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**WBUonline**

**School of Business**

**UNIVERSITY 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.

# COURSE NUMBER & NAME

# MGMT 5330 – vc01, Negotiations in Management

## TERM

## Spring, 2019 (February 25 – May 18)

## INSTRUCTOR

## Dr. Richard Boyer

## CONTACT INFORMATION

## Office/Cell phone: 520 220 2377

**WBU Email:** [boyerr@wbu.edu](mailto:boyerr@wbu.edu).

## OFFICE HOURS, BUILDING & LOCATION

## Online Mon. – Sat. 8 am – 6 pm (PST).

## COURSE MEETING TIME & LOCATION

## Online via Blackboard

## CATALOG DESCRIPTION

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

## PREREQUISITE

## none

## REQUIRED TEXTBOOK AND RESOURCE MATERIAL

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| *Getting To Yes* | Fisher | 3rd | 2011 | Penquin Random House | 9780-14311-8756 | 7/13/15 |
| *Getting Past No* | Ury |  | 1993 | Penquin Random House | 9780-55337-1314 | 7/13/15 |

**Please note for your convenience the following link is provided for you at your option to order your books from the Wayland bookstore =** [**https://bookstore.wbu.edu/**](https://bookstore.wbu.edu/)

## OPTIONAL MATERIALS

## Robert Perrin’s Pocket Guide to APA Style (6th ed.); CENGAGE; ISBN-13: 978-1305969698 and ISBN-10: 1305969693

## COURSE OUTCOMES AND 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.

## ATTENDANCE REQUIREMENTS

## WBU online (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 3 or more weeks of an 11 week term, 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 term 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.

## STATEMENT ON PLAGIARISM & 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 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.

## COURSE REQUIREMENTS and GRADING CRITERIA

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Subject of Evaluation** | **Percentage** | **Points** |  | **Course Grade** | **Percentage** |
| Current Event Analysis (CEA) | 25 % | 100 |  | **A** | 90 - 100 |
| Critical Book Analysis (CBA) | 25 % | 100 |  | **B** | 80 -89 |
| Quizzes | 25 % | 100 |  | **C** | 70 -79 |
| Final Exam | 25 % | 100 |  | **D** | 60 -69 |
| Total | 100% | 400 |  | **F** | Below 60 |

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 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 (10 to 15 weeks) term, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, I is converted to an F.

**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/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.”

## TENTATIVE SCHEDULE

**Unit I (February 25 - March 10)**

* **Reading:** I. THE PROBLEM thru II. THE METHOD, pp. 1 - 96 in ***GETTING TO YES***
* **Bio:** post student bio on ***Bio Board*** introducing student to classmates by **March 3rd**
* **Pre-Critical Book Analysis (PreCBA) –** select book for Critical Book Analysis and submit CBA cover title page in preparation for CBA assignment in Unit III
* **Quiz I:** Complete the open book Quiz I by the end of Unit I

***Spring Break – March 11 - 15} no assignments due during this period***.

**Unit II (March 18 - April 7)**

* **Reading:** III. YES, BUT … thru V. TEN QUESTIONS…, pp. 97 - 194 in ***GETTING TO YES***
* **Current Event Analysis & Discussion (CEAD):** Submit on Unit I Graduate CEA Discussion Board.
* **Quiz:** Complete Quiz II by the end ofUnit II.

**Unit III (April 8 - April 28)**

* **Reading:** I. GETTING READY thru 2. Don’t Argue under II. USING BREAKTHROUGH STRATEGY, pp. 1 - 75 in  ***GETTING PAST NO***
* **Critical Book Analysis (CBA):** Submit soft copy of the CBA by the end ofUnit III.
* **Quiz:** Complete Quiz III by the end ofUnit III.

***Good Friday& Easter – April 19 – April 22} no assignments due during this period***

**Unit IV (April 29 - May 11)**

* **Reading:** 3. Don’t Reject under II. USING BREAKTHROUGH STRATEGY thru III. TURNING ADVERSARIES INTO PARTNERS, pp. 76 - 172 in ***GETTING PAST NO***
* **Quizzes:** Complete Quiz IV by the end ofUnit IV.

**Unit V (May 13 - May 18)**

* **Course Final Exam:** end-of-course traditional 100 question final exam

**NO LATE ASSIGNMENTS**

To receive credit for any assignment it must be submitted in the course on Blackboard and as a general rule assignments will not be accepted after their respective due dates except on rare occasions where the student has received permission from the professor to submit an assignment late which will only be granted in exigent circumstances as determined by the professor.