

**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: MGMT 5330 – {VC01}, Negotiations in Management**

**3 Term: Winter Nov 13 to Feb 17, 2018**

**Thanksgiving Vacation Nov 20 – 26**

**Christmas Vacation Dec 20 to Jan 2**

**4 Instructor: Dr. Terry Stimson**

**5 Office Phone and email: (907) 250 1409**

**terry.stimson@wayland.wbu.edu**

**6 Office Hours, Building, and Location:  Online only**

**7 Class Meeting Time and Location: Online**

**8. Catalog Description: Negotiations as related to management theory and practice, the negotiation process and the dynamics of conflict.**

9**. Prerequisites: None**

**10. Required Textbook and Resources: All three books listed below are required**

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| --- | --- | --- | --- | --- | --- | --- |
| **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** | **cur** | **1993** | **Penquin Random House** | **9780-55337-1314** | **7/13/15** |

**Getting Ready to Negotiate – The Getting to Yes Workbook by Roger Fisher and Danny Ertel**

11. Optional Materials:

**12. 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.

**13 Attendance Requirements: This class requires that the student be online at least three days out of seven, each week, for full credit.**

**14. 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.**

**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:**

**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. **Active class participation (must be online 3 out of 7 days each week)  
   2. Presentation of two chapters and facilitation of discussion.  
   3. Three Monthly Learning Summaries.  
   4. Final Paper (10 pages) due the last day of the course. The final paper will be to compare and contrast negotiation with mediation. Requires 6 different research sources.**

**Assessment Process / Grading:  
Syllabus Quiz 14 points  
Active class participation (10 points each week for 10 weeks) 100 points  
Presentation of two chapters and facilitation of discussion (35 points each) 70 points  
Monthly Learning Summaries (35 points each) Due:**

**First Learning Summary  December 17, 2017**

**Second Learning Summary   Jan 28, 2018**

**Third Learning Summary Feb 17, 2018**

**Final Paper Feb 17, 2018 (total of 105 points)**

**Assignments:**

**Answer Dr.T’s Questions each week (10 points each week for 11 weeks) 110 points  
Answer Discussion Questions each week (10 points each week for 10 weeks) 100 points  
Final Paper – Compare and contrast negotiation with mediation (due Feb 17, 2018 via e-mail) 101 points required for an A in this class.  
Grading Criteria: Letter grades from "A" to "F" will be used in this course. The grading criteria is listed below:  
  
500 -400 A  
399 -300 B  
299 -200 C  
199- 100 D  
100- Fail**

**17.  Schedule: (Calendar, Topics, Assignments)**

**Nov 13 to Feb 17, 2018**

* **Week One Nov 13 – 19, 2017**
* **Assignments from each of the three texts will be made**
* **Getting to Yes – Negotiating Agreement Without Giving In by Roger Fisher and William Ury**
* **Getting Past No – Negotiating with Difficult People by William Ury**
* **Getting Ready to Negotiate – The Getting to Yes Workbook by Roger Fisher and Danny Ertel**

**Read chapters one and two**

**Thanksgiving Vacation Nov 20 – 26, 2017**

* **Week Two Nov 27 – Dec 3, 2017**
* **Assignments from each of the three texts will be made**
* **Getting to Yes – Negotiating Agreement Without Giving In by Roger Fisher and William Ury**
* Getting to Yes
* The Problem
* **Getting Past No – Negotiating with Difficult People by William Ury**
* Getting Past No – Negotiating with Difficult People
* Step 1 – Don’t React
* **Getting Ready to Negotiate – The Getting to Yes Workbook by Roger Fisher and Danny Ertel**

**Chapter Three – Interests: What Do People Really Want?**

**Week Three  Dec 4 to 10, 2017**

* **Assignments from each of the three texts will be made**
* **Getting to Yes – Negotiating Agreement Without Giving In by Roger Fisher and William Ury**
* Getting to Yes
* The Method
  + Separate the People from the Problem
  + Focus on Interesta, Not Positions
* **Getting Past No – Negotiating with Difficult People by William Ury**
* Getting Past No – Negotiating with Difficult People
* Step 2 – Disarm Them
* **Getting Ready to Negotiate – The Getting to Yes Workbook by Roger Fisher and Danny Ertel**
  + **Chapter Four – Options: What Are Possible Agreements or Bits of an Agreement?**

