

PADM 4050 Section 700: Negotiation Summer 2026. This is an 8-week online course

Instructor Contact

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Meetings by appointment

Office hours – all courses

- **Online on Monday, 1 pm-3 pm, on Thursday, 10 am-12 pm**

Welcome to UNT and this course!

This course is PADM 4050: Negotiation. Whether you aspire to lead organizations, manage public programs, work in business, serve your community, or simply improve your ability to navigate everyday interactions, negotiation skills are among the most valuable competencies you can develop. Every day, individuals negotiate with supervisors, coworkers, clients, citizens, family members, and community stakeholders. Effective negotiators create value, manage conflict constructively, build relationships, and achieve better outcomes. Throughout this course, you will explore the theory, psychology, strategy, and practice of negotiation while developing skills that can be applied in both professional and personal settings.

This syllabus outlines several expectations of you, me, and UNT and explains how we will work together to create a meaningful and engaging learning experience. To maximize your success in this course, focus on the following principles:

- Familiarize yourself with the course structure and requirements.
- Commit to active engagement and continuous learning.
- Participate in discussions with professionalism and mutual respect.
- Develop effective communication and negotiation skills.
- Approach differing viewpoints with curiosity and an open mind.
- Be prepared with the technology needed for online learning.
- Comply with UNT policies and academic standards.
- Seek support and assistance whenever needed.

Course Description

This course examines the theory and practice of negotiation in public, private, and nonprofit settings. Students will explore the principles of distributive and integrative bargaining; interests and positions; communication strategies; persuasion; power and influence; ethics; psychological biases; decision-making; and conflict management. Through readings, videos, case studies, simulations, written assignments, discussions, and practical exercises, students will develop the analytical and interpersonal skills necessary to negotiate effectively, manage difficult conversations, and achieve mutually beneficial outcomes. Emphasis is placed on applying negotiation concepts to real-world situations commonly encountered by leaders, managers, public administrators, and professionals.

Course Structure

100 % Online Course. Content is delivered in modules with due dates set by the instructor.

Course Prerequisites or Other Restrictions

None

Course Objectives

Upon successful completion of this course, learners will be able to:

- Define the key concepts and processes in negotiation;
- Use strategic thinking to plan negotiations to achieve specific outcomes;
- Demonstrate a working knowledge of bargaining and collaborative styles of negotiation;
- Understand the influence of internal and external factors on the process of negotiation;
- Understand the ethical practices of negotiation;
- Identify the role of interests and positions as enabling tools in negotiation.

Required texts

Boles, T. L., Moeller, L. D., & Bellman, S. B. (2020). *The Road to Success: Learning How to Become an Effective Negotiator* (2nd ed.). Dubuque, IA: Kendall Hunt Publishing. ISBN-13: 978-1465298232.

Fisher, R., Ury, W. L., & Patton, B. (2011). *Getting to Yes: Negotiating Agreement Without Giving In* (3rd ed.). New York, NY: Penguin Books. ISBN-13: 978-0143118756.

Students may purchase new, used, rental, audiobook, or electronic versions of the required texts. Access codes and publisher websites are not required for this course. All required course materials will be available through the textbooks and Canvas.

Recommended text: *This text is recommended but not required. Students may purchase a new, used, rental, audiobook, or electronic version if they choose to use it as a supplemental resource.*

Ury, W. (1993). *Getting Past No: Negotiating Your Way from Confrontation to Cooperation*. New York, NY: Bantam Books. ISBN-13: 978-0553371314.

All other course materials will be provided in the Learning Management System (LMS).

Teaching Philosophy

This course emphasizes practical application, critical thinking, and skill development. Students are expected to actively engage with course materials and apply negotiation concepts to real-world situations.

Course Requirements & Schedule

Canvas course modules are the official source of course requirements, assignments, readings, instructions, and deadlines. Students are responsible for reviewing course modules regularly and ensuring that all assignments are completed on time. Automated Canvas tools, including calendars,

notifications, and To-Do lists, may not display all course activities. Failure of these tools to display an assignment does not excuse late or missing work.

