**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**

: MGMT 5330 VC01 – Negotiations in Management

**Campus**

: WBUonline

**Term/Session**

**:** Fall, Aug.7 2023- Oct 5th 2023

**Instructor**

**:** Vilma Edginton

**Office Phone Number/Cell #**

**:** 858-837-2309

**WBU Email Address**

**:** vilma.edginton@wbu.edu

**Office Hours, Building, and Location**

**:** Monday/ Thursday 9am-3pm EST

**Class Meeting Time and Location**

**:** Online

**Textbook Information**

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

**:**

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** |
| --- | --- | --- | --- | --- | --- |
| Negotiations | Lewicki/Saunder/Barry | 8th | 2020 | McGraw Hill  | 9781-26004-3648 |

*If this is an UNDERGRAD class the textbook for this course is part of the* ***Pioneer Academic Access Program****. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. If the course requires a physical book you can order at bookstore.wbu.edu. The cost of all your materials are billed to your student account at $26.00 per credit hour. You can choose to opt-out, however if you do you will lose access to* ***all******classes/materials*** *and have to source through third party vendors You will be notified via email with access instructions and additional information. If you are in a GRADUATE class you will have an Automatic eBook which is billed directly to your student account or a physical book that can be purchased at bookstore.wbu.edu.  If you do not wish to participate in the Automatic eBook program, you will have the first week of class to opt-out of the program (additional details will be outlined in your email instructions).*

**Optional Materials**

**:** none

**Course Information**

**Catalog Description**

**:**

Negotiations as related to management theory and practice, the negotiation process and the dynamics of conflict.

**Prerequisite:**None

**Course Outcome Competencies**

**:**

* Examine the key elements of the negotiation process.
* Examine the driving and constraining forces affecting the negotiation process and explain how those forces assist or constrain a successful negotiation process.
* Explain the importance of ethics in the negotiations process.

# Analyze cases of successful as well as failed negotiations to determine keys to effectiveness

**Attendance Requirements**

External Campuses

Students enrolled at one of the university’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the external campus executive director/dean. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy. A student may petition the Academic Council for exceptions to the above stated policies by filing a written request for an appeal to the Vice President of Academic Affairs.

Plainview Campus

The university expects students to make class attendance a priority. Faculty members provide students a copy of attendance requirements. These are provided on the first day of class. Students in programs for which an outside agency (such as the Veteran’s Administration) has stricter attendance requirements will be subject to those requirements. In addition, the university registrar will provide each student affected a list of these regulations. The dean of the school must approve part-time and adjunct faculty class attendance requirements prior to syllabi distribution.

WBUonline

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**

**Academic Integrity**

**:**

[Link to Statement on Academic Integrity](https://www.wbu.edu/academics/writing-center/Academic%20Integrity%20Statement%20Pol%208.4.1%20Attch%20Oct%2020222.pdf)

**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 Disability Services Coordinator and Academic Coach serves as the coordinator of students with disabilities and must be contacted concerning accommodation requests. Office: (806) 291-1057. 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, Rick Hammer, hammerr@wbu.edu or call 1-866-547-9192 for

24/7 Blackboard Support.

**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.

**Course Requirements and Grading Criteria**

### **Biblical Readings:**

Each week, students are provided with a number of biblical readings that may be useful to economic topic in which they are studying. These biblical readings are suggested but not limited to scripture integration in discussions, assignments and reflections.

### **Websites/ Videos:**

Students are provided with a number of websites and videos that reflect the weekly topic. Students are encouraged to explore the various websites and videos to assist them in better understanding the topic.

If students have any questions regarding the videos, they should contact their instructor immediately.

### **Textbook Readings:**

Each week, students are required to complete chapter readings taken from the textbook. It is important that the reading be completed prior to starting the weekly assignment, discussion or reflection.

If students have any questions regarding the readings, they should contact their instructor immediately.

**Assignments:** There will be 6 homework assignments for students to complete each week. Each assignment is worth 50 points and will comprise of 200 points for the entire course. The homework assignments must be completed individually (not group effort) and will reflect the week’s material that is being reviewed.

All assignments must be double spaced and follow APA guidelines- including a title page and reference page. Each assignment should be approximately 300 words.

**Rubrics for Homework Assignments:**

Accuracy of Answer: 20/20

Integration of Research 10/10

Analysis of Answer: 10/10

Faith Integration 5/5

Spelling/ Grammar: 5/5

**Discussions:** There will be a total of 8 discussion postings for this course. These are discussions designed for student participation and engagement, so it is critical that you contribute in a timely manner. Initial postings must be completed by Wednesday and two secondary postings must be completed by Sunday.

