In the event that you do not sign your emails to me or provide a subject line I will not respond to them. It is a pain to look up your email alias and try to find out whom I am talking to.

Final Thought:

OK, so by now you may be a little freaked out. Don't be. My syllabus is a bit intense, and I know that. The hard part about any syllabus is that you have to show all the rules of engagement, so they always come off a bit more dramatic than they are intended. I promise that you will have a blast in this class. You are going to learn things here that are not taught anywhere else. Believe it or not, it is going to be a LOT of fun. So let's get going.

Date	Topic	Reading Due	Assignment Due in Class
24-Aug	Syllabus Review and Intro	Chapter 1	
29-Aug	Preparation	Chapter 2	Negotiation One
31-Aug	Preparation	Chapter 2	
5-Sep	Distribution	Chapter 3	
7-Sep	Integration	Chapter 4	Negotiation Two
12-Sep	Integration	Chapter 4	
14-Sep	EXAM 1		
19-Sep	Closing the Deal	Chapter 5	
21-Sep	Communication	Chapter 6	
26-Sep	Communication	Chapter 6	Negotiation Three
28-Sep	Decision Making	Chapter 7	
3-Oct	Power	Chapter 8	
5-Oct	Ethics	Chapter 9	
10-Oct	Creativity and Problem Solving	Lecture Only	MOVIE PAPER DUE!
12-Oct	EXAM 2		FINAL PAPER TOPIC APPROVAL
17-Oct	Negotiating a Job Offer	Lecture Only	
19-Oct	????	??????	
24-Oct	Multiple Party Negotiation	Chapter 10	Negotiation Four
26-Oct	Multiple Party Negotiation	Chapter 10	
31-Oct	Individual Differences	Chapter 11	
2-Nov	International Negotiations	Chapter 12	
7-Nov	Difficult Negotiations	Chapter 13	Negotiation Five
9-Nov	Hostage Negotiation	Lecture Only	
14-Nov	Negotiation via Information Technology	Lecture Only	
16-Nov	Third Party Intervention	Chapter 14	
21-Nov	EXAM 3		
28-Nov	FINAL NEGOTIATION		FINAL NEGOTIATION
30-Nov	FINAL NEGOTIATION		FINAL NEGOTIATION
5-Dec	FINAL PAPER DUE		CLASS MEETS at 3:30!!