Course Overview and Objectives

The purpose of this course is to enhance your learning about the theory and practice of negotiation and to build your skills as a successful negotiator. The course is designed to help you increase your competence and confidence as a negotiator through a combination of pedagogical activities including reading, dialogue, projects, and experiential exercises. Each class will focus on a different facet of the negotiation process.

Negotiation is a crucial skill in leadership and life. This course is intended to complement the technical and diagnostic skills learned in other courses in the UT BBA program. A basic premise of the course is that a business leader needs both analytic skills and interpersonal skills to be an effective negotiator.

Materials

Required:


Negotiation Exercises. Negotiation exercise materials will be distributed through the Dispute Resolution Resource Center. You are required to register with
DRRC and pay a fee for royalties and administration costs. You will receive additional directions in class on how to access the materials.

Prerequisite
- Credit for MAN 336 or 336H, Organizational Behavior, with a grade of C or better.

Course Requirements and Grading

Assignments

Assignment #1    Negotiation Exercises & Participation    (20 pts.)

This course is designed in an experiential workshop format. Much of the learning for the course will be through participating in negotiation exercises and reflecting on those experiences. Therefore, class attendance, preparation, and participation are all crucial to your learning. You will receive credit for each exercise and learning activity you fully participate in. You will also receive feedback from the instructor and your peers on your contribution to class. In the event of an emergency, please notify the instructor before class.

Assignment #2    Blogs    (5 pts.)

Blogs provide an opportunity to synthesize and apply your learning. Blog entries should include information analyzing the negotiation exercises in relation to theory. It should also include critical reflection on your application of theory to your own life and current events. Blogs are due by noon on the day they are assigned. You should also make a comment on a classmate's blog by noon on the day after the blog is due. Each blog is worth up to 1 point individually.

Assignment #3    Article Review    (1 pt.)

One of the most current issues in negotiation is the role gender plays in negotiations. Find an article related to women and negotiation and review it. Summarize the key points of the article and share your reaction to the article. The paper should be 1-2 pages long.

Assignment #4    Cross Cultural Interview    (5 pts.)

This assignment involves a written analysis of an interview with someone from a cultural group different from your own about their experience in negotiation situations. Typical cultural differences include gender, ethnicity, class, age, and sexual orientation. The paper should be no longer than three to four pages.

Assignment #5    Top 10 Learning Reflection & Presentation    (1 pt.)

Your final learning reflection is designed to help you synthesize your learning during this semester. You will be asked to post a list and explanation of your top ten “take-aways” from the course. You will also make a brief, informal presentation on your most important learning on Dec. 3rd.
**Assignment #6**  Reputation Index  (3 pts.)

A critical question for all negotiators is “Would I do business with this person again?” This instrument provides a peer review of your reputation as a negotiator at the end of the course.

**Exams**  (50 pts.)

There are two written exams in this class. Each exam is worth 25% of your grade. They will cover the basic concepts and theories of negotiation learned in the course.

**Final Exam**  (15 pts.)

Personal Negotiation

At some point in the semester, you will conduct a “live” personal negotiation. The substance of the negotiation may be anything—a purchase, something related to a job or employment search, relations with peers, co-workers, or family members, etc. Your analysis of this negotiation should be no more than five pages long. It can be posted online any time up to and including the final exam date of Dec. 12th.

**Completing Assignments**

Detailed information on each assignment will be posted on Canvas under the heading of assignments. Canvas can be accessed at [my.utexas.edu](http://my.utexas.edu) or [http://courses.utexas.edu](http://courses.utexas.edu).

If you have any problems, contact the ITS Help Desk at (512) 475-9400. Page length on assignments is based on 12 point, double-spaced pages with 1 inch margins. Please provide a cover sheet for your papers with your name, date, and title of the assignment. Assignments can be posted online on or before the due date listed on the course calendar. Any assignment submitted late is subject to a penalty. Assignments are designed to provide you with considerable flexibility in building your negotiation skills.

