# "WBUlogo"

WBUonline

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, lifelong learning, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

MGMT 5330-section number, Negotiations in Management

# **4. TERM**:

Winter, 2018

# **5. INSTRUCTOR**:

Vilma Edginton, Ph.D

# **6. CONTACT INFORMATION**:

Office phone: 858-837-2309

WBU Email: vilma.edginton@wbu.edu

Cell phone: optional: 858-837-2309

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

 Monday/ Thursday 9am-3pm EST

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

Meeting day & time: Online

# **9. CATALOG DESCRIPTION**:

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

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# 10. PREREQUISITE:

None

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Getting to YesFisher | 3rd | 2011 | Penquin Random House  | 9780-14311-8756 |
| Getting Past NoUry | cur | 1993 | Penquin Random House  | 9780-55337-1314 |

# 12. OPTIONAL MATERIALS

# **13. 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.

# 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**:

**(Include information about term papers, projects, tests, presentations, participation, reading assignments, etc. and how many points or what percentage of the final grade each of these components or assignments is worth)**

**17.1 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.”

### 18. Biblical Readings:

Each week, students are provided with a number of biblical readings that may be useful to economic topic in which they are studying. These biblical readings are suggested but not limited to scripture integration in discussions, assignments and reflections.

### 19. Websites/ Videos:

Students are provided with a number of websites and videos that reflect the weekly topic. Students are encouraged to explore the various websites and videos to assist them in better understanding the topic.

If students have any questions regarding the videos, they should contact their instructor immediately.

### 20. Textbook Readings:

Each week, students are required to complete chapter readings taken from the textbook. It is important that the reading be completed prior to starting the weekly assignment, discussion or reflection.

If students have any questions regarding the readings, they should contact their instructor immediately.

**21. Assignments:** There will be 10 homework assignments for students to complete each week. Each assignment is worth 50 points and will comprise of 200 points for the entire course. The homework assignments must be completed individually (not group effort) and will reflect the week’s material that is being reviewed.

All assignments must be double spaced and follow APA guidelines- including a title page and reference page. Each assignment should be approximately 500 words.

**Rubrics for Homework Assignments:**

Accuracy of Answer: 20/20

Integration of Research 10/10

Analysis of Answer: 10/10

Faith Integration 5/5

Spelling/ Grammar: 5/5

**22. Discussions:** There will be a total of 10 discussion postings for this course. These are discussions designed for student participation and engagement, so it is critical that you contribute in a timely manner. Initial postings must be completed by Wednesday and two secondary postings must be completed by Sunday.

Initial posting must be between 150-170 words. Initial postings must be posted by Wednesday of each week. Both objective (facts, figures) and subjective (opinion) are required. Initial of research is also needed in order to validate and justify points.

A minimum of two secondary postings are required per week. Each secondary posting must be a reply to a student or the instructor and must be between 75-100 words. The quality of the secondary posting will be assessed as: subjective analysis, integration of faith or research. Both secondary postings must be completed by Sunday.

The discussion board’s forums should be regarded as classroom conversations. If you do not post anything within the open and active week of the discussion, you in essence came to class and did not say anything or just didn't show up at all.

Due to this conversational nature of discussion boards, late posts will not be accepted. Please ensure you are making your deadlines in the discussion boards. Each discussion assignment will be worth 30 points.

**Rubrics for Discussions:**

Accuracy of Answer: 10/10

Analysis of Answer: 5/5

Faith Integration 3/3

Spelling/ Grammar: 2/2

**23: Application Project:** The Application Project is a case- scenario based project. It should be 3-5 pages in length (not including coversheet and reference page) and follow typical APA conventions (double spacing, proper APA citations, etc.). Integration of research is required.

**Rubric for Application Project**

Application of Concepts: 40/40

Analysis of Answer: 20/20

Research Integration 20/20

Faith Integration 10/10

APA Requirements: 5/5

Spelling/ Grammar: 5/5

24. **Final Exam:** The final exam will constitute 5 short written answers. It is open book and will be available in the last week.

