

Course Syllabus
SCHOOL OF BUSINESS
UNIVERSITY OF ALBERTA
OM 604: Bargaining and Negotiation
Spring 2017

Instructor: Ann Pierzchalski

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Class Times: MTWRF 09:00-17:00 May 15-19, 2017

Room: TB 70

Office hours: After class or by appointment.

• **Textbook:**

Getting to Yes, Fisher and Ury, Houghton and Mifflin

The Mind and Heart of the Negotiator, Thompson, Prentice-Hall

• **Notes from General Faculties Council:**

1. Policy about course outlines can be found in the University Calendar Section 23(4).2. Specifically, "At the beginning of each course, instructors are required by GFC to provide a course outline which must include the following: (1) a statement of the course objectives and general content; (2) a list of the required textbooks and other major course materials; (3) an indication of how and when students have access to the instructor; (4) the distribution of weight between term work and final examination; (5) identification of all course activities worth 10% or more of the overall course mark; (6) whether marks are given for class participation and other in-class activities as well as

the weight of such participation; (7) dates of any examination and course assignments with a weight of 10% or more of the overall course mark; (8) the manner in which the official University grading system is to be implemented in that particular course or section, i.e., whether a particular distribution is to be used to determine grades, or whether there are absolute measures or marks which will determine them, or whether a combination of the two will be used." Instructors refer to the University of Alberta Marking and Grading Guidelines.

2. The University of Alberta Libraries website asks students to "imagine that you were about to get surgery and just as you were going under, you discovered that your surgeon had cheated throughout his/her university career. Would you feel betrayed? What if it was your lawyer? Your accountant? Your child's teacher? All the above scenarios are reflective of a concept called academic integrity. As the above examples illustrate, academic integrity not only affects the climate at the university but it can also affect every other area of your life."

The Centre for Academic Integrity at Duke University defines academic integrity "as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behaviour that enable academic communities to translate ideals into action." (See <http://www.academicintegrity.org/>)

From General Faculties Council: "The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at http://www.uofaweb.ualberta.ca/gfcpolicymanual/content.cfm?ID_page=37633) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University."

3. The University of Alberta Code of Student Behaviour (online at http://www.uofaweb.ualberta.ca/gfcpolicymanual/content.cfm?ID_page=37633#38360) specifies in Section 30.3.4 Inappropriate Behaviour towards Members of the University Community, subsection 30.3.4(1) Disruption, paragraph 30.3.4(1)a that "No Student shall disrupt a Class in such a way that interferes with the normal process of the session or the learning of other Students." Under Section 30.4.3 Levels of Sanction, subsection 30.4.3(1) Minor Sanctions, paragraph 30.4.3(1)a "Instructors have the authority to dismiss a Student from Class for no more than 3 hours of Class time for Disruption of a Class. In cases where a single class meeting is longer than 3 hours the student may be excluded from that entire class."

4. Official University of Alberta Assessment and Grading Policy is located at <https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=101>. Official Grading Policy is used for this course.

- **University Policy on Recording:**

Audio or video recording of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. ***You must advise this instructor, in advance and in writing, of any audio or video recordings of this lecture and corresponding class exercises, even in such cases as an already approved accommodation plan.*** Recorded material is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the instructor.

- **Course Description:**

OM 604: Bargaining and Negotiation, Section LEC B2

Negotiations are happening all the time. Whether between friends, with a spouse, or in legal or business matters, most interactions are in fact a negotiation. Whether a small deciding matter (of who does the dishes), a potential new job, lawyers settling legal claims before they go to court, nations negotiation to open their borders to free trade, or police negotiating to free hostages, the process defines the outcome. This course focuses on the application of negotiation processes for individuals and businesses, with a focus on the individual as manager.

This course is designed to cover both theory, practice, analysis and reflection. There is excellent research in the field of negotiation. Theory is helpful because once you are able to understand the process of negotiation better, you can take appropriate steps to come up with better solutions and action. Practice is equally important. Trying to become a better negotiator without practice is like trying to learn to play an instrument or learn a new language without ever uttering a sound. Reflection and analysis cement the latter two pieces, of theory and practice, together into a sustainable craft with which we can effectively use and build from.

- **Course Requirements:**

This is a MBA course that will be run as a seminar, with several experiential negotiation exercises. The course components are designed to encourage you to come to class, to share your thoughts with others, and to learn from a variety of sources and methods. To achieve the maximum benefits from this course the student needs an open mind, the willingness to prepare, attend class and participate with the objective of learning as

much as possible, and to work with the instructor and other students in the class as colleagues.

- **Course Grading:**

Classroom contributions 30%. The students who contribute well is in class, participate in activities, work well with other group members, and makes comments in general discussion that drive the discussion forward so that we all learn more about the bargaining and organizational behaviour of ourselves and others, will receive top marks. This component is also self-evaluated and reported to the instructor on August 15, 2017.

Full attendance is essential to achieving the goals of the course for you and others. Most exercises depend on every participant playing a specific role. During virtually every class session, you will be teamed with one or more participants for one or more exercises. Any absence is likely to cause substantial inconvenience and loss of opportunity to others. If you must be absent or late due to sickness or an emergency or a (often very valid) decision to attend another appointment, it is important that you notify me as soon as possible prior to the class so that I can plan the exercise around your absence (failure to do so will result in a reduction of your participation grade). Regardless of the reason for an absence however, the attendance grade may be adjusted due to absence.

Presentation and Handout 10%. The intent of this assignment is to provide a summary of our classroom texts, and further offer you a chance to practice your communication and presentation skills as managers within your group of peers. An intensive week is already a highly compressed and intensive session, and reading the texts in their entirety during the week is unrealistic. Therefore, receiving a summary of the readings as the week progresses will be helpful as everyone will be on “the same page.” You will be divided into groups and asked to present on the various chapters of the texts as well as provide a one page summary that will be distributed to your classmates as reference material. Presentations are a maximum 15 minutes long, PowerPoint is not necessary, but neither discouraged. Further information will be provided in class.

Peer Feedback 25%. A set of observations and impressions that are intended to provide constructive feedback to the persons you negotiate with during the course. As a manager your ability to give valuable constructive feedback is very important. Please do your best to contain your feedback to 3-8 sentences in length. I will compile them and transfer them (anonymously) to the recipients. This component is due to the instructor on **May 20th, 2017 before 2:00pm**. Late penalties are calculated at -5% per day off your final score.

Essay 35%. Write an essay about your own negotiation style and experiences as it has existed and as you would like it to be. This essay is meant to be mostly reflective in nature but should also heavily include OM 604 course concepts, book chapters, and discussions to anchor or complement your personal analysis. Make sure to include in

your paper your subjective take on one of the classroom simulations and the learning experience it held for you. You may use other materials as well, such as peer reviewed articles, or other valid and properly referenced literature to further complement your analysis. Please use APA format for your paper and when citing and referencing your sources.

Your essay should be a maximum of 1400 words in length. Use your word processor to perform a ***word count and put that count on your title page***. The essay will be graded on the first 1400 words submitted.

The essay is due **Wednesday, May 24, 2017, before 11:30am**. Criteria for grading this assignment are: Content (65%) and Clarity of Writing (35%). Send your essay to the course instructor via email. Late penalties are calculated at -5% per day off your final score.

The University of Alberta recommends for 600-level courses a mean grade of 3.33, or "B+". Your grade will be based partly on your absolute performance in the class and partly based on your performance relative to the other students in the class. The grades below C+ are failures at the Master's level and are given when there are significant problems with that student's performance in the class.