

PADM 4050 Section 401: Negotiation – Syllabus

Fall 2026 | 8-Week Online Course (8W1: August 17–October 9)

Instructor Contact

Name: Osama Ahmed

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Meetings by appointment

- Virtual/Zoom meetings by appointment.
- Please contact me via Canvas Inbox or email to schedule a meeting.

I typically respond to emails within 24–48 hours on weekdays.

Welcome to UNT and PADM 4050 Negotiation

Welcome to the course. I am excited to work with you throughout this fall 8-week session as we explore the practical and dynamic field of negotiation. Negotiation and conflict resolution skills are essential in professional, academic, and everyday settings. This course is designed to help you strengthen your communication, critical thinking, and problem-solving skills while developing effective negotiation strategies.

This syllabus outlines important course expectations, policies, assignments, and resources to support your success. Together, we will create a positive and engaging learning environment that encourages participation, respect, and meaningful discussion.

Starting with a list of the most important topics on which to focus:

- Familiarize yourself with the course.
- Commit to engage and learn.
- Engage in mutual respect.
- Communicate effectively and work to avoid miscommunication.
- Be ready with your technology.
- Comply with UNT policies.
- Find the support you may need.

Course Description

The course focuses on the fundamentals of non-litigation-based conflict resolution methods and strategies for a variety of settings. Students will further develop their knowledge of conflict resolution through assigned readings, written assignments, videos, online discussions, quizzes, and instruction.

Course Structure

100% online course. Content is delivered in Canvas modules with due dates set by the instructor. Fall 2026 8W1 runs from August 17 through October 9, 2026. Unless otherwise stated, deadlines use Central Time.

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.

Materials

Required text – *The Road to Success: Learning How to Become an Effective Negotiator*; Second Edition (Dubuque, IA: Kendall Hunt Publishing Company), 2020.

Getting to Yes – available through the Canvas Course Introduction Module.

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

NOTE: This text is available from the UNT Bookstore. You may purchase or rent a used copy where available.

Publisher access: Instructions to access the publisher’s website are on the inside cover of a new text or provided by the publisher when students purchase an eBook. Students may purchase either format and will not be given access to the publisher’s website without a new code provided by the publisher.

Recommended text – William Ury, *Getting Past No* (New York: Bantam Books).

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

Teaching Philosophy

I am eager to engage students who are independent learners and critical thinkers and who are motivated to improve their conflict resolution and negotiation skills.

Course Requirements & Schedule

We will follow this schedule unless there is a need for revision. Errors or unforeseen circumstances may occur, and it is at the instructor’s discretion to make changes that support student learning. Any changes to the schedule will be reflected in this syllabus and communicated through an announcement in Canvas.

Course Requirements & Schedule	Points Possible	Due Date
Module 1: Aug. 17–23 Success text – Chapters 1–4 “Getting to Yes” is required before Module 5 Discussion Posting 1 – Introduce Yourself Week 1 Quiz	50 100	Aug. 23, 2026 Aug. 23, 2026
Module 2: Aug. 24–30 Success text – Chapter 5 – Planning & Preparation Discussion Posting 2 Module 2 Quiz – Planning Process	50 100	Aug. 30, 2026 Aug. 30, 2026
Module 3: Aug. 31–Sept. 6 Success text – Chapter 5 – Planning & Preparation Module 3 Assignment 1 – Planning Process Worksheet Module 3 Assignment 2 – Planning Process Worksheet	125 125	Sept. 6, 2026 Sept. 6, 2026
Module 4: Sept. 7–13 Success text – Chapter 5 – Planning & Preparation Instructor’s video about the planning process worksheet Discussion Posting 3 Module 4 Quiz	50 100	Sept. 13, 2026 Sept. 13, 2026
Module 5: Sept. 14–20 Success text – Chapter 6 – Your Collaborative Skills Module 5 – Assignment – Essay	300	Sept. 20, 2026
Module 6: Sept. 21–27 Success text – Chapters 7–11 – Things That Get in Our Way Discussion Posting 4 Module 6 Quiz	50 100	Sept. 27, 2026 Sept. 27, 2026

Module 7: Sept. 28–Oct. 4 Success text – Chapter 12 & all chapters in “Getting Past No” (recommended text) & “Twelve Angry Men” movie – Overcoming Roadblocks & Impasse Discussion Posting 5 Module 7 Quiz	50 100	Oct. 4, 2026 Oct. 4, 2026
Module 8: Oct. 5–9 Review & complete the final exam Watch the movie Thirteen Days at your convenience Final Exam	200	Oct. 6, 2026
Total Points Possible	1,500	

