

Division of Communication
Comm 342: Negotiation
Spring 2017
Tuesday/Thursday 12:35 – 1:50
CAC 237

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Course Description

This class will give you the skills and understanding you need to know when it's better to be competitive and when you should look for options that maximize value for both parties. We will focus on four types of negotiating situations: competitive bargaining, mutual gains, multi-party, and will touch briefly on ADR third-party intervention strategies. You will work hard, but you will leave this class with skills that will benefit you for the rest of your life.

Learning Outcomes

After completing this course, students will be able to:

1. Demonstrate clear understanding of negotiation concepts and theories
2. Use effective planning for simple and complex negotiations
3. Develop effective negotiation techniques via simulated distributive, integrative, and multi-party negotiations
4. Demonstrate effective negotiation techniques in meaningful and challenging negotiations outside of class.

Required Course Materials

- Lewicki, R. J., Saunders, D. M., and Barry, B. (2015). *Essentials of Negotiation* (6th Edition). New York: McGraw-Hill Irwin.
- Fisher, R., Ury, W., & Patton, B. (2011). *Getting to Yes: Negotiating Agreement without Giving In* (updated and revised edition). New York: Penguin. (ISBN: 978-0-14-311875-6)
- Kraybill Conflict Management Style Online Inventory ('Style Matters') - \$7.95
 - Go To: <http://www.riverhouseexpress.com> and click on: Order/As User
 - Click "Add to Cart" and fill out the registration & payment information.
- Necessary Loose Change:
 - 5\$ cash + 1 item to be sold to another student (used for "In-Class Garage Sale" activity)
 - 1\$ cash for in-class activity (week 2)

Graded Work

Class Citizenship	10%
Preparation, In-class Activity Participation, Civility	
Exams	40%
Midterm Exam	20%
Final Exam	20%
Mini Negotiations (pass/fail)	25%
Mini Negotiation #1 - (Distributive Skills)	5%
Mini Negotiation #2 - (Integrative Skills)	5%
Mini Negotiation #3 – (Dist. & Int. Skills)	5%
Mini Negotiation #3 – (Multi-Party Skills)	10%
Final Negotiation Experience	25%

Grade Distributions

letter grade minimum % shown

A = 93	B+ = 87
A- = 90	B = 83
	B- = 80
C+ = 77	D+ = 67
C = 73	D = 63
C- = 70	D- = 60
F = 0	

Written Work Requirements

All written material in this class (outlines, papers, etc.) should be typed and in final-draft form, conforming to the following formatting guidelines:

1. **.PDF** file format, Times New Roman, 12 pt. Font, 1" margins, Double-spaced (0 pt. Spacing before and after), pg #'s
2. **Free of obvious spelling, grammar, or formatting mistakes**
3. **Follows APA Style (in-text citations & References page)**
 - UW-Stevens Point Library Citation Styles Information ([click here to access webpage >>](#))
 - Purdue Online Writing Lab (O.W.L.) APA Citation Guidelines ([click here to access webpage >>](#))

Assignment Descriptions

Class Citizenship: Your class citizenship grade will be calculated based on your:

1. Overall attendance in the course
2. Active positive contributions to class discussion, negotiations, demonstrated preparation (i.e., study before class, preparation of negotiation plans), etc.
3. Participation in & on-time completion of in-class activities, out-of-class assignments, etc.

Exams: Students will take two exams on assigned course material (ing assignments & in-class material). Exams are online and open book/open notes.

Mini Negotiations: You will have four (4) mini negotiation experiences during this semester. Each one will focus on different skill-sets. I will provide more information about each a week before you complete them.

Final Negotiation: In this course you will engage in a major negotiation outside of class over an issue(s) with personal significance for you. Any situation where you are negotiating something significant is fair game for this assignment with only a few rules to the game:

1. **Cannot negotiate with a relative** unless it is over something that has monetary value (rent, car, vacation, graduation gift, etc.)
2. **Negotiation must take place during this semester** and must be settled before your report is due.
3. **Other parties directly involved in this negotiation cannot know it is for an assignment** until after it is complete (if you choose to tell them). This includes relatives and/or roommates. This prevents friends and relatives from "going easy on you" in an effort to improve your grade on the assignment. Besides – it makes it a

lot more fun if you keep things a secret until everything is done since it tests your abilities in the real world. Overall, I want you to have a genuine negotiation experience.

4. **The issue you are negotiating must be SIGNIFICANT.** Negotiating a ride somewhere with a friend does NOT qualify. Stretch yourself and see what you can do! These experiences are going to take your time, energy, and/or money so make sure you are doing them for something significant you care about.

Final Negotiations students have done in past semesters:

- Buying/selling anything (car, laptop, ipod, bed frame, bike, horse, etc.)
- Paid internship benefits (pay, housing, etc.)
- Summer employment/salary increases
- Making a business sale (usually depends on your job) – the student I'm thinking of sold air filters to a school district in bulk (his dad owned the manufacturing company) and made a killing from negotiating a single sale. It really impressed his dad as well!
- Rent with Landlord
- Ownership of a home (or the sale of one – happened in 2012 with a student in this class!)
- Study abroad (with parents who will pay for it)
- Craig's List (ALWAYS meet in public, AVOID giving personal address, information, etc.)

