

Course	HRMG-5660 - Issues in Human Resources Management: Negotiations
Term	Fall 1, Aug 17 – Oct 16, 2009
Instructor	Name: Dr Mark Davis Phone: 501-279-4496 Email: mdavis1@harding.edu
Catalog Description	Specific course description: This special issues course introduces students to negotiation concepts relevant to the professional and personal environment. Communicative skills and negotiating techniques are stressed: including individual and group negotiations, integrative and distributive approaches, communications, conflict, and human behavior. The course is highly participative and interactive; several scenarios will be negotiated and analyzed during the course. While the negotiation principles are directed toward the business environment, the principles are easily transferred to personal, family, and other settings. Course Fee: There is a \$21.00 course fee payable to the professor.
Prerequisites	Accepted into Webster University's MA or MBA program. Student should have good writing and oral skills commensurate with graduate level work.
Course Level Learning Outcomes	The purpose of this course is to 1) familiarize the student with the nature of negotiation and its application to the human resource environment 2) explain distributive and integrative negotiation theories and methodology 3) examine negotiation strategy and tactics 4) explain framing, leverage and power 5) explain coalitions, multiple parties, and team approaches to negotiations 6) examine how to manage difficult negotiations 7) examine communication techniques and methodology. Students will apply the principles and theories in a variety of practice negotiating scenarios. Students are expected to participate in several classroom mock negotiation scenarios; applying the theory, analyzing and critiquing the negotiation session, and discussing the learning outcomes. This is a highly participative course.
Materials	<i>Essentials of Negotiations (4 ed)</i> ; .Lewicki, R.J.; Barry, B.; Saunders, D.M.; Minton, J.W. (2007). Boston: McGraw-Hill Companies. ISBN 0-07-310276-8
Grading	Grading Scale 93-100 A 90-92 A- 87-89 B+ 83-86 B 80-82 B- 70-79 C 0-69 F

	<p>Course Requirements The GRADUATE catalog provides these guidelines and grading options:</p> <p>A/A– Superior graduate work B+/B/B– Satisfactory graduate work C Work that is barely adequate as graduate-level performance CR Work that is performed as satisfactory graduate work (B– or better). A grade of "CR" is reserved for courses designated by a department, involving internships, a thesis, practicums, or specified courses. F Work that is unsatisfactory I Incomplete work ZF An incomplete which was not completed within one year of the end of the course. ZF is treated the same as an F or NC for all cases involving G.P.A., academic warning, probation, and dismissal. IP In progress NR Not reported W Withdrawn from the course</p>
<p>Activities</p>	
<p>Policy Statements: University Policies</p>	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:</p> <p>A student may submit their term paper to the On-Line Writing Center in St. Louis by email and have a coach make suggestions/corrections. It is up to the student to allow sufficient time (7-10 days) for this process to be utilized and still turn in the term paper on the assigned date. Go to http://www.webster.edu/acadaffairs/asp/wc/online.html</p> <p>Academic Honesty The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p>Drops and Withdrawals Please beware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p>

	<p>Special Services If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p>Disturbances Since every student is entitled to full participation in class without interruption, all students are expected to be in class and prepared to begin on time. All pagers, wireless phones, or other electronic devices must be turned off, or switched to vibrate, when you enter the classroom.</p> <p>Disruption of class, whether by latecomers, noisy devices, or inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p> <p>Student Assignments Retained From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p> <p>Contact Hours for this Course It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>
<p>Course Policies</p>	<p><u>General Information:</u> Schedule may be altered if national holiday break occurs on a course night. There is a \$21.00 course fee for related course materials; fee is payable to the professor by the second week of class.</p> <p>If you arrive after 5:30, please see the professor during the first break to ensure your attendance is changed from an absence to a late arrival. Absences should be coordinated with the professor in advance. Without preapproval, a second absence results in a 7% grade reduction, and beyond two absences generally result in a course failure.</p> <p><u>Coursework:</u> All course assignments and projects should be typed and stapled and will be collected at the beginning of class on the date indicated. <i>Thank you in advance for not requesting to submit late work.</i> If you are absent from a class, submit your work at the beginning of the next class attended.</p>