Initial posting must be between 150-170 words. Initial postings must be posted by Wednesday of each week. Both objective (facts, figures) and subjective (opinion) are required. Initial of research is also needed in order to validate and justify points.

A minimum of two secondary postings are required per week. Each secondary posting must be a reply to a student or the instructor and must be between 75-100 words. The quality of the secondary posting will be assessed as: subjective analysis, integration of faith or research. Both secondary postings must be completed by Sunday.

The discussion board’s forums should be regarded as classroom conversations. If you do not post anything within the open and active week of the discussion, you in essence came to class and did not say anything or just didn't show up at all.

Due to this conversational nature of discussion boards, late posts will not be accepted. Please ensure you are making your deadlines in the discussion boards. Each discussion assignment will be worth 25 points for a total of 200 points overall.

**Rubrics for Discussions:**

Accuracy of Answer: 10/10

Analysis of Answer: 10/10

Faith Integration 3/3

Spelling/ Grammar: 2/2

**Application Project:** The Application Project is a case- scenario based project. It should be 3-5 pages in length (not including coversheet and reference page) and follow typical APA conventions (double spacing, proper APA citations, etc.). Integration of research is required. Total points= 200 points

**Rubric for Application Project**

Application of Concepts: 80/80

Analysis of Answer: 40/40

Research Integration 40/40

Faith Integration 20/20

APA Requirements: 10/10

Spelling/ Grammar: 10/10

**Final Exam:** The final exam will constitute 5 short written answers. Each question is worth 60 points each. It is open book and will be available in the last week. Total Points= 300 points

**Rubrics for Final Exam:**

Accuracy of Answer: 30/30

Analysis of Answer: 20/20

Faith Integration 5/5

Spelling/ Grammar: 5/5

|  |  |  |  |
| --- | --- | --- | --- |
| Discussions | 25 points each | 8 | 200 points Total |
| Assignments | 50 points each | 6 | 300 points Total |
| Application Project | 200 Points | 1 | 200 Points |
| Final Exam | 300 Points | 1 | 300 Points |

**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 One: August 7th – August 13th**

Discussion #1- Due August 13th 2023—25 Points

Assignment #1- Due August 13th 2023—50 Points

**Reading: Lewicki**

### Chapter 1: The Nature of Negotiation

### Chapter 2: Strategy and Tactics of Distributive Bargaining

### Chapter 3: Strategy and Tactics of Integrative Negotiation

**Week Two: August 14th- August 20th**

Discussion #2- Due August 20th 2023—25 Points

Assignment #2- Due August 20th 2023—50 Points

**Reading: Lewicki**

### Chapter 4: Negotiation: Strategy and Planning

### Chapter 5: Ethics in Negotiation

**Week Three: August 21st- August 27th**

Discussion #3- Due August 27th 2023—25 Points

Assignment #3- Due August 27th 2023 —50 Points

**Reading: Lewicki**

### Chapter 6: Perception, Cognition, and Emotion

### Chapter 7: Communication

**Week Four: August 28th- September 3rd**

Discussion #4- Due September 3rd 2023—25 Points

Assignment #4- Due September 3rd 2023 —50 Points

**Reading: Lewicki**

### Chapter 8: Finding and Using Negotiation Power

### Chapter 9: Influence

**Week Five: September 4th- September 10th**

Discussion #5- Due September 10th 2023—25 Points

Assignment #5- Due September 10th 2023—50 Points

**Reading: Lewicki**

Chapter 10: Relationships in Negotiations

Chapter 11: Agents, Constituencies, Audiences

**Week Six : September 11th- September 17th**

Discussion #6- Due September 17th 2023—25 Points

Assignment #6- Due September 17th 2023--50 Points

**Reading: Lewicki**

Chapter 12: Coalitions

Chapter 13: Multiple Parties, Groups and Teams Negotiation

**Week Seven: September 18th- September 24th**

Discussion #7- Due September 24th 2023 -- 25 Points

Application Project—September 24th 2023--—200 Points

**Reading: Lewicki**

Chapter 14: Individual Differences: Gender and Negotiation

Chapter 15: Individual Differences: Personality and Abilities

**Week Eight : September 25th – October 5th**

Discussion #8- Due October 5th 2023—25 Points

**Reading: Lewicki**

Chapter 16: International and Cross Culture Negotiation

Chapter 17: Managing Negotiation Impasses

 Chapter 18: Managing Difficult Negotiations

Final Exam --Due October 5th 2023—300 Points

**Additional Information**

<<Section can be deleted if not needed>>