

Business, Consumer, and Professional Negotiations  
BUS 345 - 3 Credit Hours  
Doane University/Summer 2018

Instructor: **Steve Rathman**

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**Location and Times:**

Doane University – Lincoln Campus

Thursday, 6:00 p.m. to 10:00 p.m.

**Course Description**

The study of negotiation and mediation theory and practice. Students develop the skills to work with parties at variance to promote reconciliation, settlement, or compromise.

**Textbooks**

Lewicki, R. J., Barry, B., & Saunders, D. M. (2016). *Essentials of negotiation* (6<sup>th</sup> Ed.). Dubuque: McGraw-Hill Education. ISBN: 9780077862466

**Course Outcomes**

Upon completion of this course students will be able to:

1. Define negotiation and the key elements of the negotiation process
2. Discuss the relationships between people and groups that most often lead them to need to negotiate
3. Define mediation and when it is needed in the negotiation process
4. Analyze the dynamics and complexity of the negotiating process
5. Identify cross-cultural challenges that arise in the negotiating process

### Course Schedule

Date	BUS 345 Detailed Course Outline
5/22/2018	Introduction and Course Overview Chapters 1 & 2
5/29/2018	Chapters 3 & 4 Negotiations vs. Mediation
6/5/2018	Chapters 5 & 6 Pitfalls for Negotiations
6/12/2018	Chapter 7 & 8 Case Study: The Sluggers Come Home
6/19/2018	Chapters 9 & 10 Emotional Intelligence
6/26/2018	Chapter 11 & 12 In-Class Activity
7/3/2018	Film Study: 13 Days
7/10/2018	Case Study Review Film Study Review Course Wrap-Up

### Course Assignments

- Attend all class sessions, being prepared and ready to participate in class discussions and activities. 5 points per class for a total of 40 points. (Outcome 1-5)
- Complete all required reading. This will be evaluated as part of the classroom preparation and participation. (Outcome 1-5)
- Chapter Quizzes: There will be a ten question quiz for each chapter discussed in class. The quizzes will be take home and open book. Total of 120 points. (Outcome 1-5)
- Completion of a video case study and review questions. Total of 75 points possible. (Outcome 1, 2, 3 and 4)
- Completion of a film study review paper based on the video watched in class. Total of 50 point possible. (Outcome 1, 2, 4 and 5)

Total Points Possible: 285
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## Policies

1. **Attendance** - This class is experiential, participative, and collaborative. We are in this together. The absence of any one person will be felt by all so attendance at all class sessions is expected. If you need to miss a class, contact me prior to the class. Students are allowed one excused absence in this class. Additional absences will result in the deduction of 10% towards the final grade for each absence.
2. **Grading** - A+ = 98 – 100%; A = greater than 92 & less than 98 %; A- = 90 – 92%; B+ = 88 & less than 90%; B = greater than 82 & less than 88%; C+ = 78 & less than 80%; C = greater than 72 & less than 78; C- = 70 -72%; D+ = 68 & less 70%; D = greater than 62 & less than 68%, D- = 60 – 62%; F=<60
3. **Late Assignments** - Assignments turned in after the due date will be accepted **IF** the student contacts the instructor prior to the assignment due date.
4. **Academic Integrity** - The Doane University Academic integrity policy will be adhered to in this class. All projects and tests will represent your own work. Any use of others' ideas and words without proper citation of sources is plagiarism and will result in penalties to be determined by the instructor and/or the dean of the undergraduate studies.

The Academic Support Center (ASC) located in room 204 of the Fred Brown Building offers academic support in the areas of time management, study strategies, note taking, test taking, math, reading, and writing. Free tutoring and free one-on-one meetings are available to provide assistance in these areas. Additionally, free proofreading of final drafts of papers is available 24/7. To sign up for the proofreading service or to make a tutor or one-on-one appointment, email the director at: [terese.francis@doane.edu](mailto:terese.francis@doane.edu). Students are encouraged to seek support from the ASC sooner rather than later.