**Week Four  Dec 11 to 17, 2017**

* **Assignments from each of the three texts will be made**
* **Getting to Yes – Negotiating Agreement Without Giving In by Roger Fisher and William Ury**
* Getting to Yes
* The Method
  + Invent Options
  + Insist on Using Objective Criteria
* **Getting Past No – Negotiating with Difficult People by William Ury**
* Getting Past No – Negotiating with Difficult People
* Step 3 – Change the Game

**Getting Ready to Negotiate – The Getting to Yes Workbook by Roger Fisher and Danny Ertel**

**Chaper Five: Alternatives: What Will I Do If We Do Not Agree?**

**First Learning Summary  December 17, 2017**

**Week Five  Jan 3 to Jan 7, 2018**

* **Assignments from each of the three texts will be made**
* **Getting to Yes – Negotiating Agreement Without Giving In by Roger Fisher and William Ury**
* Getting to Yes – Yes, But…
  + What ifnn v They Are More Powerful?
  + What if They Won’t Play?
  + **Getting Past No – Negotiating with Difficult People by William Ury**
* Getting Past No – Negotiating with Difficult People
* Step 4 – Make it Easy to Say Yes
* **Getting Ready to Negotiate – The Getting to Yes Workbook by Roger Fisher and Danny Ertel**
  + **Chapter Six – Legitimacy: What Criteria Will I Use To Persuade Each of Us That We Are Not Being Ripped Off?**

**Week Six  Jan 8 to Jan 14, 2018**

* **Assignments from each of the three texts will be made**
* **Getting to Yes – Negotiating Agreement Without Giving In by Roger Fisher and William Ury**
* Getting to Yes – Yes, But…
  + What if They Use Dirty Tricks?
* Ten Questions People Ask About Getting to Yes
* **Getting Past No – Negotiating with Difficult People by William Ury**
* Step 5 – Make it Hard to Say No
* **Getting Ready to Negotiate – The Getting to Yes Workbook by Roger Fisher and Danny Ertel**
  + **Chapter Seven – Communication: Am I Ready to Listen and Talk Effectively?**

**Week Seven   Jan 15 to Jan 21, 2018**

* **Assignments from each of the three texts will be made**
* **Getting to Yes – Negotiating Agreement Without Giving In by Roger Fisher and William Ury**
* Getting to Yes
  + Questions About Fairness and “Principled” Negotiations
  + Questions About Dealing with People
* **Getting Past No – Negotiating with Difficult People by William Ury**
* Conclusion – Turning Adverseries into Partners
* **Getting Ready to Negotiate – The Getting to Yes Workbook by Roger Fisher and Danny Ertel**
  + **Chaper Eight – Relationship: Am I Ready to Deal with the Relationship?**

**Week Eight  Jan 22 to Jan 28, 2018**

* **Assignments from each of the three texts will be made**
* **Getting to Yes – Negotiating Agreement Without Giving In by Roger Fisher and William Ury**
* Getting to Yes
  + Questions About Tactics
* **Getting Past No – Negotiating with Difficult People by William Ury**
* **Getting Ready to Negotiate – The Getting to Yes Workbook by Roger Fisher and Danny Ertel**
  + **Chapter Nine – Commitment: What Commitments Should I Seek of Make?**

**Second Learning Summary   Jan 28, 2018**

**Week Nine  Jan 29 – Feb 5, 2018**

* **Assignments from each of the three texts will be made**
* **Getting to Yes – Negotiating Agreement Without Giving In by Roger Fisher and William Ury**
* Getting to Yes
  + Questions About Tactics
* **Getting Past No – Negotiating with Difficult People by William Ury**
* **Getting Ready to Negotiate – The Getting to Yes Workbook by Roger Fisher and Danny Ertel**
  + **Appendix A: Getting Better at Preparation**

**Week Ten Feb 5 – 11, 2018**

* **Assignments from each of the three texts will be made**
* **Getting to Yes – Negotiating Agreement Without Giving In by Roger Fisher and William Ury**
* Getting to Yes
  + Questions About Power
* **Getting Past No – Negotiating with Difficult People by William Ury**
* **Getting Ready to Negotiate – The Getting to Yes Workbook by Roger Fisher and Danny Ertel**
  + **Appendix B: A Preparation Tool Kit**

**Week Eleven Feb 12 – 17, 2018**

* **Assignments from each of the three texts will be made**
* **Getting to Yes – Negotiating Agreement Without Giving In by Roger Fisher and William Ury**
* **Getting Past No – Negotiating with Difficult People by William Ury**
* **Getting Ready to Negotiate – The Getting to Yes Workbook by Roger Fisher and Danny Ertel**

**Final Learning Summary Feb 17, 2018**