**SYLLABUS (revised 11-10-2013)[[1]](#footnote-1)**

1. Wayland Baptist University, Virtual Campus, School of Business

2. 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.

3. Course: **MGMT 5330** – vc01 Negotiations in Management

4. Term: Spring 2014

5. Instructor: Dr. Richard E. Boyer

6. Office Phone and email: (760) 749 7353 and boyerr@wbu.edu

7. Office Hours, Building, and Location N/A

8. Class Meeting Time and Location: online

9. Catalog Description: negotiations as related to management theory and practice, the negotiation process and the dynamics of conflict.

10. Prerequisites: None

11. Required Textbook and Resources:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **REVIEW** |
| *Essentials of Negotiation* | Lewicki/Barry | 5th | 2011 | McGraw-Hill | 978-0-07-353036-9 | Spring 14 |

12. Optional Materials:

13. Course Outcome Competencies:

* Identify the key elements of the negotiation process and explain how those forces assist or constrain process.
* Identify 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.

14. Attendance Requirements and Active Participation: attendance in an online course is defined as active participation in the course by logging onto the course in Blackboard and working on and/or completing assignments (i.e., discussion board, homework, quizzes, etc.) each and every week.  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 campus dean. A student absent 25 percent or more of the online course, i.e., non-participation during 3 or more weeks of an 11 week term, may receive an F for that course.

15. 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 Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765. Documentation of a disability must accompany any request for accommodations.”

16: Course Requirements and Grading Criteria:

**Subject of Evaluation** **% Points** **Grade Percentage**

* 1. Bio – On Open-Discussion Forum – 5 bonus pts.
	2. Graduate Discussion Assignments (GDAs) 25% 100 **A** 90 – 100
	3. Critical Book Analysis (CBA) 25% 100 **B** 80 - 89
	4. Unit Quizzes 25% 100 **C** 70 – 79
	5. Final Exam 25% 100 **D** 60 – 69

 Totals 100% 400 **F** Below 60

 **I**[[2]](#footnote-2)Incomplete

1. Tentative Schedule: (Calendar, Topics, Assignments)

 **Unit I**

**Feb 24 – March 23**

1. **Reading:** Chapters 1and 2 in the course text ***Essentials of Negotiation***
2. **Bio:** post student bio (and picture at student’s option) including student’s WBU campus on ***Open-Discussion Forum*** introducing student to classmates by **March 2nd**
3. **Graduate Discussion Board:** First-half of the class post a Current Event (CE) by **March 9th** and second half of class post a Reply (RE) to classmate’s CE by **March 23rd** on the Unit II Graduate Discussion Board.
4. **Quiz I:** Complete the Quiz I open-book quiz composed of 20 multiple choice questions taken from Chapters 1 and 2 by the end of the Unit.

***March 10 – March 16 Spring Break} no assignments due; students may work on the course at their option***.

**Unit II**

**March 24 – April 6**

1. **Reading:** Chapters 3, 4 and 5 in the course text ***Essentials of Negotiation***
2. **Pre-Critical Book Analysis –** select book for Critical Book Analysis and submit Pre-CBA cover page in preparation for CBA assignment in Unit III by **April 6th**
3. **Quizzes IIA and IIB:** Complete Quizzes IIA and IIB each quiz is an open-book quiz. Quiz IIA is composed of 20 multiple-choice questions taken from chapter 3 and Quiz IIB be is compose of 20 multiple questions taken from chapters 4 and 5 by **April 6th**.

**Unit III**

**April 7 – April 27**

1. **Reading:** Chapters 6 and 7 in the course text ***Essentials of Negotiation***
2. **Graduate Discussion Board:** Second-half of the class post a Current Event (CE) by **April 17th** and first half of class post a Reply (RE) to classmate’s CE by **April 27th** on the Unit IV Graduate Discussion Board
3. **Quiz III:** Complete the Quiz III open-book quiz composed of 20 multiple-choice questions taken from Chapters 6 and 7 by **April 27th**.

***April 18 – April 21 Good Friday – Easter Monday} -* *no assignments due; students may work on the course at their option*.**

**Unit IV**

**April 28 – May 10**

1. **Reading:** Chapters 8 - 12 in the course text ***Essentials of Negotiation***
2. **Critical Book Review:** Submit soft copy of Critical Book Analysis (CBA) by **May 10th**
3. **Quiz IV:** Complete Quiz IV open-book quiz composed of 20 multiple-choice questions taken from chapters 8 - 12 by **May 10th**.

**Unit V**

**May 10 – May 17**

**Course Final Exam:** Complete the comprehensive Course traditional (closed –book, no notes, etc.) final exam composed of 1 multiple-choice questions taken from the material in the chapters covered in all four unit quizzes two hours in length by **May 17th**.

1. Additional Information:

**Academic Honesty -** University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work). See the current catalog for sanctions.

1. Syllabus may be revised from time to time to make adjustments for unforeseen circumstances as deemed necessary by the instructor. Notice of revisions will be posted as an announcement in the course on Blackboard. [↑](#footnote-ref-1)
2. An incomplete (I) is only for a student who is passing, but has not completed required work for reasons beyond the student’s control. [↑](#footnote-ref-2)