

APPLICATION FOR NEW COURSE

1. Submitted by the College of Business & Economics Date: October 15, 2008

Department/Division proposing course: School of Management/Management

2. Proposed designation and Bulletin description of this course:

a. Prefix and Number MGT 450

b. Title * Negotiations and Conflict Resolution

*If title is longer than 24 characters, offer a sensible title of 24 characters or less: Negotiations

c. Courses must be described by at least one of the categories below. Include number of actual contact hours per week.

CLINICAL COLLOQUIUM DISCUSSION LABORATORY LECTURE
 INDEPEND. STUDY PRACTICUM RECITATION RESEARCH RESIDENCY
 SEMINAR STUDIO OTHER – Please explain: _____

d. Please choose a grading system: Letter (A, B, C, etc.) Pass/Fail

e. Number of credit hours: 3

f. Is this course repeatable? YES NO If YES, maximum number of credit hours: _____

g. Course description:

This course focuses on developing your negotiating skills and making you a more confident negotiator. Topics covered include: diagnosing negotiation situations, strategizing and planning upcoming negotiations, learning your preferred negotiating style, dealing with difficult negotiation partners, buying cars and houses, negotiating job offers, dealing with agents, multi-issue negotiations, multi-party negotiations, ethical considerations in negotiation, and global negotiations. The course emphasizes in-class role playing as a learning tool; thus, class attendance is mandatory.

h. Prerequisite(s), if any:

MGT 301

i. Will this course also be offered through Distance Learning? YES NO

If YES, please check one of the methods below that reflects how the majority of the course content will be delivered:

Internet/Web-based Interactive video Extended campus

3. Supplementary teaching component; N/A or Community-Based Experience Service Learning Both

4. To be cross-listed as: _____ / _____
Prefix and Number printed name Cross-listing Department Chair signature

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5. Requested effective date (term/year): Spring / 2009
6. Course to be offered (please check all that apply): Fall Spring Summer
7. Will the course be offered every year? YES NO
If NO, please explain: _____
8. Why is this course needed?
We are updating the MGT curriculum and this is a course that is being taught by a number of our benchmark institutions.
9. a. By whom will the course be taught? Joe Labianca
- b. Are facilities for teaching the course now available? YES NO
If NO, what plans have been made for providing them?

10. What yearly enrollment may be reasonably anticipated?
60-90 students
11. a. Will this course serve students primarily within the department? Yes No
- b. Will it be of interest to a significant number of students outside the department? YES NO
If YES, please explain.

12. Will the course serve as a University Studies Program course[†]? YES NO
If YES, under what Area? _____
[†]AS OF SPRING 2007, THERE IS A MORATORIUM ON APPROVAL OF NEW COURSES FOR USP.
13. Check the category most applicable to this course:
- traditional – offered in corresponding departments at universities elsewhere
 - relatively new – now being widely established
 - not yet to be found in many (or any) other universities
14. Is this course applicable to the requirements for at least one degree or certificate at UK? Yes No
15. Is this course part of a proposed new program? YES NO
If YES, please name: _____
16. Will adding this course change the degree requirements for ANY program on campus? YES NO
If YES[†], list below the programs that will require this course:

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[†]In order to change the program(s), a program change form(s) must also be submitted.

17. The major teaching objectives of the proposed course, syllabus and/or reference list to be used are attached.
18. Check box if course is 400G or 500. If the course is 400G- or 500-level, you must include a syllabus showing differentiation for undergraduate and graduate students by (i) requiring additional assignments by the graduate students; and/or (ii) the establishment of different grading criteria in the course for graduate students. (See SR 3.1.4).
19. Within the department, who should be contacted for further information about the proposed new course?