**Rubrics for Final Exam:**

Accuracy of Answer: 10/10

Analysis of Answer: 5/5

Faith Integration 3/3

Spelling/ Grammar: 2/2

Rubric for Final Exam

|  |  |  |  |
| --- | --- | --- | --- |
| Discussions | 20 points each | 10 | 200 points Total |
| Assignments | 50 points each | 10 | 500 points Total |
| Application Project | 100 Points | 1 | 100 Points |
| Final Exam | 200 Points | 1 | 200 Points |

# 18. TENTATIVE SCHEDULE

**Week One: Nov 12th 2018- Nov 18th 2018**

Discussion #1- Due Nov 18th 2018—20 Points

Assignment #1- Due Nov 18th 2018—50 Points

Reading:

* **Getting Past No – Negotiating with Difficult People by William Ury**
	+ I Getting Ready
* Lecture Material

**Week Two: Nov 19th 2018- Nov 25th 2018**

Discussion #2- Due Nov 25th 2018—20 Points

Assignment #2- Due Nov 25th 2018—50 Points

Reading:

* **Getting to Yes – Negotiating Agreement Without Giving In by Roger Fisher and William Ury**
	+ 1.The Problem: Don’t Bargain Over Positions
* **Getting Past No – Negotiating with Difficult People by William Ury**
	+ II Using the Breakthrough Strategy: Don’t React: Go to the Balcony
* Lecture Material

**Week Three: Nov 26th 2018- Dec 2nd 2018**

Discussion #3- Due Dec 2nd 2018—20 Points

Assignment #3- Due Dec 2nd 2018—50 Points

Reading:

* **Getting to Yes – Negotiating Agreement Without Giving In by Roger Fisher and William Ury**
	+ 2.II The Method: Separate the People From the Problem
* **Getting Past No – Negotiating with Difficult People by William Ury**
	+ II Using the Breakthrough Strategy: 2. Don’t Argue: Step to Their Side

**Week Four: Dec 3rd 2018- Dec 9th 2018**

Discussion #4- Due Dec 9th 2018—20 Points

Assignment #4- Due Dec 9th 2018—50 Points

Reading:

* **Getting to Yes – Negotiating Agreement Without Giving In by Roger Fisher and William Ury**
	+ 3.IIThe Method: Focus of Interests, Not Positions
* **Getting Past No – Negotiating with Difficult People by William Ury**
	+ II Using the Breakthrough Strategy: 3. Don’t Reject: Reframe

**Week Five: Dec 10th- 2018- Dec 16th 2018**

Discussion #5- Due Dec 16th 2018—20 Points

Assignment #5- Due Dec 16th 2018—50 Points

Reading:

* **Getting to Yes – Negotiating Agreement Without Giving In by Roger Fisher and William Ury**
	+ 4. II The Method: Invent Options for Mutual Gain
* **Getting Past No – Negotiating with Difficult People by William Ury**
	+ II Using the Breakthrough Strategy: 4. Don’t Push: Build Them a Golden Bridge

**Week Six : Jan 7th 2018- Jan 13th 2018**

Discussion #6- Due July 8th 2018—20 Points

Assignment #6- Due July8th 2018—50 Points

Reading:

* **Getting to Yes – Negotiating Agreement Without Giving In by Roger Fisher and William Ury**
	+ 5. II The Method: Insist on Using Objective Criteria
* **Getting Past No – Negotiating with Difficult People by William Ury**
	+ II Using the Breakthrough Strategy: 5. Don’t Escalate: Use Power to Educate

**Week Seven: Jan 14th 2018- Jan 20th 2018**

Discussion #7- Due Jan 20th 2018—20 Points

Assignment #7- Due Jan 20th 2018—50 Points

Reading:

* **Getting to Yes – Negotiating Agreement Without Giving In by Roger Fisher and William Ury**
	+ 6. III Yes, But: What if They are More Powerful?
* **Getting Past No – Negotiating with Difficult People by William Ury**
	+ III Turning Adversaries into Partners

**Week Eight : Jan 21st 2018- Jan 27th 2018**

Discussion #8- Due Jan 27th 2018—20 Points

Assignment #8- Due Jan 27th 2018—50 Points

Reading:

* **Getting to Yes – Negotiating Agreement Without Giving In by Roger Fisher and William Ury**
	+ 7. III Yes, But: What if They Won’t Play?

**Week Nine: Jan 28th 2018- Feb 3rd 2018**

Discussion #9- Due July 29th 2018—20 Points

Assignment #9- Due July 29th 2018—50 Points

Application Project-- Due August 11th 2018--—20 Points

Reading:

* **Getting to Yes – Negotiating Agreement Without Giving In by Roger Fisher and William Ury**
	+ III Yes, But: What if They Use Dirty Tricks?
	+ IV In Conclusion

**Week Ten: Feb 4th 2018- Feb 10th 2018**

Discussion #10- Due Feb 10th 2018—20 Points

Assignment #10- Due Feb 10th 2018—50 Points

Reading:

* **Getting to Yes – Negotiating Agreement Without Giving In by Roger Fisher and William Ury**

V Ten Questions People Ask

**Week Eleven: Feb 11th 2018- Feb 16th 2018**

Final Exam --Due Feb 16th 2018—200 Points