	<p><u>Negotiation exercises:</u> Each negotiation exercise will be distributed in class the week before the negotiation session. Students will complete a negotiation preparation sheet for the negotiation exercise. If you miss a class, please prepare a two page current event article to take the place of the negotiation. Submit the current event article the next class session one week later.</p> <p><u>Examination:</u> One written examination will be given covering course content.</p> <p><u>Final negotiation exercise:</u> The final exercise consists is a team-based negotiation with an individually prepared analysis of the negotiation. If the final negotiation is missed, a topical discussion paper will be assigned by the professor in its place.</p> <p><u>Course Participation:</u> Course Participation involves your preparation, involvement, and enhancement of the learning environment. You can maximize your points by:</p> <ul style="list-style-type: none"> • Completing work prior to class • Arriving on time and not departing early • Contributing to discussions • Maintaining scholarly conduct <p><u>Electronic Devices:</u> Cellular telephones, text messaging, audio recorders, computers, or other devices may not be used in class. If you have questions regarding the use of these devices, please see the professor before class. Please ensure all phones are turned-off during class.</p> <p><u>“Approximate” Course Points:</u></p> <p>72 points Assignments 50 points Participation 100 points Written Exam 100 points Final Negotiation & Analysis 372 ESTIMATED TOTAL POINTS</p>
<p>Week 1:</p>	<ul style="list-style-type: none"> - Course introduction and syllabus - Read Chapter 1: The Nature of Negotiation - Read Chapter 2: Strategies & Tactics of Distributive Bargaining - Classroom exercises - Classroom Video

Week 2:	<ul style="list-style-type: none"> - NEGOTIATION #1 in class; submit negotiation preparation paper (12 points) - Read Chapter 3: Strategies & Tactics of Integrative Negotiations - Read Chapter 4: Negotiation Strategy and Planning - Classroom discussions on negotiating for vehicle purchase - Course Fee must be paid to professor - Classroom discussion on BATNA
Week 3:	<ul style="list-style-type: none"> - NEGOTIATION #2 in class; submit negotiation preparation paper (12 points) - Read Chapter 5: Perceptions, Cognitions, and Communications - Read Chapter 6 Communications - Classroom Video
Week 4:	<ul style="list-style-type: none"> - NEGOTIATION #3 in class; submit negotiation preparation paper (12 points) - Read Chapter 7 Finding & Using Negotiation Power - Distribute and discuss Final Negotiation; classroom selection of final negotiation teams
Week 5:	<ul style="list-style-type: none"> - NEGOTIATION #4 in class; submit negotiation preparation paper (12 points) - Read Chapter 8: Ethics - Read Chapter 9: Relationships in Negotiation - Classroom team preparation work (one hour dedicated team planning time) - Classroom Video
Week 6:	<ul style="list-style-type: none"> - NEGOTIATION #5 in class; submit negotiation preparation paper (12 points) - Read Chapter 10: Multiple Parties and Teams - Special Topic Discussion: Job Interviewing and Negotiating - Classroom team preparation work - Classroom Video
Week 7:	<ul style="list-style-type: none"> - Read Chapter 12: Best Practices in Negotiations - WRITTEN EXAMINATION in class - Classroom team preparation work
Week 8:	<ul style="list-style-type: none"> - FINAL TEAM NEGOTIATION in class 5:30-8:45 (if you miss class, immediately contact the professor by email for instructions on the substitute topical paper). - Classroom team discussions
Week 9:	<ul style="list-style-type: none"> - Submit Final Negotiation Analysis Report; or topical paper if negotiation was missed - Classroom discussion on the Final Negotiation - Submit paper summarizing your personal learning experiences from this course, two full pages (12 points)
Additional Information	
Approved by	Michael Hostetler, Faculty Coordinator, 4 May, 2009