# Wayland Logo

Campus Name

School of Business

# 2. 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.

# 3. COURSE NUMBER & NAME:

MGMT 5330-section number, Negotiations in Management

# **4. TERM**: Summer 2022

# **5. INSTRUCTOR**:

Dr Kanayo Ogwu

# **6. CONTACT INFORMATION**:

Office phone:

WBU Email: ogwuk@wbu.edu

Cell phone: 8065024436

# **7. OFFICE HOURS, BUILDING & LOCATION**:

M/T/W/TH 9am-4pm:

# **8. COURSE MEETING TIME & LOCATION**:

Meeting day & time: Online (follow the instructions on blackboard)

# **9. CATALOG DESCRIPTION**:

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

# 10. PREREQUISITE:

None

# **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| --- | --- | --- | --- | --- | --- | --- |
| Negotiations | Lewicki/Saunder/Barry | 8th | 2020 | McGraw Hill | 9781-26004-3648 | 8/29/19 |

# 12. OPTIONAL MATERIALS

# **13. COURSE OUTCOMES AND 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

# 14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, 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 campus executive director. 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.

# **15. 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.

# **16. 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.

# **17. COURSE REQUIREMENTS and GRADING CRITERIA**:

Late assignments are graded with a 10% late penalty. Assignments submitted later than 2 weeks will not be accepted. All late work and assignments must be turned in by final course date. Discussions are not accepted after the due date.

Practice Quiz – Students will have some practice quiz related to items in the syllabus. This is only meant for academic stimulation purposes and does not count towards your final grade.

Discussions – There are four discussions that require some deep thinking and a little bit of research as a means of increasing student capabilities and knowledge base, whilst also encouraging participation in the course. The discussions are not mandatory and do not contribute to the final grade, but it is a good way to engage with the course and learn the key tenets of negotiation.

Concept Paper – There is one paper that covers the course outcomes and objectives for a total of 60 points. The paper is a case study essay that tests your knowledge of key concepts of Negotiation and the application of theory to practice.

Exams – There will be an examination to test your knowledge on what you have learnt in the course thus far. This examination will be made up of 20 questions where you will be required to select the best possible answer from a dropdown of answers. This examination is setup to last for an hour, but students must submit after 24 hours. The exams will contribute 40 points to the overall course score.

Attendance Census Reporting – Students will earn 10 points for acknowledging they are taking the class, also, if missed, the student will be dropped from the course. This can help the grade of students who perform poorly during the final assessments.

Student Introduction – Students will earn 10 points for introducing themselves to their peers. This can help the grade of students who perform poorly during the final assessments.

* 1. **Include Grade Appeal Statement:** “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.”

Grading Scale:

A 90 - 100%

B 80- 89%

C 70-79% -

D 60- 69%

F 0-59%

Class Participation: Class participation is a very important part of education. This class requires active class participation. Assignments in the class are counted as class participation and attendance.

Other Important Information:

* + 1. Written work, including the term paper, is graded on content first, but also on the quality of grammar, punctuation, and APA formatting i.e organization and presentation.
    2. All written assignments should be 12-point type, double-spaced, Times New Roman, and using APA 7th Ed. Manuscript Writing Style formatting.
    3. Questions concerning grades received should be resolved within one week after the assignment has been returned.
    4. All work should be original work of the individual student.
    5. Academic honesty is expected of all students. Plagiarism, cheating, and other acts that lack academic honesty may result in a zero on a particular assignment.
    6. Students will need to use the Internet to access the textbook and assignments.
    7. Always contact the professor if you need assistance.
    8. Term Paper: Students will complete one research paper for this class
    9. Term Exams: Students will write one exams for this class.

# TENTATIVE SCHEDULE

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| --- | --- | --- | --- | --- |
| Week | Deliverable | Points |  | Due Date |
| Week One | Understand the concept of conflict |  |  |  |
|  | * Definition of conflict * Understand what conflict resolution entails * Understand the levels of conflict. * Application of theory to practice in conflict resolution circumstances   \*Study Chapter one of the study guide. |  |  |  |
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| Week Two | Characteristics of a negotiating situation   * Understanding the concept of negotiation * Understanding the benefits of negotiation * Understanding the hallmark and shortfall of negotiation mechanism * Identifying the characteristics of a negotiating situation. |  |  |  |
|  | \* Study Chapter two of the study guide |  |  |  |
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| Week Three | Compromise   * Concept and definition * Benefits and importance * Introduction to the concept of win-win bargaining/situations |  |  |  |
|  | \* Read up and watch the videos in week three as the concepts of compromise and win-win negotiations will attract 20 points in your final essay. They will also come up in the examination |  |  |  |
|  |  | (20) |  |  |
| Week Four | Concession |  |  |  |
|  | * Understanding the concept of concession * Application of theory to practice |  |  |  |
|  | Read page 13 of the key text.  \* The final assessment will be revealed in week 4. You can start working on your research and or paper/essay. The final paper will be submitted on the 7/23/2022. It will be worth 60 points. | 60 |  | 7/23/2022 |
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| Week Five | Relationship in Negotiations   * Understanding the two pillars of relationship building: Reputation and Trust! * Understanding the various forms of relationship that energizes successful negotiations |  |  |  |
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| Week Six | Ethics in Negotiation   * Definition and concept * Standards for evaluating strategies and tactics in business negotiations * The reasoning approaches explained |  |  |  |
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| Week Seven | Examination  \*There will be an examination to test your knowledge on the course from week 1-6. The exams will contribute 40 points towards the final exams. | 40 |  | 7/11/2022 |
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| Week Eight | Discussion about the final assessment. I will proofread what the student has written thus far and make recommendations as a support mechanism before the student’s final submission |  |  |  |
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| Total points obtainable for this course |  | 100 | / 100% |  |

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# 19. ADDITIONAL INFORMATION

Faculty may add additional information if desired.