**Course Requirements and Grading**

Your grade in the course will be determined as follows:

<table>
<thead>
<tr>
<th>Points</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Negotiation Exercises &amp; Participation</td>
<td>20</td>
</tr>
<tr>
<td>Reflection Blogs</td>
<td>5</td>
</tr>
<tr>
<td>Article Review</td>
<td>1</td>
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<tr>
<td>Cross-Cultural Interview</td>
<td>5</td>
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<tr>
<td>Exams</td>
<td>50</td>
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<tr>
<td>Top Ten Take-Aways</td>
<td>1</td>
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<tr>
<td>Reputation Index</td>
<td>3</td>
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<tr>
<td>Final Exam</td>
<td>15</td>
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<tr>
<td><strong>100</strong></td>
<td><strong>100%</strong></td>
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</table>
Assessment
Your final grade in the course will be based on the total points earned on the assignments. Anyone scoring less than 70% on an assignment needs to meet with me as soon as possible.

A   -   93-100 pts.
A-  -   90-92 pts.
B+  -   87-89 pts.
B   -   83-86 pts.
B-  -   80-82 pts.
C+  -   77-79 pts.
C   -   73-76 pts.
C-  -   70-72 pts.
D+  -   67-69 pts.
D   -   63-66 pts.
D-  -   60-62 pts.
F   -   0-59 pts.

Assistance
Your learning is my highest priority as a faculty member. Please do not hesitate to contact me at any time.

McCombs Classroom Professionalism Policy
The highest professional standards are expected of all members of the McCombs community. The collective class reputation and the value of the Texas McCombs experience hinges on this.

Faculty are expected to be professional and prepared to deliver value for each and every class session. Students are expected to be professional in all respects.

The McCombs classroom experience is enhanced when:

- **Students arrive on time.** On time arrival ensures that classes are able to start and finish at the scheduled time. On time arrival shows respect for both fellow students and faculty and it enhances learning by reducing avoidable distractions.
- **Students display their name cards.** This permits fellow students and faculty to learn names, enhancing opportunities for community building and evaluation of in-class contributions.
- **Students minimize unscheduled personal breaks.** The learning environment improves when disruptions are limited.
- **Students are fully prepared for each class.** Much of the learning in the McCombs program takes place during classroom discussions. When students are not prepared they cannot contribute to the overall learning process. This affects not only the individual, but their peers who count on them, as well.
- **Students attend the class section to which they are registered.** Learning is enhanced when class sizes are optimized. Limits are set to ensure a quality experience. When section hopping takes place some classes become too large
and it becomes difficult to contribute. When they are too small, the breadth of experience and opinion suffers.

- **Students listen carefully to each other and respect the views and opinions of their colleagues.** Disagreement and discussion are encouraged. Intolerance for the views of others is unacceptable. Please also avoid side conversations when another person is speaking.

- **Laptops are closed and put away.** When students are surfing the web, responding to e-mail, instant messaging, and otherwise not devoting their full attention to the topic at hand they are doing themselves and their peers a major disservice. Those around them face additional distraction. Fellow students cannot benefit from the insights of the students who are not engaged. **Phones and wireless devices are turned off.** We’ve all heard the annoying ringing in the middle of a meeting. Not only is it not professional, it cuts off the flow of discussion when the search for the offender begins. When a true need to communicate with someone outside of class exists (e.g., for some medical need) please inform the professor prior to class.

**Additional Class Policies**

- **When slides or other materials are made available,** you may view the slides or hand-outs and print a copy for your personal use. Slides and other materials are copyrighted; please do not in any way distribute or post without the instructors’ permission.

- **Late Policy.** Late assignments may not be accepted unless arrangements with the instructors have been made in advance of the due date. Assignments should only be emailed to the instructor in the case of an emergency. Do not put off completing or printing assignments until the last minute when problems may arise.

- **Missed Classes.** If you miss class, you are responsible for obtaining any notes, handouts, additional reading materials, or assignment changes from your classmates. Missing a class can significantly affect a student’s grade. Please notify the instructor in advance if you must miss a class in the case of an emergency. With advance notice, an assignment may be made up for partial credit. In the event of an extended emergency situation, Student Emergence Services can help.

