

Date		Credits	3 Credits
Course Title	Negotiation	Course Number	IN30220
Pre-requisite (s)	GEB 1011	Co-requisite (s)	None
Hours	45 Hours		

Place and Time of Class Meeting

The program will start at San Ignacio University with an orientation and training where all students will receive instructions and become familiarized with the online course using the SIU Online Platform.

To start the course, students must go to: sanignaciouniversity.instructure.com/login/saml

The Distance Learning portion is from SIU Canvas

Dates: Monday August 12th – Sunday October 6th 2019

Name and Contact Information of Instructor

Professor Gonzalo Capriles Negotiation: Section A Gonzalo.capriles@sanignaciouniversity.edu
Professor Edgar Martinez Negotiation: Section B emartinez@sanignaciouniversity.edu

Books required

(San Ignacio University recognizes the use of the textbook in the classroom as part of the educational methodology and strategy applied in diverse materials. The textbook is part of the curriculum and is used to reach the student in an effective manner in the classroom. Every student is expected to acquire and use the textbook.)

Negotiation

Roy Lewicki, David Saunders, & Bruce Barry

© 2015 Publisher: McGraw-Hill/Irwin | 7th Edition

ISBN: 978-0-07-802944-8 |

Classroom expectations for students

Attendance Policy

For online classes, the full attendance week is defined as started at 12:00 a.m. Eastern Standard Time (EST) on Monday until 11:59 p.m. EST the following Sunday.

Students must be active within the course to be considered present for the particular week of class. For attendance purposes, an academically-related posting can include, but may not be limited to, posting an assignment submission, posting to a discussion forum, and taking an exam.

For attendance purposes, logging into an online class does not count toward attendance.

Students who **fail** to meet the attendance requirements for a week will be given an absence for that attendance week. Students are permitted no more than 2 “free” absences in one semester. Students missing 3-5 classes over the course of the semester will receive a one-letter grade deduction from their final course grade; missing 6 classes will result in failure of the course regardless of grade average.

Course Description

This course provides the students with the tools to become effective negotiators, by formulating goals, gathering information, understanding the role of perception, cognition and emotion, as well as acquiring the persuasion skills to convince the other party to accept an offer. Students will be expected to participate in mockups throughout the duration of the class to practice their negotiation skills.

Learning Objectives

At the end of this course the student will be able to:

- Define negotiation, the key elements of a negotiation process, and the distinct types of negotiation.
- Explain the basic elements of a distributive bargaining situation.
- Discuss the major elements of a negotiation strategy and a process for selecting a strategy.

- Explain the important role played by perceptions, cognitions, and emotions in negotiation.
- Describe the basic components of communication flow in a negotiation.
- Describe the different approaches to understanding power in negotiations and why power is critical to negotiation.
- Describe different types of ethically problematic tactics and how they are perceived.
- Explain coalitions and why they are important in negotiation.
- Describe how behaviors of expert negotiators differ from those of less experienced negotiators.
- Discuss strategies that negotiators can adapt to another party's cultural style.
- Explain cross cultural negotiations within the United States.

Topical Outline and Schedule

DATE: Aug 12- Aug 18		WEEK ONE
SPECIFIC OBJECTIVES		<ul style="list-style-type: none"> • Characteristics of a Negotiation Situation • Interdependence • Mutual Adjustment • Value Claiming and Value Creation • Effective Conflict Management
TOPIC (S)		Chapter One: The Nature of Negotiation
LEARNING ACTIVITIES		Review Online Lecture: Chapter One Participate in Forums
HOMEWORK & ASSIGNED READINGS		Introduction Forum Weekly Discussion Forums Read Chapters One, Two, Three, and Four
DATE: Aug 19 – Aug 25		WEEK TWO
SPECIFIC OBJECTIVES		<ul style="list-style-type: none"> • The Distributive Bargaining Situation • Tactical Tasks • Positions Taken during negotiation • Commitment • Closing the Deal • Assessing the Quality of the Agreement • Hardball Tactics • Distributive Bargaining Skills applicable to Integrative Negotiations. • An Overview of the Integrative Negotiation Process • Key Steps in the Integrative Negotiation Process • Assessing the Quality of the Agreement • Factors that facilitate successful Integrative Negotiation • why Integrative Negotiation is difficult to achieve • Distributive Bargaining versus Integrative Negotiation

