

Division of Communication  
**Comm 342: Negotiation**  
Spring 2018

Tuesday 8am – 9:50am/Online via D2L

CAC 237

<p><b>Instructor:</b> Cade Spaulding <b>Office:</b> CAC 323 <b>Office Hours:</b> M/W 10-11, and by appointment <b>Phone:</b> 715-346-3925 <b>E-mail:</b> cade.spaulding@uwsp.edu</p>
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### Course Description

This skills-based hybrid course provides an introduction to competitive, integrative (collaborative), and multi-party negotiation (and ADR third-party) concepts, processes, and techniques. By engaging in weekly face-to-face workshops students will apply what they are learning to refine their negotiation skills via in-class role play scenarios and real-world negotiation experiences. 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 an understanding of negotiation concepts and theories
2. Create effective plans to achieve desired outcomes for simple and complex negotiations
3. Develop and improve negotiation skills through role-play experiences
4. Apply skills and knowledge in real-world negotiations

### Required Course Materials

- Lewicki, R. J., Saunders, D. M., and Barry, B. (2015). *Essentials of Negotiation* (6<sup>th</sup> 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') - \$8.95
  - Go To: <http://www.riverhousepress.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 4)

## Graded Work

<b>Class Citizenship</b> (Preparation, Attitude, Attendance)	<b>10%</b>
<b>Exams</b> (via D2L)	<b>30%</b>
<b>Activities</b>	<b>60%</b>
<i>Discussion Participation (online)</i>	30%
<i>Mini-Negotiations</i>	10%
<i>Final Negotiation (graded)</i>	20%

## Grade Distributions

letter grade minimum % shown

<b>A</b> = 93	<b>B+</b> = 87
<b>A-</b> = 90	<b>B</b> = 83
	<b>B-</b> = 80
<b>C+</b> = 77	<b>D+</b> = 67
<b>C</b> = 73	<b>D</b> = 63
<b>C-</b> = 70	<b>D-</b> = 60
<b>F</b> = 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. **Preparation:** completion of assigned readings, assignments, activities, etc. Prior to our face to face class and during our weekly online class discussions in order to fully participate with other members of the class.
2. **Attitude:** students are expected to demonstrate respect, tolerance for differences, and civility towards one another in all face-to-face and online interactions and should do their part in promoting a positive, encouraging, and safe learning experience for all.
3. **Attendance:** physical and mental 'presence' in class and online. Just because you are in class or logged on doesn't mean you are "present". It is each students' responsibility to show they are actively engaged in activities and discussions (online and in the classroom).

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: During the semester you will have several in-class negotiation activities to practice new techniques and gain experience. These may be role-play negotiations or actual negotiations (your own money, grade, time, etc. will be on the line!). Some of these will be simple negotiations with a single issue (usually money) while others will be more complex (multi-party negotiations, multiple complex issues, etc.) Some will be completed face to face in the classroom, while others may be completed via email, chat, face to face at a restaurant, or by phone. You will be required to post a debrief on mini-negotiations to receive credit.

Final Negotiation: 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 planning must be submitted on D2L BEFORE the negotiation takes place.

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. Craig's list is only an option if you are buying or selling something for more than \$50.

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.)
- Purchase of major artwork.
- 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.)

Basic Requirements (a more detailed overview of the assignment requirements is available on D2L):

Planning for this negotiation MUST be completed before the negotiation takes place.

## 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 day when you are paired with another student/students to negotiate will result in a “0” on the assignment and ½ letter grade deduction from your final course grade. 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	In-Class	Online	Read
1	<b>01/23</b> Welcome & Introductions Overview of Course Fundamentals  Process & Planning	No Online Assignments	Lewicki - Ch. 1
2	<b>01/30</b> Distributive Bargaining: <i>Claiming Value, Strategy, Closing Techniques</i> <ul style="list-style-type: none"> <li>▪ Bring Kraybill Conflict Styles Inventory Results (print 1 pg.)</li> <li>▪ Bring Planning Form (2 copies)</li> </ul>	Wk 2 Assignment & Discussion (D2L)	Lewicki - Ch. 2, 4 Yes – Ch. 1
3	<b>02/06</b> <b>Mini-Negotiation #1: “Garage Sale Day”</b>  Integrative Negotiation: Creating Value Bring \$5 (\$1 bills & quarters helps)	Wk 3 Assignment & Discussion (D2L)	Lewicki – Ch. 3 Yes – Ch. 2
4	<b>02/13</b> Integrative Negotiations: Creating Value  <b>Mini-Negotiation #2: Integrative Skills</b> Bring Completed Planning Form Bring \$1 Cash	Wk 4 Assignment & Discussion (D2L)	Yes – Ch. 3, 4
5	<b>02/20</b> Communication “Sluggers Come Home”	Wk 5 Assignment & Discussion (D2L)	Lewicki – Ch 7
6	<b>02/27</b> Negotiation Power & Ethics	Wk 6 Assignment & Discussion (D2L)	Lewicki – Ch. 8, 5 Yes – Ch. 5, 6
7	<b>03/06</b> <b>Mini-Negotiation #3: Distributive &amp; Integrative Skills</b> Bring Completed Planning Form	Wk 7 Assignment & Discussion (D2L)	Yes – Ch. 7, 8
8	<b>03/13</b> Perception and Emotion	Wk 8 Assignment & Discussion (D2L)	Lewicki – Ch. 6
9	<b>03/20</b> Review for Midterm Test <ul style="list-style-type: none"> <li>▪ Final Negotiation Proposals via D2L Dropbox @ 11:59pm</li> <li>▪ Receive Multi-Party Roles</li> </ul>	No Discussion – Take Midterm Test	
10	<b>03/27</b> - No class Spring Break		
11	<b>04/03</b> Multi-Party Negotiations "Rebuilding the World Trade Center Site"	Wk 9 Assignment & Discussion (D2L)	Lewicki – Ch. 10
12	<b>04/10</b> Mini-Negotiation #4: Multi-Party Skills	Wk 10 Assignment & Discussion (D2L)	

<b>13</b>	<b>04/17</b> Third-Party Intervention Facilitative Mediation	Wk 11 Assignment & Discussion (D2L)	<b>TBA</b>
<b>14</b>	<b>04/24</b> - No Class Final Negotiation Workday Papers due via D2L Dropbox by 04/27 @ 11:59pm		
<b>15</b>	<b>05/01</b> Final Presentations		
<b>16</b>	<b>05/08</b> Final Presentations		
<b>17</b>	Final Exam Opens 05/14, Closes 05/18		