

## PADM 4050: Negotiation

### Instructor Information

**Instructor Name:** Ja Young Kim, Ph.D.

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### Teaching Assistant Information

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### Course Overview

The course focuses on the fundamentals of non-litigation-based conflict resolution and negotiation strategies for a variety of settings. Students have the opportunity to further develop their negotiation skills through assigned readings, written assignments, videos, and online discussions and instruction that will be essential to their personal and professional success.

### Course Structure

This course takes place 100% asynchronous online. The primary tool of communication for this course is the Canvas course portal. Please make sure that you have access to Canvas, and please visit the link for online communication tips <https://clear.unt.edu/online-communication-tips>. Your interaction with the instructors and with your fellow students will take place in Canvas. Content is delivered in modules with due dates set by the instructor.

### Course Objectives

By the end of this course, students will be able to:

1. Investigate the knowledge claims of self and others;
2. Use strategic thinking to negotiate a specific outcome;
3. Demonstrate a working knowledge of bargaining and collaborative styles of negotiation;
4. Understand the influence of internal and external factors on the process of negotiation;
5. Understand the ethical practices of negotiation.

## Required Materials

- Boles, T. L., Moeller, L. D., & Bellman, B. (2020). *The Road to Success: Learning How to Become an Effective Negotiator* (Second Edition). Kendall Hunt Publishing Company.
- Fisher, R. & Ury, W. (2011). *Getting to Yes: Negotiating Agreement Without Giving In* (Third Edition). Penguin Publishing Group.
- Recommended:
  - o Ury, W. (1993). *Getting Past No: Negotiating in Difficult Situations*. Bantam Books.
- Additional materials will be posted on Canvas.

## Course Schedule & Required Reading

We will follow this schedule unless there is a need for revision. Errors and unforeseen circumstances may occur and it is in the professor's discretion to make changes that support student learning. Any changes to the schedule will be reflected in this syllabus, and an announcement and in the relevant modules in Canvas.

Topic & Schedule	Reading	Course Activities
<b>Module 1: Aug 18-24</b> <b>Negotiation Fundamentals</b>	<b>Boles et al. (2020) Ch 1-4;</b> Fisher & Ury (2011)	Module 1 Discussion (Aug 23) Module 1 Quiz (Aug 23) Extra Credit (Aug 23)
<b>Module 2: Aug 25-31</b> <b>Stages of Negotiation</b>	<b>Boles et al. (2020) Ch 5;</b> Fisher & Ury (2011)	Module 2 Quiz (Aug 30)
<b>Module 3: Sep 1-7</b> <b>Planing &amp; Preparation</b>	<b>Boles et al. (2020) Ch 5;</b> Fisher & Ury (2011)	Assignment 1 (Sep 6) Assignment 2 (Sep 6)
<b>Module 4: Sep 8-14</b> <b>Creating Value in Collaboration</b>	<b>Boles et al. (2020) Ch 6;</b> Fisher & Ury (2011)	Module 4 Discussion (Sep 13) Module 4 Quiz (Sep 13)
<b>Module 5: Sep 15-21</b> <b>Understanding Negotiation</b>	<b>Boles et al. (2020) Ch 6;</b> Fisher & Ury (2011)	Comprehensive Essay (Sep 20)
<b>Module 6: Sep 22-28</b> <b>Things That Get In Our Way</b>	<b>Boles et al. (2020) Ch 7-11;</b>	Module 6 Discussion (Sep 27) Module 6 Quiz (Sep 27)
<b>Module 7: Sep 29 – Oct 5</b> <b>Roadblocks and Impasses</b>	<b>Boles et al. (2020) Ch 12;</b> Ury (1993)	Module 7 Discussion (Oct 4) Module 7 Quiz (Oct 4)
<b>Module 8: Oct 6 - 12</b> <b>Final Exam Prep</b>		Final Exam (Oct 6 – 9)

## Course Requirements and Grading

All assignments are due by 11:59 PM, the end of the due date.

