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Courses	Distance Learning	Syllabus	Request Tracking
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New Course Form

https://myuk.uky.edu/sap/bc/soap/rfc?services=

Open in full window to print or save

Attachments:

Browse... [redacted]

ID	Attachment
Delete:495	COM 425 Syllabus -- Negotiation & Conflict Mgmt 8

Fast 1 Last

Select saved project to retrieve...

[redacted]

(\*denotes required fields)

1. General Information

a. \* Submitted by the College of: COMMUNICATIONS & INF STUDIES Today's Date: 9/12/2012

b. \* Department/Division: Communication

c. \* Contact Person Name: Deanna Selnow Email: Deanna.Selnow@uky.edu Phone: 257-2886  
\* Responsible Faculty ID (if different from Contact): Email: Phone:

d. \* Requested Effective Date: Semester following approval OR Specific Term/Year

e. Should this course be a UK Core Course? Yes No

IF YES, check the areas that apply:

- Inquiry - Arts & Creativity
- Inquiry - Humanities
- Inquiry - Nat/Math/Phys Sci
- Inquiry - Social Sciences
- Composition & Communications - I
- Composition & Communications - II
- Quantitative Foundations
- Statistical Inferential Reasoning
- U.S. Citizenship, Community, Diversity
- Global Dynamics

2. Designation and Description of Proposed Course.

a. \* Will this course also be offered through Distance Learning? Yes No

b. \* Prefix and Number: COM 425

c. \* Full Title: Communication, Negotiation, and Conflict Management in Organizations

d. Transcript Title (if full title is more than 40 characters): Negotiation and Conflict Mgmt

e. To be Cross-Listed with (Prefix and Number):

f. \* Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours for each meeting pattern type.

<input type="checkbox"/> 3 Lecture	<input type="checkbox"/> Laboratory	<input type="checkbox"/> Recitation	<input type="checkbox"/> Discussion
<input type="checkbox"/> Indep. Study	<input type="checkbox"/> Clinical	<input type="checkbox"/> Colloquium	<input type="checkbox"/> Practicum
<input type="checkbox"/> Research	<input type="checkbox"/> Residency	<input type="checkbox"/> Seminar	<input type="checkbox"/> Studio
<input type="checkbox"/> Other	If Other, Please explain:		

g. \* Identify a grading system: Letter (A, B, C, etc.) Pass/Fail

h. \* Number of credits: 3

i. \* Is this course repeatable for additional credit? Yes No

IF YES: Maximum number of credit hours:

IF YES: Will this course allow multiple registrations during the same semester? Yes No

j. \* Course Description for Bulletin:

This course explores the role of communication in negotiation and conflict management in organizations. The course examines conflict theories and approaches, negotiation processes, and third party intervention through the study of strategies and tactics, interaction processes, phases and stages of negotiation development and conflict framing. The course examines strategies and tactics used in exchange of offers and counteroffers, salary negotiations, buying and selling of products, team bargaining, and multiparty negotiations.

k. Prerequisites, if any: CIS 110, CIS 111, COM 325

l. Supplementary teaching component, if any: Community-Based Experience Service Learning Both

3. \* Will this course be taught off campus? Yes No

100-100000

100-100000

100-100000

If YES, enter the off campus address: \_\_\_\_\_

**4. Frequency of Course Offering.**

a. \* Course will be offered (check all that apply):  Fall  Spring  Summer  Winter

b. \* Will the course be offered every year?  Yes  No

If No, explain: \_\_\_\_\_

**5. \* Are facilities and personnel necessary for the proposed new course available?**  Yes  No

If No, explain: \_\_\_\_\_

**6. \* What enrollment (per section per semester) may reasonably be expected?**

**7. Anticipated Student Demand.**

a. \* Will this course serve students primarily within the degree program?  Yes  No

b. \* Will it be of interest to a significant number of students outside the degree pgm?  Yes  No

If YES, explain:

Students majoring in any of the programs in the College of Business and Economics may find the course a good complement to their program of study.

**8. \* Check the category most applicable to this course:**

- Traditional -- Offered in Corresponding Departments at Universities Elsewhere  
 Relatively New -- Now Being Widely Established  
 Not Yet Found in Many (or Any) Other Universities

**9. Course Relationship to Program(s).**

a. \* Is this course part of a proposed new program?  Yes  No

If YES, name the proposed new program: \_\_\_\_\_

b. \* Will this course be a new requirement<sup>2</sup> for ANY program?  Yes  No

If YES<sup>2</sup>, list affected programs:

Communication majors who choose the Business and Organizational Communication track may choose this course from a series of courses.

**10. Information to be Placed on Syllabus.**

a. \* Is the course 400G or 500?  Yes  No

If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in 10.b. You must include: (i) identification of additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR 3.1.4.)

b.  \* The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10.a above) are attached.

<sup>1</sup> Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

<sup>2</sup> The chair of the cross-listing department must sign off on the Signature Routing Log.

