

**VIRTUAL CAMPUS**

**SCHOOL OF BUSINESS**

**SYLLABUS**

1. **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.
2. **Course Title, Number, and Section:** Negotiations in Management, MGMT 5330vc01,
3. **Term:** Summer 2017 (5/29 - 8/12)
4. **Instructor:** Dr. Richard E. Boyer
5. **Office Phone Number and WBU Email Address:** (520) 335 -6508 and boyerr@wbu.edu
6. **Office Hours, Building, and Location:** 8 am – 5 pm (Arizona); Virtual Campus online
7. **Class Meeting Time and Location:** N/A – Virtual Campus online via Blackboard
8. **Catalog Description:** Negotiations as related to management theory and practice, the negotiation process and the dynamics of conflict.
9. **Prerequisites:** None

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| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** |
| *Getting to Yes* | Fisher | Rev | 2011 | Penguin | 978-0143118756 |
| *Getting Past No* | Ury | Rev | 1993 | Bantam | 978-0553371314 |

1. **Required Text**
2. **Optional Materials:** *Pocket Guide to APA Style* by Robert Perrin (3rd Ed.) WADSWORTH/CENGAGE
3. **Course Outcome Competencies:** (1)Identify the key elements of the negotiation process and explain how those forces assist or constrain process, (2) Identify the driving and constraining forces affecting the negotiation process and explain how those forces assist or constrain a successful negotiation process, and (3) Explain the importance of ethics in the negotiations process.
4. **Attendance Requirements:** Student “attendance” in this online course is defined as “weekly participation and attendance (WPA),” which means each student is required to log into the course and spend at least .2 (12 minutes) in the course each and every week of the 11 week term to avoid being marked absent for any given week. This course’s Weekly Participation and Attendance (WPA) requirement is in addition to and separate from course assignments that do not require students to log into the course and/or post weekly. The “participation and attendance” will be checked weekly and any student who does not spend at least .2 (12 minutes) in the course for the week being checked will be marked absent for that week. It is the student’s responsibility who has been marked absent, but in fact was not absent to email me via the course email within a week of their being notified of the absence and state the date and the approximate time that they were in the course and where they spent the time in the course (i.e., posting a comment of the *Open-Discussion Forum*, or taking a quiz, etc.). 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% or more, which means being marked absent for three (3) or more weeks during this course’s eleven (11) week term, as a general rule will receive an “F” in the course, regardless of their academic standing. 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. The foregoing attendance/participation policy is considered to be part of the university’s attendance policy
5. **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.
6. **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.”
7. **Course Requirements and Grading Criteria:**

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| Subject of Evaluation | Percentage | Points |  | Course Grade | Percentage |
| Bio on Open-Discussion Forum | Extra | 5 Bonus Pts. |  | **A** | 90 - 100 |
| Graduate Current Event Analysis (GCEA) | 25% | 100 |  | **B** | 80 -89 |
| Critical Book Analysis (CBA) | 25% | 100 |  | **C** | 70 -79 |
| Quizzes | 25% | 100 |  | **D** | 60 -69 |
| Final Exam | 25% | 100 |  | **F** | Below 60 |
| Totals | 100% | 400 |  | **I** | Incomplete |

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 Executive Vice President/Provost 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.

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

**May 29th - June 18th Unit I**

* **Reading:** I. THE PROBLEM thru II. THE METHOD, pp. 1 - 96 in ***GETTING TO YES***
* **Bio:** post student bio on the ***Bio Board*** introducing student to classmates by **June 4th**
* **Graduate Current Event Analysis (GCEA):** Submit on Unit I Graduate CEA Discussion Board.
* **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

**June 19th – July 2nd Unit II**

* **Reading:** III. YES, BUT … thru V. TEN QUESTIONS…, pp. 97 - 194 in ***GETTING TO YES***
* **Quiz:** Complete Quiz II by the end ofUnit II.

**June 3rd - July 23rd Unit III**

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

***July 4th Independence Day} no assignments due; students may work on the course at their option.***

**July 24th - August 5th Unit IV**

* **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 open-book Quiz IV-A and Quiz IV-B by the end ofUnit IV.

**August 5th - August 12th Unit V**

* **Course Final Exam:** end-of-course traditional 100 question final exam by the end of Unit V.

1. **The syllabus may be revised** - in the future 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.