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 iDecisionGames.com. You are required to register with iDecisionGames.com 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 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  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 #4  Top 10 Learning Reflection & Presentation  (2 pts.)

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. 4th.

Assignment #5  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 turned in any time up to and including the final exam date of Dec. 14th.

**Completing Assignments**

Detailed information on each assignment will be posted on Canvas under the heading of assignments. Canvas can be accessed at [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 turned in during class on or before the due date listed. 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>Cross-Cultural Interview</td>
<td>5</td>
</tr>
<tr>
<td>Exams</td>
<td>50</td>
</tr>
<tr>
<td>Top Ten Take-Aways</td>
<td>2</td>
</tr>
<tr>
<td>Reputation Index</td>
<td>3</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</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.

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. Faculty office hours are spent going over class material with
students who chose not to pay attention, rather than truly adding value by helping students who want a better understanding of the material or want to explore the issues in more depth. Students with real needs may not be able to obtain adequate help if faculty time is spent repeating what was said in class. There are sometimes cases where learning is enhanced by the use of laptops in class. Faculty will let you know when it is appropriate to use them. In such cases, professional behavior is exhibited when misuse does not take place.

- **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.

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### 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/](http://www.utexas.edu/diversity/ddce/ssd/).

#### 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](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/](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.

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### 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:

- 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.

UT has several new safety initiatives such as Walk with Me and Sure Ride. For more information, check the BE SAFE website.

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
Spring 2018
<table>
<thead>
<tr>
<th>Class Date</th>
<th>Primary Topic</th>
<th>Reading</th>
<th>Assignment Due</th>
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<tbody>
<tr>
<td>Jan 17</td>
<td>Introduction to Course</td>
<td>Syllabus</td>
<td>Student Information Sheet</td>
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<td>Jan 22</td>
<td>Negotiation Basics</td>
<td>T1</td>
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<td>Jan 24</td>
<td>Preparation</td>
<td>T2</td>
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<td>Jan 29</td>
<td>Negotiate Coffee Contract</td>
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<td>Jan 31</td>
<td>Distributive Negotiation</td>
<td>T3</td>
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<tr>
<td>Feb 5</td>
<td>Negotiate Bio-Pharm</td>
<td>T4</td>
<td>Blog 1</td>
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<td>Feb 7</td>
<td>Integrative Negotiation</td>
<td>F-All</td>
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<td>Feb 12</td>
<td>Negotiate New Recruit</td>
<td>TA4</td>
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<td>Feb 14</td>
<td>Negotiating Style</td>
<td>T5</td>
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<td>Feb 19</td>
<td>Trust &amp; Relationships-Eazy</td>
<td>T6</td>
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<td>Feb 21</td>
<td>Conflict and Mediation</td>
<td>TA3</td>
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<td>Feb 26</td>
<td>Negotiate Amanda</td>
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<td>Blog 2</td>
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<td>Feb 28</td>
<td>Exam 1</td>
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<td>Exam 1</td>
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<tr>
<td>Mar 5</td>
<td>Power &amp; Ethics</td>
<td>T7; TA2</td>
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<td>Mar 7</td>
<td>Negotiate Bullard Houses</td>
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<td>Mar 12-17</td>
<td>Spring Break</td>
<td>No Class</td>
<td>Have a safe, fun holiday</td>
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<td>Mar 19</td>
<td>Creativity &amp; Prob Solving</td>
<td>T8</td>
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<tr>
<td>Mar 21</td>
<td>Negotiate Endowed Chair</td>
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<tr>
<td>Mar 26</td>
<td>Multi-Parties &amp; Coalitions</td>
<td>T9</td>
<td>Blog 3</td>
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<td>Negotiate Harborco</td>
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<td>Apr 2</td>
<td>Cross-Cultural Negotiation</td>
<td>T10</td>
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<td>Apr 4</td>
<td>Cross-Cultural Panel</td>
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<td>Apr 9</td>
<td>Tacit &amp; Social Dilemmas</td>
<td>T11</td>
<td>Blog 4</td>
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<td>Apr 11</td>
<td>Negotiate $$ &amp; Envelopes</td>
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<td>Apr 16</td>
<td>Negotiation via Info Tech</td>
<td>T12</td>
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<td>Apr 18</td>
<td>Negotiate Virtual Victorian</td>
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<td>Apr 23</td>
<td>Debrief Virtual Victorian</td>
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<td>Apr 25</td>
<td>Exam 2</td>
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<td>Exam 2</td>
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<tr>
<td>Apr 30</td>
<td>Top 10 Presentations</td>
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<td>Top 10/Reputation Index</td>
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<td>May 2</td>
<td>Course Eval &amp; Celebration</td>
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<td>May 9</td>
<td>Final Exam</td>
<td></td>
<td>Final due at 10:00 p.m.</td>
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</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.