NEGOTIATION

Course Syllabus

(*Tuition refund cannot be made on dropped classes after the first week of class.)*

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COM 403 & 5403 – Negotiation

Day/Time: MW / 1:30 – 2:45
Place: Aven 112

Contact Information:

Office -- AVEN 108 Office Hours: Posted
Phone – 601 925 3456 (o)
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E-mail -- mziegler@mc.edu
Moodle – http://moodle.mc.edu/
Dept Web -- http://www.mccomdepartment.com/index.htm

Course Description:

This course teaches the communication principles involved in conflict resolution. Students will have the opportunity to develop those skills in multiple contexts including business and non-business structures. (3 credit hours)

Rationale:

The art and techniques of negotiating and conflict management are present in every aspect of life. From the home to the work place we are daily involved in the practice of negotiating settlements between spouses, children, management and labor. Therefore, an understanding of the communication process involved in negotiation is vital to effective overall communication.

Course Objectives:

- Develop and understanding of the basic communication principles involved in conflict situations.
- Develop practical skills in negotiating and conflict resolution.
- Develop an awareness of the research in the field of negotiation and conflict resolution.

Textbook:

Lewicki, Saunders, Barry, & Minton, (2011). *Essentials of negotiation* (5th Ed.) Boston: McGraw Hill Publishers

Course Policies & Procedures:

Participation Policy:

- Active and thoughtful participation is expected in all class meetings. The expectation is that you have read and digested all assigned readings prior to the class period. This will be based on comments posted to other students on the discussion board.
- It is expected that students maintain high moral integrity. The official university policy is, *"Mississippi College students are expected to be scrupulously honest. Dishonesty, such as cheating or plagiarism . . . or furnishing false information, including forgery, alteration or misuse of College documents, records, or identification, will be regarded as a serious offense subject to severe penalty, including, but not limited to, loss of credit and possible dismissal."* (Consult the recent issue of the *Mississippi College Student Handbook* or University Policy 2:19 for specific information regarding academic honest.)

Special Accommodations:

In order for a student to receive disability accommodations under Section 504 of the Americans with Disabilities Act, he or she must schedule an individual meeting with the Director of Student Counseling Services **immediately upon recognition of their disability** (if their disability is known they must come in before the semester begins or make an appointment **immediately** upon receipt of their syllabi for the new semester). The student must bring with them written documentation from a medical physician and/or licensed clinician that verifies their disability. If the student has received prior accommodations, they must bring written documentation of those accommodations (example Individualized Education Plan from the school system). Documentation must be current (**within 3 years).**

The student must meet with SCS **face-to face** and also attend two (2) additional follow up meetings (one mid semester before or after midterm examinations and the last one at the end of the semester). Please note that the student may also schedule additional meetings as needed for support through SCS as they work with their professor throughout the semester. Note: Students must come in **each semester** to complete their Individualized Accommodation Plan (example: MC student completes fall semester IAP plan and even if student is a continuing student for the spring semester they must come in again to complete their spring semester IAP plan).

Student Counseling Services is located in Alumni Hall Room #4 (near the Post Office) or they may be contacted via email at mbryant@mc.edu . You may also reach them by phone at **601-925-7790. Dr. Morgan Bryant is director of MC Student Counseling Services.**

Syllabus modifications:

Every effort is made to adhere to the published course syllabus however; the professor reserves the right to make any needed changes so as to facilitate the overall progress in the course and/or needs of the students taking the course.

Assignments:

Undergraduate:

Negotiation exercises	25%
Negotiation case	30%
Attendance	10%
Examinations	35%

Graduate:

Negotiation exercises	15%
Précis	25%
Negotiation case	30%
Examinations	20%
Attendance	10%

Grading Scale:

(Only graduate students can receive a "+" grade on the final transcript.)

A	--	91% - 100%
B+	--	89% - 90%
B	--	81% - 88%
C+	--	79% - 80%
C	--	71% - 78%
D+	--	69% - 70%
D	--	61% - 68%
F	--	below 60%

Schedule:

Wk:	Date:	Topic/*Exams*:	Reading/**Activity**:
1.	01-13	Introduction & Course Objectives Basics of cooperation & competition	
2.	01-20	The Nature of Negotiation *(No class Monday – MLK day)*	Chapter 1 **Personal Inventory Bargaining**
3.	01-27	Distributive Bargaining *Précis 1 due.*	Chapter 2 **The Used Car Neg.**
4.	02-03	Integrative Bargaining *Exam One*	Chapter 3 **Sanibel Island Neg.**
5.	02-10	Pre-Negotiation Planning *Précis 2 due.*	Chapter 4 & 7
6.	02-17	Communication and Cognitive Biases Social-psychological theories & conflict	Chapter 5 & 6 **The Job Offer Neg.**
7.	02-24	Finding and using leverage *Précis 3 due.*	Chapter 7 **The Power Game**
8.	03-10	**No Class – Spring Break**	
9.	03-17	Ethics	Chapter 8 **SINS II Scale** **GTechnica-AccelMedia**
10.	03-24	*Exam Two* *Précis 4 due*	Chapter 6 **Trust Scale** **New House Neg.**
11.	03-31	Impression management Teams and Groups	Chapter 9 **Newton School Dispute**
12.	04-07	Communication Styles in conflict interaction - Individual Differences *Précis 5 due.*	Chapter 10
13.	04-14	Global Negotiations *Negotiation Case Due*	Chapter 11 **Alpha-Beta**
14.	04-21	Managing difficult negotiations (*No Class Monday Easter Holiday)*	Chapter 12 **Employee Exit Interview**