NOTE: It is common to become personally connected to outcomes or positions during negotiation. While I encourage the expression of disagreement (we are negotiating, after all), I cannot allow prejudice, or any language or behavior that is demeaning, aggressive, threatening, or creates an unsafe learning environment for any student in this course. If another student crosses this line in class you can expect a meeting with me in my office. If something of this kind happens during out-of-class role-plays please contact me immediately.

Course Policies

Attendance: This is a skills-based course and **attendance at each class is expected.** You must be present to practice and others depend on your participation to learn these skills. Absence on a scheduled day of formal negotiation role-plays will result in a "0". Practice activities will prepare you for the graded negotiations and cannot be made-up if missed.

Late Work: I generally don't accept late work. If you know you will be missing class on a certain day – please turn in your work before the day you will miss class to get credit. I will either collect assignments on the day they are due or ask you to put them in the D2L drop box by midnight of the due date.

Americans with Disabilities Act (ADA) Policy Statement: *The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities.*

Academic Integrity: I expect all students to do their own work in this course unless I explicitly direct otherwise and to uphold principles of honesty, integrity, and hard work. Plagiarism will not be tolerated. Please speak with me personally and/or refer to the UWSP Code of Ethics if you have any questions about the ethics of your conduct in this class.

(NOTE: It is critical to the success and development of each student in this course that *role-play briefs remain confidential both inside and outside of the classroom.* Do not share information unless I invite you to do so. Sharing information from your confidential role with another person in the class is unethical and will likely jeopardize the entire negotiation experience for you, the other person, and potentially others who may be involved.)

Comm 342: Negotiation Course Calendar

NOTE: Assigned reading material should be completed before class on the day they are listed. Items due on the day listed.

Wk	Day	Topic	Read	Due Today
1	01/24	Welcome & Introductions Overview of Course Negotiation & Conflict Management		
	01/26	Negotiation Process & Planning	Lewicki - Ch. 1	
2	01/3	Distributive Bargaining: Claiming Value	Lewicki - Ch. 2	<ul style="list-style-type: none"> ▪ Bring Kraybill Conflict Styles Inventory Results (print 1 pg.) ▪ Bring Planning Form (2 copies)
	02/02	Distributive Bargaining: Claiming Value Strategy and Closing a Negotiation	Lewicki - Ch. 4 Yes - Ch. 1	<ul style="list-style-type: none"> ▪ Bring \$1 to class (disclosure: <i>you might not get it back...</i>) ▪ Post Picture of Garage Sale Item + price on D2L Discussion Forum by 11:59pm.
3	02/07	Mini-Negotiation #1: Distributive Skills "Garage Sale Day"		<ul style="list-style-type: none"> ▪ Bring \$5 (\$1 bills & quarters helps) ▪ Post response to questions on Discussion Forum after class
	02/09	Integrative Negotiation: Creating Value	Lewicki – Ch. 3 Yes – Ch. 1, 2	
4	02/14	Integrative Negotiations: Creating Value	Yes – Ch. 3, 4	
	02/16	Mini-Negotiation #2: Integrative Skills		<ul style="list-style-type: none"> ▪ Bring Role Play and Planning form ▪ Post response to questions on Discussion Forum after class
5	02/21	Communication	Lewicki – Ch 7	
	02/23	Movie Day: "Sluggers Come Home"		
6	03/28	Discussion: "Sluggers Come Home"		
	03/02	Negotiation Power	Lewicki – Ch. 8 Yes – Ch. 5, 6	
7	03/07	Ethics in Negotiation	Lewicki – Ch. 5 Yes – Ch. 7, 8	
	03/09	Mini-Negotiation #3: Distributive & Integrative Skills		<ul style="list-style-type: none"> ▪ Bring role play and planning form ▪ Post response to questions on Discussion Forum after class
8	03/14	Midterm Exam Review		
	03/16	Midterm Exam		
9	03/21	Spring Break – No Class		
	03/23			
10	03/28	Perception and Emotion	Lewicki – Ch. 6	<ul style="list-style-type: none"> ▪ Presentation day sign-up via D2L Discussion Forum
	03/30	Multiparty Negotiations	Lewicki – Ch. 10	<ul style="list-style-type: none"> ▪ Final Negotiation Proposals via D2L Dropbox @ 11:59pm ▪ Receive Multi-Party Roles

11	04/04	Movie Day: "Rebuilding the World Trade Center Site"		
	04/06	Discussion: "Rebuilding the World Trade Center Site"		
12	04/11	Mini-Negotiation #4: Multi-party Skills		<ul style="list-style-type: none"> ▪ Bring Role Play and Planning form ▪ Post completed multi-party and responses to questions on Discussion Forum after class
	04/13	Final Negotiation Work Day No Class		
13	04/18	Third Party Intervention Options	TBA via D2L	
	04/20	International Negotiations & Culture	Lewicki - Ch. 11	
14	04/25	Final Negotiation Work Day No Class		Final Negotiation Paper via D2L Dropbox by 11:59pm
	04/27	Final Presentations – Group 1		
15	05/02	Final Presentations – Group 2		
	05/04	Final Presentations – Group 3		
16	05/09	Final Presentations – Group 4		
	05/11	Final Exam Review		
17	05/15	Final Exam Period 2:45pm – 4:45pm		