- **Class Websites & Student Privacy.** Password-protected class sites will be available for all accredited courses taught at The University. Syllabi, handouts, assignments and other resources are types of information that may be available within these sites. Site activities could include exchanging e-mail, engaging in class discussions and chats, and exchanging files. In addition, class e-mail rosters will be a component of the sites. Students who do not want their names included in these electronic class rosters must restrict their directory information in the Office of the Registrar, Main Building, Room 1. For information on restricting directory information see: [http://www.utexas.edu/student/registrar/catalogs/gj02-03/app/appc09.html](http://www.utexas.edu/student/registrar/catalogs/gj02-03/app/appc09.html).
Confidentiality

In this course we will be doing many exercises that depend on confidentiality to be most effective. Please do not share your instruction sheet or point values with the other negotiating party. It is considered unethical to do so.

Important Notifications

Students with Disabilities
Students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities, 512-471-6259, http://www.utexas.edu/diversity/ddce/ssd/.

Diversity and Inclusion
It is my intent that students from all diverse backgrounds and perspectives be well served by this course, that students’ learning needs be addressed and that the diversity that students bring to this class can be comfortably expressed and be viewed as a resource, strength and benefit to all students. Please come to me at any time with any concerns.

Religious Holy Days
By UT Austin policy, you must notify me of your pending absence at least fourteen days prior to the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.

Policy on Scholastic Dishonesty
The McCombs School of Business has no tolerance for acts of scholastic dishonesty. The responsibilities of both students and faculty with regard to scholastic dishonesty are described in detail in the BBA Program’s Statement on Scholastic Dishonesty at http://www.mccombs.utexas.edu/BBA/Code-of-Ethics.aspx. By teaching this course, I have agreed to observe all faculty responsibilities described in that document. By enrolling in this class, you have agreed to observe all student responsibilities described in that document. If the application of the Statement on Scholastic Dishonesty to this class or its assignments is unclear in any way, it is your responsibility to ask me for clarification. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since dishonesty harms the individual, all students, the integrity of the University, and the value of our academic brand, policies on scholastic dishonesty will be strictly enforced. You should refer to the Student Judicial Services website at http://deanofstudents.utexas.edu/sjs/ to access the official University policies and procedures on scholastic dishonesty as well as further elaboration on what constitutes scholastic dishonesty.
As specific guidance for this course, you should consider the writing of an examination to be an individual effort. Group preparation for the examination is acceptable and encouraged. Individual homework assignments are to be turned in individually, but I encourage you to work together in discussing the concepts of the course. Team assignments will require collaboration with other team members.

The bottom line on ethics in this course is do everything you can to learn and to help your classmates learn and do not do anything that hinders their learning or yours.

**Your Wellbeing Outside the Classroom**

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Dean of Students (UT Outpost) for support. Furthermore, please notify me if you are comfortable in doing so. This will enable me to provide any additional resources that I have. I am available to talk with you about any issue that affects your learning and your life.

**Campus Safety**

Please note the following recommendations regarding emergency evacuation from the Office of Campus Safety and Security, 512-471-5767, [http://www.utexas.edu/safety](http://www.utexas.edu/safety):

- Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling outside.
- Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.
- Students requiring assistance in evacuation should inform the instructor in writing during the first week of class.
- In the event of an evacuation, follow the instruction of faculty or class instructors.
- Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office.
- Behavior Concerns Advice Line (BCAL): 512-232-5050
- Further information regarding emergency evacuation routes and emergency procedures can be found at: [http://www.utexas.edu/emergency](http://www.utexas.edu/emergency).