Name: Scott Kelley Phone: 257-3425 Email: skelley@uky.edu

20. Signatures to report approvals:

<p style="text-align: center; font-size: 1.2em;">5/22/08</p>	<p style="text-align: center; font-size: 1.2em;">Scott Kelley</p>
DATE of Approval by Department Faculty	<p style="text-align: center; font-size: 1.2em;">Scott Kelley</p>
	Reported by Department Chair
	signature
<p style="text-align: center; font-size: 1.2em;">12-5-08</p>	<p style="text-align: center; font-size: 1.2em;">MERL HACKBART</p>
DATE of Approval by College Faculty	<p style="text-align: center; font-size: 1.2em;">MERL HACKBART</p>
	Reported by College Dean
	signature
<p style="text-align: center; font-size: 1.2em;">3/3/2009</p>	
* DATE of Approval by Undergraduate Council	
	Reported by Undergraduate Council Chair
	signature
<p style="text-align: center; font-size: 1.2em;"> </p>	
* DATE of Approval by Graduate Council	
	Reported by Graduate Council Chair
	signature
<p style="text-align: center; font-size: 1.2em;"> </p>	
* DATE of Approval by Health Care Colleges Council (HCCC)	
	Reported by Health Care Colleges Council Chair
	signature
<p style="text-align: center; font-size: 1.2em;"> </p>	
* DATE of Approval by Senate Council	
	Reported by Office of the Senate Council
<p style="text-align: center; font-size: 1.2em;"> </p>	
* DATE of Approval by University Senate	
	Reported by Office of the Senate Council

*If applicable, as provided by the *University Senate Rules*. (<http://www.uky.edu/USC/New/RulesandRegulationsMain.htm>)

Negotiations & Conflict Resolution

MANAGEMENT 390

Syllabus for Fall 2008

Professor Giuseppe (Joe) Labianca

Wednesdays, 3:30-6:00 pm, Room 215

Gatton

COLLEGE OF BUSINESS & ECONOMICS
UNIVERSITY OF KENTUCKY

CONTACT INFORMATION

Professor: Giuseppe (Joe) Labianca, Ph.D., Associate Professor of Management
Email: joelabianca@gmail.com
Office Phone: (859) 257-3741
Mobile Phone: (404) 428-4878
IM'ing me: Usually available on Google or Windows Messenger
Office: Room 455T
Office Hours: by appointment (I'm usually in every day between 10am and 5pm)
Google Group: negotiations-fall-2008-@googlegroups.com



COURSE OBJECTIVES

Participation in this course will help you to:

1. Effectively diagnose, plan and strategize for different negotiation situations.
2. Recognize your preferred negotiating style.
3. Recognize how your negotiation goals will affect your negotiating process.
4. Manage the other party's impression of the negotiation, and deal effectively with hardball negotiating tactics.