Grading

Total Points = 1,500

A	1,350–1,500
B	1,200–1,349
C	1,050–1,199
D	900–1,049
F	0–899

Breakdown of assignments with associated points and percentages of course grade:

- 5 Discussions – $5 \times 50 = 250$ points ($\approx 16.7\%$)
- 3 Assignments – $125 + 125 + 300 = 550$ points ($\approx 36.7\%$)
- 5 Quizzes – $5 \times 100 = 500$ points ($\approx 33.3\%$)
- 1 Final Exam – 200 points ($\approx 13.3\%$)

Bonus points

- 1 Bonus Thomas-Kilmann activity – 25 points possible
- 1 Bonus SPOT Survey – 20 points possible

The details of each week’s readings and other assignments will appear in the modules. Completion of the SPOT survey and extra questions on selected quizzes may provide opportunities for bonus points.

Expectations in Quality

Each assignment will include specific instructions and expectations, and points will be awarded to the extent that a student complies with those expectations.

Videos: Instructional videos are embedded in many learning modules. These videos reinforce the materials and demonstrate conflict resolution methods. If you have difficulty accessing a video, contact the instructor for assistance.

Assignments Policy

Assignments may require students to work independently or in small teams to produce written work and/or video demonstrations that students record and submit. Due dates and assignment instructions are provided in Canvas.

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 quizzes and exams are graded and released, scores will be posted in Canvas. Students may not discuss quiz or exam content with other students.

If an unexpected severe outage or unusual technical difficulty prevents a student from completing a time-sensitive assessment, the instructor will evaluate the situation and may extend the time window or provide another

appropriate solution. Students should immediately report problems to the instructor and contact the UNT Student Help Desk at helpdesk@unt.edu or 940-565-2324 and obtain a ticket number when appropriate.

Approved testing accommodations, including extended time, will be implemented according to the student's current Office of Disability Access (ODA) accommodation letter. For example, a 1.5× testing-time accommodation will be applied to timed quizzes and exams where specified.

Discussion Postings (50 points × 5 postings = 250 points)

We have five scheduled discussion postings, including the introduction posting. Each posting is related to the readings for the scheduled class session. Contributions to the discussion forums will be graded for quality and timeliness.

To receive up to 50 points per discussion assignment, students should submit:

- 1 response to the pinned question.
- 2 responses to peers.
- Successful completion of the three required submissions will be evaluated for a total score of 0–50 points.

Late Work

Students should communicate with the instructor as early as possible and, whenever possible, before an assignment deadline if an extension is needed. For circumstances not covered by an approved accommodation, the instructor will determine whether an extension is reasonable based on the circumstances and course requirements. Approved late work may be subject to a 10% deduction per day unless a different arrangement has been approved in writing.

Students with approved ODA accommodations will receive those accommodations according to their current accommodation letter and, when applicable, the course Flex Plan. Students are not required to provide the instructor with medical documentation to use an approved disability accommodation. For an approved occasional assignment extension, the student should follow the communication procedure in the Flex Plan. If the student does not submit by the approved extended deadline, the regular late-work policy begins from that extended deadline.

Use of AI

Artificial Intelligence (AI) tools—such as ChatGPT, Gemini, Grammarly, and similar programs—are increasingly available and can be valuable aids in academic work. In this course, the use of AI is permitted and encouraged as a tool to support research, writing, and learning. However, the following expectations apply:

Student Authorship. All required papers and assignments must be authored by the student. The central content, arguments, and concepts presented in your work should originate from your own research, critical reading, and analysis of the assigned texts and academic sources.

Appropriate Uses of AI. AI may be used to brainstorm or generate ideas, check grammar, clarity, or structure, assist in revising for flow or readability, and help identify potential research directions or sources. AI may not substitute for your own engagement with course materials.

Verification and Accountability. Students are responsible for verifying the accuracy of information produced with AI tools. If a paper indicates reliance on AI as an authoring source, the instructor may require the student to demonstrate knowledge of the content using course readings, lectures, or other academic materials.

Complement, Not Substitute. AI can help you think, but it cannot think for you. The purpose of this course is for you to engage deeply with workplace conflict resolution through assigned readings, case studies, and scholarly research. AI should be used as a complementary tool, never a replacement for these learning activities.

In short: use AI responsibly. It is a valuable support resource, but the intellectual work of analysis and authorship must be your own.

Online Participation Policy

This is a 100% online course and regular class attendance is not monitored. There are no required face-to-face meetings. Any optional synchronous Zoom sessions will be announced separately and are not required for attendance credit. Required Canvas discussion postings and other graded activities, however, must be completed by their stated deadlines unless an approved accommodation or instructor-approved extension applies.