UT has several new safety initiatives such as SURE Walk and SURE Ride. To request a walk or ride, please call 512-232-9255 or follow the link to request a SURE Walk.
Community Values

Texas BBA Community Values

- **Our Responsibility**: Lead with integrity, improve the world
  - Leadership
  - Ethics
  - Accountability
  - Social Responsibility

- **Our Community**: Respect our differences, leverage our diversity
  - Diversity
  - Inclusion
  - Collaboration
  - Respect

- **Our Growth**: Challenge old ideas, inspire innovation
  - Intellectual Curiosity
  - Innovation
  - Adaptability
  - Exploration

- **Our Best**: Dream big, work hard, never give up
  - Achievement
  - Self-Reflection
  - Authenticity
  - Perseverance

The Art and Science of Negotiation
Course Calendar
Fall 2019
<table>
<thead>
<tr>
<th>Class Date</th>
<th>Primary Topic</th>
<th>Reading</th>
<th>Assignment Due</th>
</tr>
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<tbody>
<tr>
<td>Aug 29</td>
<td>Introduction to Course</td>
<td>Syllabus</td>
<td>Student Information Sheet</td>
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<tr>
<td>Sep 3</td>
<td>Negotiation Basics</td>
<td>T1</td>
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<tr>
<td>Sep 5</td>
<td>Preparation-Coffee Contract</td>
<td>T2</td>
<td></td>
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<td>Sep 10</td>
<td>Distributive-Neg.-Bio-Pharm</td>
<td>T3</td>
<td></td>
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<tr>
<td>Sep 12</td>
<td>Integrative-Neg.-Buying a Car</td>
<td>T4</td>
<td>Blog 1</td>
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<td>Sep 17</td>
<td>Job Offers-Neg. New Recruit</td>
<td>TA1</td>
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<tr>
<td>Sep 19</td>
<td>Getting to Win-Win</td>
<td>F-All</td>
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<tr>
<td>Sep 24</td>
<td>Personality and Motivation</td>
<td>T5</td>
<td>Blog 2</td>
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<tr>
<td>Sep 26</td>
<td>Emotions</td>
<td>T6</td>
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<tr>
<td>Oct 1</td>
<td>Social Dilemmas-Money/Envelopes</td>
<td>T1</td>
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<td>Oct 3</td>
<td>Exam 1</td>
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<td>Exam 1</td>
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<tr>
<td>Oct 8</td>
<td>Trust and Relationships</td>
<td>T7</td>
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<td>Oct 10</td>
<td>Conflict-Neg. Eazy’s Garage</td>
<td>T8</td>
<td>Blog 3</td>
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<td>Oct 15</td>
<td>Mediation-Neg. Amanda</td>
<td>TA2</td>
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<td>Oct 17</td>
<td>Wrap-Up Relationships</td>
<td>T9</td>
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<tr>
<td>Oct 22</td>
<td>Power &amp; Ethics</td>
<td>T10</td>
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<td>Oct 24</td>
<td>Negotiate Bullard Houses</td>
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<td>Oct 29</td>
<td>Prob Solving-Endowed Chair</td>
<td>T11</td>
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<td>Oct 31</td>
<td>Multi-Parties-Negotiate FSF</td>
<td>T12</td>
<td>Blog 4</td>
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<td>Nov 5</td>
<td>Negotiate Harborco</td>
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<td>Nov 7</td>
<td>Debrief Harborco</td>
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<td>Nov 12</td>
<td>Cross-Cultural Negotiation</td>
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<td>Nov 14</td>
<td>Cross-Cultural Panel</td>
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<td>Nov 19</td>
<td>Negotiate Virtual Victorian</td>
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<tr>
<td>Nov 21</td>
<td>Happy Thanksgiving!</td>
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<tr>
<td>Nov 26</td>
<td>Debrief Virtual Victorian</td>
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<tr>
<td>Nov 28</td>
<td>Exam 2</td>
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<tr>
<td>Dec 3</td>
<td>Top 10 Presentations</td>
<td></td>
<td>Top 10 &amp; Rep Index</td>
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<tr>
<td>Dec 5</td>
<td>Course Eval &amp; Celebration</td>
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<td>Course Evaluation</td>
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<tr>
<td>Dec 12</td>
<td>Final Exam</td>
<td></td>
<td>Submit Online Final due at 5:00 p.m.</td>
</tr>
</tbody>
</table>

Abbreviations:

T – Thompson  
TA-Thompson Appendix  
F - Fisher, Ury, & Patton

Thank you for taking the course. I look forward to sharing this learning journey with you.