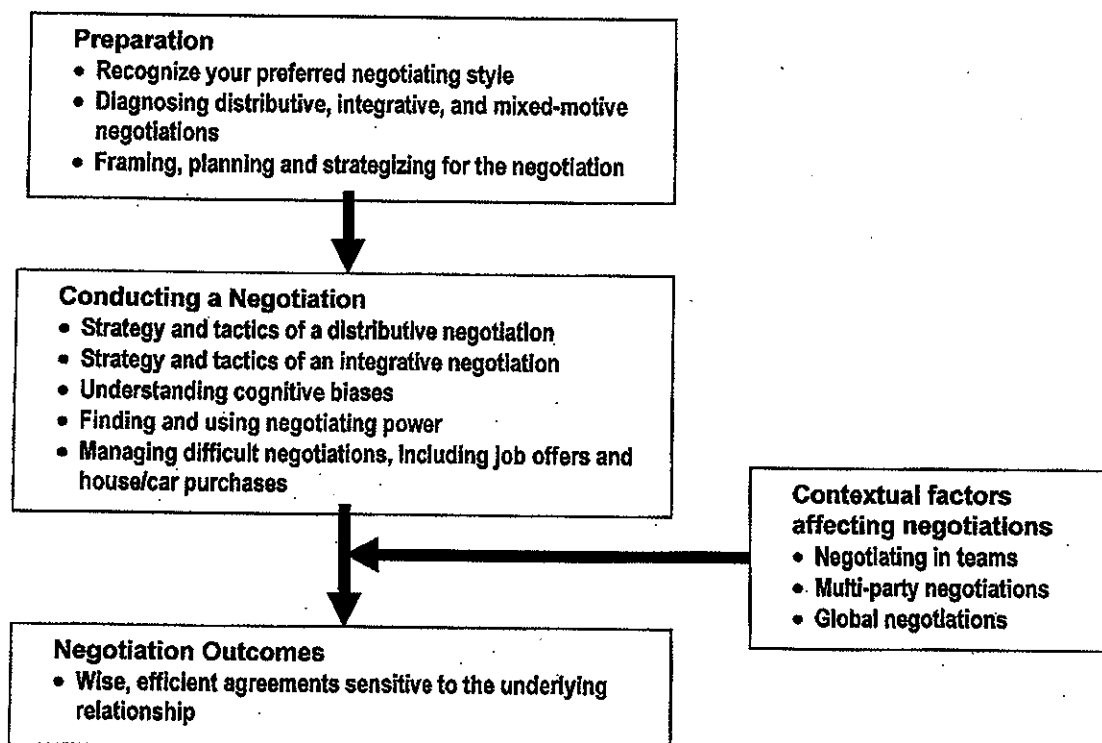
COURSE OVERVIEW

It is difficult to imagine a day in our lives going by without a negotiation taking place. We negotiate constantly with many types of people, including employers, customers, co-workers, landlords, parents, significant others, friends, service providers, and other students. Some of these negotiations, such as negotiating with a friend over what movie we will see tonight, are trivial; other negotiations, such as negotiating a job offer, can have profound influences on our personal and professional lives. Despite the fact that we constantly negotiate, many of us haven't taken the time to think deeply about what determines success in negotiation.

This course focuses on developing your negotiating skills and making you a more confident negotiator. By the conclusion of this course, you will have improved your ability to diagnose negotiation situations, strategize and plan upcoming negotiations, and engage in more fruitful negotiations, even in situations where you are dealing with difficult negotiation partners.

Because negotiating agreements is as much art as science, learning in this course will take place mainly by doing experiential exercises, and research on negotiations will be used to supplement this learning. You will be placed into numerous realistic negotiation settings, and you will need to prepare for, participate in, and analyze your negotiations.

Overall Organization of the Negotiations Course



READING MATERIALS

The following required texts and personal survey instrument are available at the Bookstore or online:

1. Lewicki, R.J., Barry, B., & Saunders, D.M. (2007). Essentials of Negotiation, fourth edition. NY: McGraw-Hill Irwin. ISBN-13: 978-0-07-310276-4.
2. Thomas-Kilmann Conflict Mode Instrument. CPP product code 4813.
3. You are also required to purchase fourteen experiential exercises at \$3.50 per exercise. These exercises will be distributed in class. Please make a check out to the "DRRC" for \$49.00 and give it to me by Wednesday September 10, 2008. **Be sure your name is on the check somewhere. You will not be able to receive a grade in this course if you haven't paid for the exercises.**

CLASS SESSIONS AND TEACHING PHILOSOPHY

Students learn best when they are active and honest partners in all aspects of the class. Therefore, I strongly encourage you to speak your mind, ask questions, debate each other (and me), and even disagree with class material. This will NOT be a stereotypical lecture-format class. In most class sessions, we use an experiential exercise to motivate our discussion, and most of the learning comes by doing, and then discussing what you've done. **Though in-class discussion is an important part of class, it is not required, and you will not be graded on what you say in class.** My experience is that people who participate in class do better in terms of grades because actively discussing and asking questions assists in the learning process. However, I will not force you to participate through the introduction of a participation "grade" (**but please be aware that attendance is EXTREMELY important**).

EXPECTATIONS ABOUT ATTENDANCE AND PARTICIPATION

This course emphasizes active learning through experiential learning. Most class periods will include an experiential component, and you will often be paired with other members of class in negotiation in advance of the class. Hence, **attendance is mandatory during sessions with negotiation exercises.** If you do not show up, your partner will not have a negotiating partner! If this is a semester where you plan to be doing a lot of traveling, this will not be a good course for you to take. You may miss one negotiation exercise without penalty if you **provide 24-hours advanced notice (see below)**. Failure to provide advanced notice will result in the loss of a full letter grade (A drops to B, A-drops to B-, etc.). If you miss a second exercise, you will lose a full letter grade, regardless of advanced notice. A third absence, regardless of advanced notice, will result in receiving an incomplete or failure for the course.