	<ul style="list-style-type: none"> • Goals- the focus that drives a Negotiation Strategy • Strategy-the overall plan to achieve one's Goals • Strategy versus Tactics • Understanding the Flow of Negotiations: Stages and Phases • Getting ready to implement the Strategy: The Planning Process
TOPIC (S)	<p>Chapter Two: Strategy and Tactics of Distributive Bargaining</p> <p>Chapter Three: Strategy and Tactics of Integrative Negotiation</p> <p>Chapter Four: Negotiation: Strategy and Planning</p>
LEARNING ACTIVITIES	<p>Review Online Lecture: Chapter Two, Chapter Three, and Chapter Four</p> <p>HW Assignment</p>
HOMEWORK & ASSIGNED READINGS	<p>HW Assignment</p> <p>Read Chapters Five, Six, and Seven</p>
<p>DATE: Aug 26 – Sept 1 WEEK THREE</p>	
SPECIFIC OBJECTIVES	<ul style="list-style-type: none"> • A Sampling of Ethical Quandaries • What do we mean by "Ethics" and why do they matter in Negotiation? • Four approaches to Ethical Reasoning • What questions of Ethical Reasoning arise in Negotiation? • Why use Deceptive Tactics? • Motives and Consequences • What Factors shape a Negotiator's predisposition to use Unethical Tactics? • How can Negotiators deal with the other party's use of Deception? • Perception • Framing • Managing Misperceptions and Cognitive Bias in Negotiation • Mood, Emotion and Negotiation • Basic Models of Communication • What is Communication during Negotiation? • How People Communicate during Negotiation • How to improve Communication in Negotiation • Special Communication consideration at the close of Negotiation
TOPIC (S)	<p>Chapter Five: Ethics in Negotiation</p> <p>Chapter Six: Perception, Cognition, and Emotion</p> <p>Chapter Seven: Communication</p>
LEARNING ACTIVITIES	<p>Review Online Lecture: Chapter Five, Chapter Six, and Chapter Seven</p>

	Participate in Forums
HOMEWORK & ASSIGNED READINGS	Weekly Discussion Forums Read Chapters Eight, Nine, and Ten
DATE: Sept 2 – Sept 8	WEEK FOUR
SPECIFIC OBJECTIVES	<ul style="list-style-type: none"> • Why is Power important to Negotiators? • A definition of Power • Sources of Power -How people acquire Power • The consequences of unequal Power • Dealing with others who have more Power • Two routes of Influence: an Organizing Model • The central route to influence: The Message and its Delivery • Peripheral routes to Influence • The role of Receivers- Targets of Influence • Forms of Relationships in Negotiation • Key elements in managing Negotiations within Relationships • The number of Parties in Negotiation
TOPIC (S)	Chapter Eight: Finding and Using Negotiation Power Chapter Nine: Influence Chapter Ten: Relationships in Negotiation
LEARNING ACTIVITIES	Review Online Lecture: Chapter Eight, Chapter Nine, and Chapters Ten HW Assignment
HOMEWORK & ASSIGNED READINGS	HW Assignment Read Chapters Eleven, Twelve, and Thirteen
DATE : Sept 9 – Sept 15	WEEK FIVE
SPECIFIC OBJECTIVES	<ul style="list-style-type: none"> • How Agents, Constituents and Audiences change Negotiations • Managing Agents • A situation with more than two Parties • How and Why a Coalition Form and develop • Standards for Coalition Decision Making • The Nature of Multiparty Negotiations • Managing Multiparty Negotiations
TOPIC (S)	Chapter Eleven: Agents, Constituencies, Audiences