Students who participate in optional live online sessions should be prepared to use a microphone and webcam when an activity requires them, while following any individualized accessibility arrangements.

Class Materials for Remote Instruction

Because this course is fully online, students must have reliable access to the technology needed to participate in remote portions of the class. Information about succeeding in a remote learning environment is available through UNT's online learning resources.

[UNT Online Learning Resources](#)

Syllabus Change Policy

At times, changes to the syllabus may be necessary. Any changes will be communicated through a Canvas Announcement, and revisions will appear in the syllabus and Canvas.

Engage in Mutual Respect

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with the instructor. General guidelines include:

- Treat your instructor and classmates with respect in online and face-to-face communication, even when their opinions differ from your own.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings, and avoid speaking on behalf of groups or other individuals.
- Use critical thinking skills to challenge ideas rather than attacking individuals.
- Avoid using all caps in digital communication, as it may be interpreted as yelling.
- Use humor and sarcasm carefully in emails or discussion posts because tone can be difficult to interpret digitally.
- Avoid using text-message shorthand unless explicitly permitted by the instructor.
- Proofread and fact-check your sources.
- Remember that online posts can be permanent; think before you post.
- Communication that uses cruel or derogatory language on the basis of protected characteristics will not be tolerated.

See UNT engagement guidance for additional information: [CLEAR Online Communication Tips](#)

Communicate Effectively and Work to Avoid Miscommunication

Instructor Responsibilities and Feedback

The instructor is committed to providing students with an excellent learning experience that can be integrated into personal and professional work. The instructor will make every effort to provide clarity, meaningful guidance, and practical feedback. The instructor will make himself available to support, guide, and instruct students so that learning needs are met.

For course-related questions, please read this syllabus carefully before seeking assistance.

- For course communication, please send a message in Canvas or email the instructor.
- For a Zoom conversation, schedule an appointment.

Students can expect a response within 24–48 hours on weekdays. Messages may not be answered during the weekend. If you leave a message outside regular business hours, you can expect a response no later than the next business day.

Communication Expectations

General Guidelines

- Remember that college communication is professional communication. Use correct spelling and grammar and review your message before sending.
- Use standard, readable fonts, sizes, and colors and avoid writing in all caps.
- Use the instructor's title appropriately in professional communication.
- Be mindful of tone in online communication because it lacks the nonverbal cues of face-to-face communication.

- Respect the personal identities and privacy of others.
- Do not make assumptions about others' technological skills; experience varies widely.

Additional guidance: [Core Rules of Netiquette](#)

Communicating via Email or Canvas Message

- Use Canvas messaging for questions directly related to this course whenever possible.
- Check the syllabus before asking a question and let the instructor know you reviewed it.
- Use a descriptive subject line to help identify the purpose of your message.
- Be concise and to the point.

Course Evaluation

Student Perceptions of Teaching (SPOT) is UNT's student evaluation system. Students are encouraged to provide constructive feedback at the end of the session.

Be Ready with Your Technology

Minimum Technology Requirements

- Computer with monitor
- Reliable internet access
- Speakers or headphones
- Microphone (for some activities or appointments)
- Webcam (for some activities or appointments)
- Microsoft Office or compatible office suite
- Zoom account

[Canvas Technical Requirements](#)

Computer Skills & Digital Literacy

Students should be able to:

- Use Canvas
- Use Zoom/Teams platforms
- Use email with attachments
- Download and install software
- Use spreadsheet programs
- Use presentation and graphics programs
- View, hear, and read online video content

Success in an Online Course

While the online classroom shares many similarities with the face-to-face classroom, success in online education requires students to manage time, communicate regularly, and engage actively with course materials and deadlines.

[How to Succeed as an Online Student](#)

Disability Accommodations (Office of Disability Access)

UNT provides reasonable accommodations for qualified students with disabilities. Students who need academic accommodations should register with the Office of Disability Access (ODA), request a current Letter of Accommodation, and communicate with the instructor about how the approved accommodations apply in this course. Students are encouraged to begin this process as early as possible so accommodations can be implemented without delay.

Course-specific flexibility accommodations will be implemented through the applicable Flex Plan. Approved accommodations are not unlimited, and students should follow the communication and submission procedures established for the course. The instructor will not require a medical excuse note from a student to use an accommodation already approved by ODA.

ODA contact: disability@unt.edu | 940-565-4323 | Chestnut Hall, Suites 102 & 115.

[Office of Disability Access](#)