For a number of negotiations, you will be paired with other students ahead of class and asked to **prepare your role prior to coming to class**. I ask that you prepare in the following manner:

1. Do not read your role until 6pm the day prior to class (by which point, everyone not coming to class will have already alerted me). Build this into your schedule ahead of time – there is no excuse for not being prepared!
2. Check your email address to see which role you should read, then download the role from the course website using the appropriate password (go to Gatton.uky.edu/faculty/labianca/MGT390register.asp).
3. Prepare only your role – reading someone else's role is an honor code violation.

EXPECTATIONS ABOUT PROFESSIONAL BEHAVIOR

There are very high expectations about professional behavior in the classroom. The following unprofessional behaviors are disruptive to everyone, so please do not engage in them:

1. Arriving late or leaving early.
2. Holding side conversations, even if they are related to the class topic, while I am lecturing.
3. Inattention (e.g., reading unrelated materials or doing work for other classes).
4. This course is "unplugged." Please turn off all computers, PDAs, phones, pagers, iPods, or other electronic devices during class meetings. If you need to use a computer because of a language or disability issue, you need to secure my permission at the beginning of the semester.

EVALUATION

Final grades will be assigned according to the following percentage point system:

A	90-100%	D	65-70%
B	80-89%	F	<65%
C	70-79%		

If you have any concerns about any aspect of your work or your grades in this course, please schedule an appointment with me (see section on "Contact Information").

Course Requirements

You will be evaluated on the following basis:

1. Planning Documents (7.5% each; total of 15%) – we will use planning documents for some negotiations. The first planning document is not graded. The second and third will be turned in for grades for two of the negotiations.
2. Mid-term exam (25%) – this will cover key elements of the lecture material and course readings. The format will be multiple choice and short answer.
3. Final exam (45%) – this cumulative exam will cover key elements of the lecture material and course readings, with emphasis on the material from the second half of the semester. The format will be multiple choice and short answer.
4. Three Scored Negotiations (5% each; total of 15%) – three of the negotiations you engage in during class will be graded based on your actual results achieved in the negotiation. Since the role plays differ, criteria will vary from one scenario to the next, and will be announced prior to the role play. **You will not, however, know that a particular negotiation is scored prior to arriving to class on that day.**

Note: All written work should be typed, double-space, with reasonable fonts (no smaller than 12pt) and margins (no smaller than 1" all around). Keep a back-up copy of all assignments. Folders or binders around your paper are not required.

My Approach to Grading

I handle the process of assigning grades with great care and deliberation. The three main goals I strive to achieve are accuracy, fairness, and consistency.

- **Accuracy:** I want to be certain that I have assigned an exam or paper the appropriate grade. If you feel strongly that I have made a mistake in grading your exam or paper, you can submit it for re-grading within three weeks of having received your grade. **No re-grading will be conducted after this three-week window has passed.**
- **Fairness:** If you feel that a question was poorly worded, or if there was some other problem with the question, please feel free to bring it up during this three week period.
- **Consistency:** Your grade will be based on your performance on the course material and nothing beyond that. Students are treated as consistently as possible, and no student receives preferential treatment over another. Other than legitimate medical issues or emergencies that can be documented, there will never be any exceptions to the deadlines and policies we agree to in this syllabus. Assignments submitted after the deadline will not be accepted.

HONOR CODE

As with all classes and work conducted at the Gatton School of Business and Economics, the principles and articles of the Honor Code are in force. In addition, the following principles apply to this class:

- 1) For most negotiations, you will have both confidential, role-specific information, as well as general information that is shared by all participants. **You may not show your confidential role instructions to those with different roles either before or during the negotiations.** In addition, do not make up "facts" that materially change the nature of the case. You may not read other roles unless instructed to do so.
- 2) Do not borrow notes from people outside of class. Do not discuss cases or test material with people outside of class. **Class information stays in class.** All papers are confidential.
- 3) Written assignments assigned as an individual-level assignment should reflect your work and your work only. If you are uncertain as to whether you can work with someone on a particular assignment, please ask me.
- 4) Students do not have access to prior exams. Viewing prior exams is an honor code violation.