Course Requirements & Schedule	Points Possible	Due Date
Module 1: June 1 - 7 Success text – Chapters 1 - 4; “Getting to Yes” is required before Module 5 Week 1 Quiz	100	June 7
Module 2: June 8 - 14 Success text - Chapter 5 – Planning & Preparation Review Module 3 Assignment 1 Module 2 Quiz – Planning Process	100	June 14
Module 3: June 15 – 21 Success text - Chapter 5 – Planning & Preparation Module 3 Assignment 1 – Planning Process Worksheet Module 3 Assignment 2 – Planning Process Worksheet	125 125	June 21 June 21
Module 4: June 22 - 28 Success text - Chapter 5 – Planning & Preparation Professor’s video about the planning process worksheet Module 4 Quiz	100	June 28
Module 5: June 29 – July 5 Success text - Chapter 6 – Your Collaborative Skills Module 5 - Assignment – Essay	300	July 8
Module 6: July 6 - 12 Success text - Chapters 7-11 – Things That Get In Our Way Module 6 Quiz	100	July 12
Module 7: July 13 – 19 Success text - Chapter 12 & all chapters in “Getting Past No” text (recommended text) & “Twelve Angry Men” movie – Overcoming Roadblocks & Impasse Applied Negotiation Analysis	100	July 19
Module 8: July 20 – 24 Final: Capstone Essay	350	July 24
Total Points Possible	1,400	

Videos: Instructional videos are embedded in many of the learning modules. These videos enhance your learning experience by reinforcing course concepts and demonstrating negotiation principles and techniques. If you have difficulty accessing the videos, you can still be entirely successful in the course without these enhancements by relying on the assigned readings. If you have any questions, contact the instructor for assistance.

Grading Philosophy

Students do not start the course with the maximum number of points and then lose points over time. Instead, students earn points through their work during the semester. Final grades reflect the cumulative number of points earned through demonstrated learning and successful completion of course requirements.

Grading

Total Points = 1,400

A = 1,400 – 1,260
B = 1,259 – 1,120
C = 1,119 – 980
D = 979 – 840
F = 839 – 0

Bonus points

Thomas-Kilmann Conflict Mode Instrument Reflection: up to 25 points

SPOT Course Evaluation Participation: up to 40 points

Artificial Intelligence Policy

Artificial Intelligence (AI) tools such as ChatGPT, Gemini, Grammarly, Copilot, and similar technologies may be used to support learning, brainstorming, organization, editing, and research support.

Students remain responsible for all submitted work. AI may assist with idea generation, outlining, editing, grammar review, and research support, but students must substantially author the analysis, arguments, examples, and conclusions contained in all assignments. Students remain responsible for the accuracy, quality, originality, and proper citation of all submitted work, including any material generated with AI assistance.

Submitting AI-generated work as original authorship is prohibited and may constitute a violation of university academic integrity standards. Any use of AI beyond grammar or proofreading must be disclosed in a brief statement submitted with the assignment.

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 all users with a reliable online course system. However, suppose any unexpected server outage or any unusual technical difficulty prevents students from completing a time-sensitive assessment activity. In that case, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor, contact the UNT Student Help Desk at 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 as soon as possible.

Late Work

The professor will base decisions regarding acceptance of and credit for late work consistent with UNT and course policies. 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. If a student believes he/she will miss or has missed assigned coursework, the student must contact the professor within **two (2) days** after the coursework's due date. The student must provide written documentation of any such event upon request. Suppose a student fails to contact the professor in a timely manner and/or provide the requested documentation. In that case, the student will not be given additional time to complete the assigned coursework and will receive no credit for it. Late work without prior approval will incur a penalty of 10% per day.

Professionalism and Respect

Because negotiation frequently involves discussion of competing interests, controversial issues, and differing viewpoints, students should expect to encounter perspectives that differ from their own. The objective of this course is not agreement but the development of negotiation, communication, and critical-thinking skills through respectful engagement with differing perspectives. Students are expected to challenge ideas rather than individuals and to conduct themselves in a manner consistent with professional workplace standards. Harassing, discriminatory, threatening, or disruptive behavior may be addressed through applicable university policies and course procedures.

Communication

Students are expected to communicate professionally and respectfully. Course-related questions should be submitted through Canvas. Students should review the syllabus and course materials before contacting the instructor regarding course requirements, deadlines, or grading policies. The instructor will make reasonable efforts to respond to student inquiries within 24 hours during business days. Messages received during weekends or holidays may require additional response time.

Technology Requirements

Students must have reliable internet access and access to:

- A computer capable of running Canvas and Zoom
- A webcam and microphone
- Microsoft Office or equivalent software
- A current web browser
- Access to Canvas and university email

Students are expected to possess the basic technical skills necessary to access course materials, submit assignments, participate in online activities, and communicate through Canvas.

Course Authority Statement

The instructor reserves the right to interpret and apply course policies, grading rubrics, assignment requirements, and course procedures in a manner consistent with University policy and the course's educational objectives.

Syllabus Change Policy

The instructor reserves the right to modify this syllabus when necessary to support student learning, address unforeseen circumstances, or comply with university requirements. Any changes will be communicated through Canvas announcements and reflected in updated course materials.

Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. The SPOT will be available at the end of the semester.