Assignment	Points Each Possible	Points Total
Quizzes	5 * 50 points (25%)	250 points
Discussions	4 * 25 points (10%)	100 points
Planning Process Assignments	2 * 50 points (10%)	100 points
Comprehensive Essay	150 points (15%)	150 points
Final Exam	400 points (40%)	400 points
<b>Total Points Possible</b>	<b>1,000 points (100%)</b>	<b>1,000 points</b>

### Course Grading Scale:

A = 900-1000; B = 800-899; C = 700-799; D = 600-699; F = 0-599

### Quizzes:

Quizzes will be assigned based on class modules and assigned readings. The quizzes are intended to test your mastery of the material covered. **Please note that each quiz will be available from 7:00 AM on Thursday and due by 11:59 PM on Saturday of the assigned week.** You need to be familiar with the course materials beforehand so that you don't lose time searching for or watching videos for the first time during the quiz. There is a time limit of one hour for each quiz. The quiz will submit in 1 hour automatically even if you do not complete and submit the quiz. There are no second attempts if you run out of time.

### Discussions:

Students must address the discussion question in the assigned weeks. These discussions are designed to deepen your understanding of the assigned readings and foster an interactive learning environment. **Students must respond to at least one classmate's post by 11:59 PM on Friday of the same week.** Timely participation is crucial, as it allows for meaningful engagement and dialogue. Your contributions will be evaluated based on the quality of your insights, the relevance to the readings, and adherence to deadlines.

### Final Exams:

Final exam is cumulative and assesses your understanding and application of the content throughout the course.

**Detailed instructions for the assignments will be available on CANVAS.**

## Course Policies

### Assignment Policy

Assignment due dates are listed in the syllabus and posted on Canvas. For each assignment, you can find instructions and additional materials on Canvas. All assignments should be submitted via Canvas, unless indicated otherwise.

### Quiz and Exam Policy

Each quiz or exam is timed and has a deadline for completion. Please read the on-screen instructions carefully before beginning. After all quizzes and exams are graded and released, the score will be posted in Canvas. Students may not discuss a quiz or exam with other students.

The University is committed to providing a reliable online course system to all users. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

### Late Work

**All assignments are due by 11:59 PM, the end of the due date.** You will lose 10% of your total score if you submit within 48 hours after the deadline. You will lose 20% of your total score if you submit beyond 48 hours after the deadline. Your assignment will not be accepted beyond 7 days of the deadline with no legitimate reasons or no communication with the instructor. Please email the instructor BEFORE the deadline to request an accommodation to waive the late policy. An extension may be given under limited circumstances, including but not limited to, the student's or a close family member's illness or injury; death of a close family member; or other major life event. The student must provide written documentation of any such event upon request. If a student fails to timely contact the professor and/or provide the requested documentation, the student will not be given additional time to complete the assigned coursework and will receive no credit for the assigned coursework.

### Cheating or Plagiarism

In accordance with UNT policy (<https://policy.unt.edu/policy/06-003>), cheating or plagiarism will result in a grade of F for the course. Any work submitted for a grade should be the original work of the student. Remember, plagiarism is a violation of acceptable student conduct. Long quotations should be avoided. Text or unique ideas taken directly from an author (quoted or paraphrased) should be cited and that citation should include a page number for the text. Violations will not be treated lightly, and disciplinary action will be taken should such violations occur. Please see the professor if you have any questions about academic integrity in general or as it relates to particular requirements for this course.

### Syllabus Change Policy

We reserve the right to change, modify, add to, alter, delete, and otherwise rearrange the syllabus to make the learning process accessible and in response to changing in a situation. If this were to occur, students will be given advanced notice and a copy of the changes.

**ADA Policy**

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the [Office of Disability Access](https://studentaffairs.unt.edu/office-disability-access/) website (<https://studentaffairs.unt.edu/office-disability-access/>). You may also contact ODA by phone at (940) 565-4323.