	Chapter Twelve: Coalitions Chapter Thirteen: Multiple Parties and Teams in Negotiation
LEARNING ACTIVITIES	Review Online Lecture: Chapter Eleven, Chapter Twelve, and Chapter Thirteen Participate in Forums
HOMEWORK & ASSIGNED READINGS	Weekly Discussion Forum Read Chapters Fourteen, Fifteen, and Sixteen
DATE: Sept 16 – Sept 22	WEEK SIX
SPECIFIC OBJECTIVES	<ul style="list-style-type: none"> • International Negotiations: Art and Science • What makes International Negotiations different? • The influence of Culture in Negotiation: Managerial perspectives • The influence of Culture in Negotiation: Research perspectives • Culturally Responsive Negotiation Strategies
TOPIC (S)	Chapter Fourteen: Individual Differences I: Gender and Negotiation Chapter Fifteen: Individual Differences II: Personality and Abilities Chapter Sixteen: International and Cross-Cultural Negotiation
LEARNING ACTIVITIES	Review Online Lecture: Chapter Fourteen, Chapter Fifteen, and Chapter Sixteen HW Assignment
HOMEWORK & ASSIGNED READING	HW Assignment Read Chapters Seventeen, Eighteen, Nineteen, and Twenty
DATE: Sept 23 – Sept 29	WEEK SEVEN
SPECIFIC OBJECTIVES	<ul style="list-style-type: none"> • The nature of Difficult-to-Resolve Negotiations and why they occur • Fundamental mistakes that causes impasses • How to resolve impasses • Managing the Shadow Negotiation and Social Contract • Responding to the other side's Hard Distributive Tactics • Adding Third Party to the Two-Party Negotiation Process • Types of Third-Party intervention • Formal Intervention Methods • Informal Intervention Methods • Be prepared

	<ul style="list-style-type: none"> • Diagnose the fundamental structure of the Negotiation • Identify and work the BATNA • Master the key paradoxes of Negotiation • Remember the intangibles • Actively manage Coalitions - Those against you, for you and unknown • Savor and protect your Reputation • Remember that Rationality and Fairness are relative
TOPIC (S)	<p>Chapter Seventeen: Managing Negotiation Impasses</p> <p>Chapter Eighteen: Managing Difficult Negotiations</p> <p>Chapter Nineteen: Third Party Approaches to Managing Difficult Negotiations</p> <p>Chapter Twenty: Best Practices in Negotiations</p>
LEARNING ACTIVITIES	<p>Review Online Lecture: Chapter Seventeen, Chapter Eighteen, Chapter Nineteen, Chapter Twenty</p> <p>Participate in Forums</p>
HOMEWORK & ASSIGNED READINGS	<p>Weekly Discussion Forum</p> <p>Review for Exam</p>
DATE: Sept 30 – Oct 6	WEEK EIGHT
SPECIFIC OBJECTIVES	<ul style="list-style-type: none"> • To review the material discussed throughout the course
LEARNING ACTIVITIES	<p>Final Reflection</p> <p>Final Comprehensive Exam</p>

Assessment Criteria and Methods of Evaluating Students

96 – 100%	<input type="checkbox"/> A
90 – 95%	<input type="checkbox"/> A-
87 – 89%	<input type="checkbox"/> B+
83 – 86%	<input type="checkbox"/> B
80 – 82%	<input type="checkbox"/> B-
77 – 79%	<input type="checkbox"/> C+
73 – 76%	<input type="checkbox"/> C

70 – 72%	<input type="checkbox"/> C-
67 – 69%	<input type="checkbox"/> D+
63 – 66%	<input type="checkbox"/> D
60 – 62%	<input type="checkbox"/> D-
< 59%	<input type="checkbox"/> F

Generally, the grades “A” through “C-” are considered passing grades. Grades “W” and “I” indicate that no grades were earned for the course. A “W” grade indicates that the student withdrew from the course. An “I” grade indicates that the student was passing the course, but failed to complete all the required course work. The instructor, in his/her discretion may grant an “I” grade instead of an “F”, pending completion of the course work by the student within a specified time arranged by the instructor and told to the student. It is the student's responsibility to follow-up with the instructor to complete the course work. If the course work is not completed by the arranged time, the “I” grade becomes an “F”.

Distribution of Grade Elements

Homework (3 HWs)	30%
Class Discussion (4 Discussions)	40%
Final Reflection Essay	15%
Comprehensive Exam (FINAL)	15%
Total	<u>100 %</u>

Date Syllabus Was Last Reviewed: July 15, 2019