15.	04-21	Miscellaneous Conflict Variables and issues - Managing difficult negotiations	**Party Conflict Resolution**
16.	04-28		
	05-05	*Final - Exam Three*	12:00 pm

Key Dates:

- http://www.mc.edu/offices/registrar/calendar/

Assignments

Negotiation Case Assignment Requirements

I. Purpose and Objective: To provide each student with the opportunity implement negotiation strategies and tactics covered in the course and to complete an analysis of an actual negotiation in which they have participated.

II. Procedure:

The following **rules** apply for the negotiation case:

1. You must negotiate for something nontrivial.
2. The opponent may **not** be another student in this class, the instructor, your spouse, or one of your parents.
3. The opponent must not be aware at any time during the negotiation that it will be used to satisfy course requirements.
4. You must articulate (in writing) a strategy beforehand.
5. If at all possible, interview your opponent about the negotiation after it is over.

III. Analysis:

A. Introduction: This must be a complete description of the negotiation, its setting, participants and other stakeholders, and intended goals or aims. This information can be true and factual, or can be changed to protect individual and/or organizational interests, **but it must be a "real" negotiation!** This section of the project will probably take no more than two pages.

B. Functional Analysis: The described negotiation must be analyzed exhaustively from the perspectives of:

1. planning, preparation, and strategy;
2. communication processes and activities;
3. persuasive processed and activities;
4. social contextual observations and effects;
5. power processes;
6. individual difference effects;
7. conflict resolution and/or third-party processes;
8. ethical considerations; and

9. international aspects and effects (if appropriate).

IV. Summation: This section will be where the author will apply the benefits of his/her insight and education to assess the negotiation outcome. The focus should be on what was done, the correctness of assumptions and choices, the effects of tactics and strategies, and what might be done differently in future, similar instances

The complete analysis should be ***submitted on by April 14th.*** (Submit electronically to Moodle.)

Negotiation Exercises

Students will be involved in a round robin negotiation activity pitting their negotiation skills against those of their classmates. Each student is encouraged to utilize the skills and ideas gleaned from the course in the negotiations. Grade will be assigned on the basis of performance.

Précis Assignment Requirements (grad students only)

Purpose:

The purpose of this assignment is to expose the student to the academic literature in the field of conflict resolution and negotiation.

Procedure:

I. Select a scholarly (academic) journal article, which reports on research conducted on a topic (variable), which is of interest to you.
   A. An appropriate article must focus on some variable related to the conflict process.

   B. The article must also come from a scholarly (academic) journal not a magazine. A scholarly journal is characterized by the following:
      1. It is written by an expert in the field
      2. It includes footnotes, references, bibliography
      3. It is written by scholars for scholars
      4. Its articles are reviewed by an outside board before inclusion
      5. It covers special research topics

      Whereas a magazine is characterized by:
      1. Written by a journalist or layperson
      2. Few, if any, footnotes or references
      3. Written for the general public
      4. Reviewed by one of the editors on staff
      5. Covers current events or topics of general interests

II. Read the article with the idea of condensing the content and simplifying the language to reflect more common English usage. You will also want to read with a critical mind so as to provide your analysis of the article.

III. Conclude by writing an analysis and evaluation of the article.

IV. The précis paper have the following format:
   A. Top Right Corner should contain:
      1. Your name.
      2. Course name

3. Professor's name
4. Date

B. The bibliographic citation of the article should appear next. This should be in APA (fifth edition) style.

C. The body of the precise may have the following sections:
   1. Introduction.
   2. Summary of literature review
   3. Summary of methodology
   4. Summary of findings & results
   5. Summary of conclusion and recommendations
   6. Your evaluation and reaction to the article.

D. The body of the précis may be single-spaced with subheadings to divide the various sections.

Possible sources for articles:
Journal of Applied Communication Research
Arbitration International
Arbitration Journal
International Journal of Conflict Management
International Negotiation
Mediation Quarterly
Group Decision and Negotiation
Communication and Critical Cultural Studies
Communication Monographs
Communication Theory
Human Communication Research

(When using the online database through the MC library I suggest you to click on the peer reviewed box and full-text box to facilitate your research process.)

Submit **five précis** (one every other week – see course schedule). When submitting the précis send upload to Moodle as a Microsoft word document along with the PDF files of the article. To be considered "on time" the précis must be submitted on the date the assignment is due. Late submissions may be penalized.

http://www.washingtonpost.com/blogs/wonkblog/wp/2012/12/21/what-negotiation-theory-can-teach-us-about-the-fiscal-cliff-talks/