If you have any questions about the Honor Code please contact me. The Honor Code is extremely important, and I expect that it will not be violated in my course.

OVERVIEW OF CLASS SCHEDULE

For each session, I have indicated themes that will be introduced and what you need to do in preparation for class.

Session	Topic/Class Activities	Readings and Assignments	Pages
1. 8/27	Syllabus, Breaking the Negotiating Ice Negotiation 1: Sugar Bowl	Preparing for course, joining Google Group, visiting course website, purchasing materials	
2. 9/3	Introduction, Negotiation Outcomes, Distributive Bargaining, and Fundamentals of Bargaining Zone What Can We Learn From Meatloaf? Negotiation 2: Buying a House Negotiation 3: Blue Buggy Buyer	☐ Syllabus ☑ Purchase Thomas-Kilmann Conflict Mode Instrument, complete, score and bring to next class	
Negotiation Outcomes & Preparation			
3. 9/10	Fundamentals of Bargaining Zone Negotiation 4: BioPharm-Seltek Negotiation 5: Cartoon	☐ Lewicki, Chapter 1 (The Nature of Negotiation): pp. 1-24 ☑ Thomas-Kilmann Conflict Mode Instrument due ☑ DRRC check for \$49 due	
3. 9/24	Distributive Bargaining Negotiation 6: Icarus Airlines	☐ Lewicki, Chapter 4 (Strategy & Planning): pp. 85-110	
4. 10/1	Integrative Bargaining Negotiation 7: The Player	☐ Lewicki, Chapter 2 (Strategy and Tactics of Distributive Bargaining): pp. 27-57. ☑ Planning Document #1 Due (not graded)	
5. 10/8	Negotiating a Job Offer Creating Personalized Points Negotiation 8: New Recruit Negotiation 9: Cobalt Systems	☐ Lewicki, Chapter 3 (Strategy and Tactics of Integrative Bargaining): pp. 58-84.	
Conducting a Negotiation			
6. 10/15	Cognitive Biases Negotiation 10: Club West	☐ Lewicki, Chapter 5 (Perception, Cognition, and Emotion): pp. 111-134. ☐ Lewicki, Chapter 6 (Communication): pp. 135-146. ☑ Planning Document #2 Due (graded)	
Contextual Factors Affecting Negotiations			
7. 10/22	Midterm Exam In class during normal class period	Covers Chapters 1-4	
8. 10/29	Team Negotiations and Agency Relationships Leverage/Managing Difficult Negotiations Negotiation 11: Pat Sullivan	☐ Lewicki, Chapter 7 (Finding and Using Negotiation Power): pp. 149-165, focus on 164-165.	
9. 11/5	Multi-Party Negotiations Negotiation 12: Harbor Co.	☐ Lewicki, Chapter 10 (Multiple Parties and Teams): 208-228. ☑ Planning Document #3 Due (graded)	
10. 11/12	Multi-Party Negotiations Negotiation 13: Strategic Alliances (4-3-2) Negotiation 14: Towers Market		
11. 11/19	Global Negotiations Negotiation 15: Alpha Beta Negotiation 16: International Lodging Merger	☐ Lewicki, Chapter 11 (International and Cross-Cultural Negotiation): pp. 229-255.	
12. 11/26	Thanksgiving Break No Class		
13. 12/3	Alternative Dispute Resolution Through Third Parties Negotiation 17: Amanda Negotiation 18: Santara vs. Kessel	☐ Arbitration Defined ☐ Guide to Mediation for Lawyers and their Clients ☐ Mediation Defined ☐ ADR Spectrum	
14. 12/10	Ethics in Negotiations Course Wrap-up Negotiation 19: Bullard Houses	☐ Lewicki, Chapter 8 (Ethics in Negotiation): pp. 167-189. ☐ Lewicki, Chapter 12 (Best Practices in Negotiation): pp. 256-264.	
15. 12/17	Final Exam	In class during normal class period	