**Wayland Mission Statement**

Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

**Contact Information**

**Course**

: PUAD 5324 VC01 – Negotiations

**Campus**

: WBUonline

**Term/Session**

**:** Fall 1 2021

**Instructor**

**:** Dr. Colleen Mruzik

**Office Phone Number**

**:** (314) 881-8308

**WBU Email Address**

**:** mruzikc@wbu.edu

**Office Hours, Building, and Location**

**:** On-line via Blackboard, Announcements, and Discussion Board. I will answer e-mails within 24 hours. I am available by phone MThF 9am - 5pm CST, T 8am - 12pm, and Sa 1pm - 6pm.

**Class Meeting Time and Location**

**:** WBUonline

**Textbook Information**

**Required Textbook(s) and/or Required Materials**

**:** Negotiation Lewicki McGraw-Hill 8th 2020 9781260043648

*The textbook for this course is part of the* ***Wayland’s Automatic eBook*** *program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore* [*Automatic eBook FAQ*](https://bookstore.wbu.edu/site_inclusive.asp) *page.*

**Optional Materials**

**:** N/A

**Course Information**

**Catalog Description**

**:** A study of strategies to minimize and resolve conflict and improve communication including: basic principles and practical techniques of negotiation; key differences between negotiation, mediation, and arbitration; resolving conflicts in an ethical manner; and developing strategies for interpersonal and intergroup conflict resolution. Emphasis on conflicts in public administration, government, law enforcement, and public and private sector fields.

**There is no prerequisite for this course.**

**Course Outcome Competencies**

**:** Upon completion of this course, students will be able to:

* Understand and explain basic negotiation principles
* Identify key elements and steps of the negotiation process
* Evaluate the role of ethics in the negotiation process
* Analyze complex disputes and develop a plan for negotiation
* Apply negotiation techniques in real world scenarios

**Attendance Requirements**

WBUonline (Virtual Campus)

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

**University Policies**

**Statement on Plagiarism and Academic Dishonesty**

**:** Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**Disability Statement**

**:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Trish Ritschel-Trifilo, trifilot@wbu.edu or call (806) 291-3745.

**Student Grade Appeals**

**:** Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

WBU Catalog

**Course Requirements and Grading Criteria**

Daily access to computer, internet, e-mail and use Microsoft Word (doc) word processing software for all assignments. All communications and assignments are to be done online via the online course and/or e-mail.

**A. Classroom Access:** You will have one week to complete all assigned work. The folder for the week will become “open” on Sunday at Midnight.

**B. Discussion Boards/Assignments:** There will be a discussion topic each week of class, with the exception of week 11. All first posts must be done by Wednesday @ 11:59 p.m. CST of each week, and the remaining 2 posts must be in by Sunday at 11:59 p.m. CST each week

**Note:** Posting all your discussions answers on Bb is a major requirement of this course. In this context, Plagiarism will not be tolerated in any way (Wayland Baptist University Policy on Dishonesty). You may view your peers work and postings to learn from one another, but you can’t copy their work. Students who have circumstances which prevent them from participating or completing an assignment on time must communicated with me in order to find reasonable accommodations to complete the required course work.

There are specific assignments that must be completed each week.   Your individual responses must be insightful, thorough, and interesting.   These responses should demonstrate an understanding of the assigned readings and should be substantiated by two or more examples from the textbook and/or appropriate websites.

Each response to your classmates should be substantive.  Participation is measured on the student’s interaction and contribution with the course and other students as demonstrated through active involvement on the virtual classroom discussion board. A student’s contribution must add value to the course.  A discussion board posting is determined to be of substance by containing information that supplements, contradicts, questions, or furthers discussion on a subject area contained in the course.  Additionally, it is expected that student participation reflect critical thinking and good grammar.

**C. Course Exams:** You will have a midterm and final. Both exams will be open book/open note. Exams will be timed and will cover the material extensively. Questions may consist of multiple choice, true/false, and matching.

**D. Final Project:**  Students will write a paper on the topic given in Week 2. The text of the paper must be a minimum of eight pages. Papers must be submitted in APA. Plagiarism shall result in disciplinary action. Late papers will receive lower grades unless the instructor determines that there is a satisfactory reason for the late receipt.

**Means of Assessment:**

Assessment % Final Grade

Discussion Board/Participation 40

Midterm exam 20

 Final Exam 20

Final Project 20

**The University has a standard grade scale:**

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

**Tentative Schedule**

**Week 1 August 8, 2022 Chapter 1 and Chapter 2**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 2 August 15, 2022 Chapter 3**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 3 August 22, 2022 Chapters 4**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 4 August 29, 2022 Chapter 5**

 **Midterm Exam covering chapters 1-4**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 5 September 5, 2022 Chapter 6**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 6 September 12, 2022 Chapter 7**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 7 September 19, 2022 Chapter 8**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 8 September 26, 2022 Chapter 20**

**Final Project Due 9/26 @ 11:59pm**

**Final Exam completed by 10/1 @ 11:59pm**