



DOANE UNIVERSITY SYLLABUS

Course Title	Business, Consumer, and Professional Negotiations
Course Number	BUS 345
Number of Credits	3
Course Dates	WIN II 19 (January 15 th to March 5 th , 2019)
Instructor	Steve Rathman
Email Address	steven.rathman@doane.edu
Office Hours/Availability	Available 30 minutes prior to class start time. To schedule an appointment outside of this time please text or call for appointment.
Phone Number	308-380-1092 (call or text)
Textbook Information: (e.g. title, edition, publisher, ISBN)	Lewicki, R. J., Barry, B., & Saunders, D. M. (2016). <i>Essentials of negotiation</i> (6 th Ed.). Dubuque: McGraw-Hill Education. ISBN: 9780077862466
Additional Course Materials	Presentation materials will be provided as part of the class.
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.
Program Outcomes	
Course Learning Outcomes/Objectives	<ul style="list-style-type: none">• Define negotiation and the key elements of the negotiation process• Discuss the relationships between people and groups that most often lead them to need to negotiate• Define mediation and when it is needed in the negotiation process• Analyze the dynamics and complexity of the negotiating process• Identify cross-cultural challenges that arise in the negotiating process
Technology Requirements	https://www.doane.edu/faq/minimum-computer-requirements

Course Schedule

Week or Module	Topic	Content	Assessments	Learning Outcomes
1 1-15-19	The Nature of Negotiation	Course Syllabus and Schedule Chapters 1 & 2	1. Self Introduction 2. Chapter quizzes	Outcomes #1, 2 & 4
2 1-22-19	Strategy, Planning & Tactics	Chapters 3 & 4 Negotiation vs. Mediation	1. Classroom discussion 2. Chapter quizzes	Outcomes #1, 2, 3, 4 & 5
3 1-29-19	Pitfalls for Negotiations	Chapters 5 & 6	1. Classroom discussion 2. Chapter quizzes	Outcomes #2, 4 & 5
4 2-5-19	Power and Influence in the Negotiations Process	Chapter 7 & 8	1. Classroom discussion 2. Chapter quizzes	Outcomes #1, #2, #3 4 & 5
5 2-12-19	Team Negotiations	Chapter 9 & 10 Case Study: The Sluggers Come Home	1. Classroom discussion 2. Chapter quizzes 3. Case Study Review	Outcomes #1, 2, 3 & 4
6 2-19-19	International & Cross Cultural Negotiation	Chapters 11 & 12 Emotional Intelligence	1. Classroom discussion 2. Chapter quizzes	Outcomes #2 , 4 & 5
7 2-26-19	Film Study	Movie: 13 Days	1. Film Study Paper	Outcomes #1, 2, 3, 4 & 5
8 3-5-19	Best Practices in Negotiations	Case Study/Film Study Review	1. Classroom discussion 2. Chapter quizzes	Outcome 1, 2, 4 & #5

Term Assignments:

In class discussions & activities: Prior to each class you will have a reading assignment. We will spend the first part of class discussing the reading. You are expected to engage in the discussion. In addition, there may be in class activities assigned by the instructor. You are expected to be prepared for and to engage in the class activities.

Chapter Quizzes-There will be a quiz administered for each chapter that is covered. The quizzes will consist of information that is contained in your textbook. Each quiz will be open book.

Case Study Review: Completion of a video case study with review questions.

Film Analysis Paper: Films are an excellent way to analyze the topics being studied because they allow for the practical application of the material. We will watch one full length film during the term and you are required to write an analytical paper about what you see in the movie as it relates to the negotiation process. The purpose of this paper is for you to learn to apply the course ideas to the world around you. Your paper should contain core concepts or ideas from the course.

Grading Assessments

Type of Assessment	Points	Total possible points
Class Discussion & Participation	5	40
Chapter quizzes	10	120
Case Study Review	80	80
Film Study Paper	60	60
		Total: 300 Points

Grade Scale

A=93%-100% A-=90%-92% B+= 88%-89% B= 83%-87% B-=80%-82% C= 70-80% D= 60-70% F= 59% or below

Participation Policy	<p>A student is expected to be prompt and regularly attend on-ground classes in their entirety. Regular engagement is expected for on-line courses. Participation in class discussions is an integral part of your grade.</p> <p>Students are required to complete all assignments on time. Response engagement is included in each assignment. If students do not attend class, they cannot respond to classmates in class discussion. This lack of engagement will impact students' grades.</p>
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Study Time	Expectation of the amount of time the course requires students to spend preparing and completing assignments. Typically, students could expect to spend approximately 12 hours a week preparing for and actively participating in this 8-week 3 credit hour course. This actual time for study varies depending on students' backgrounds.
Late Work	All assignments are expected to be turned in by the stated time. Any extensions will be approved at the discretion of the instructor. Failure to make arrangement prior to the due date may result in points being deducted from the assignment, including up to no points awarded for the particular assignment.
Submitting Assignments	In-Class or via Doane email
Communication Policy including Assignment Feedback	The syllabus contains my email and cell phone number. I typically respond to any inquires as soon as possible. If you do not receive a response within 24 hours, please try again. Assignments are graded on a weekly basis and will be returned the following class period.
Academic Integrity Policy	The Doane Academic Integrity Policy, updated in AUTM 2018, will be followed in this course.
Academic Support	Please contact academicsupport@doane.edu https://www.doane.edu/graduate-and-adult/academic-support
Disability Services	https://www.doane.edu/disability-services Doane University supports reasonable accommodations to allow participation by individuals with disabilities. Any request for accommodation must be initiated by the student as soon as possible. Each student receiving accommodations is responsible for his or her educational and personal needs while enrolled at Doane University. Please contact Chris Brady at chris.brady@doane.edu or 402-467-9031 for assistance.
Military Services	https://www.doane.edu/graduate-and-adult/military
Anti-Harassment Policy	http://catalog.doane.edu/content.php?catoid=5&navoid=452
Grade Appeal Process	http://catalog.doane.edu/content.php?catoid=5&navoid=238
Credit Hour Definition	Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.
Syllabus Changes	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.