<sup>3</sup> In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR 5.2.1)

<sup>4</sup> You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

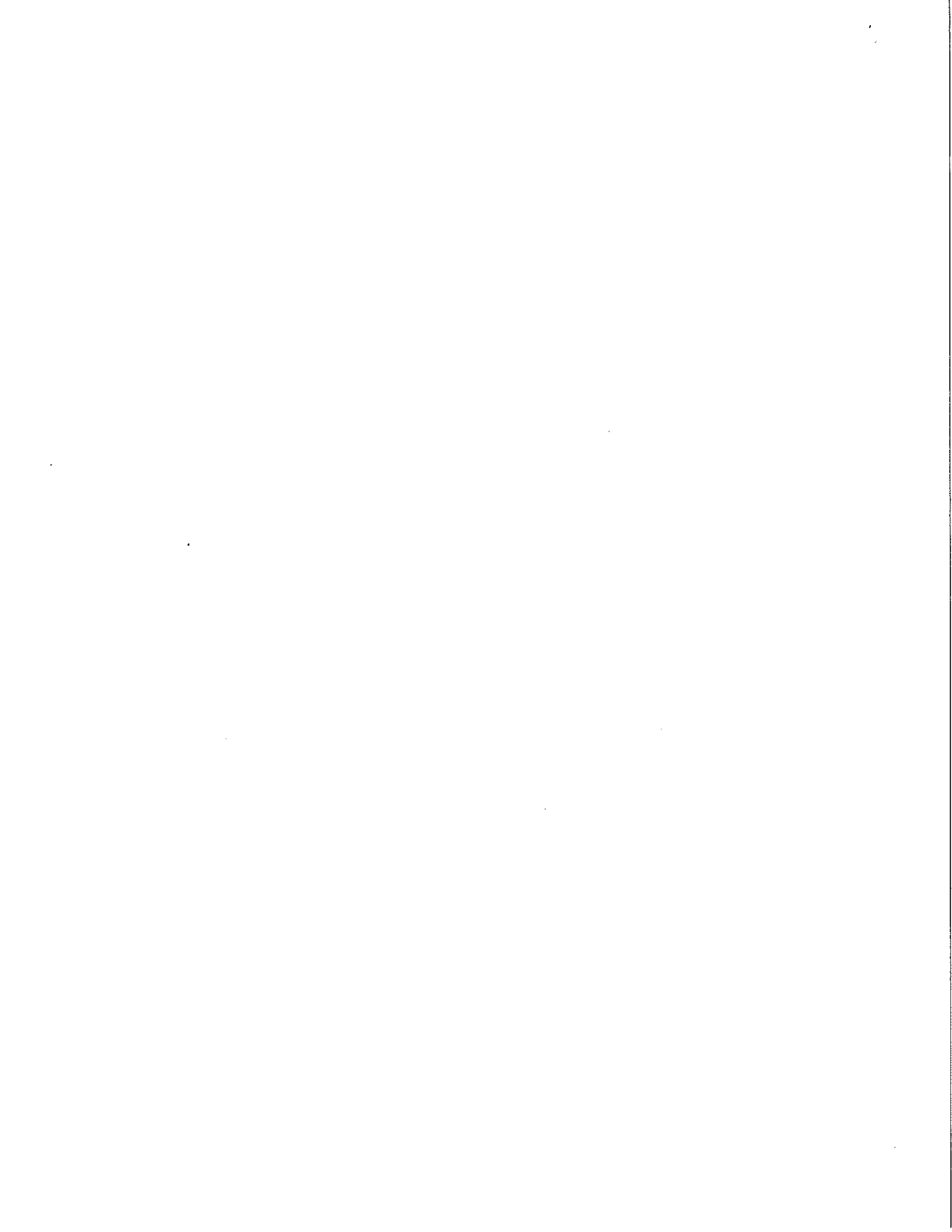
<sup>5</sup> In order to change a program, a program change form must also be submitted.

Rev 8/09

[Submit as New Proposal](#)

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## Communication, Negotiation, and Conflict Management in Organizations

COM 425

Location, Day and Time TBD

**Professor:** Kevin Real, Ph.D., Dept of Communication  
**Email:** kevin.real@uky.edu  
**Office:** 241 Grehan Building  
**Phone:** 257-6398  
**Office Hrs:** TBD

### COURSE DESCRIPTION

This class explores the role of communication in negotiation and conflict management in organizations. The course examines conflict theories and approaches, negotiation processes, and third party intervention through the study of strategies and tactics, interaction processes, phases and stages of negotiation development, and conflict framing. Negotiation and conflict management rely on communication skills and communication processes. The course examines strategies and tactics used in exchange of offers and counteroffers, salary negotiations, buying and selling of products, team bargaining, and multiparty negotiations.

**Prerequisites:** None

### Student Learning Outcomes:

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

1. Describe the different types of negotiation.
2. Develop a repertoire of communicative strategies and tactics to use in conflict and negotiation situations.
3. Employ communicative, diagnostic and intervention techniques for altering the course of negotiation and for achieving positive outcomes.
4. Respond effectively to other negotiators in framing conflict situations, planning for interactions, and developing working relationships.

### Course Objectives:

1. To demonstrate an understanding of the different types of negotiation and acquire a repertoire of communicative strategies and tactics to use in conflict and negotiation situations.
2. To explain and develop communicative, diagnostic and intervention techniques for altering the course of negotiation and for achieving positive outcomes.

3. To identify and respond effectively to other negotiators in framing conflict situations, planning for interactions, and developing working relationships.

**Required materials:**

Lewicki, Roy J., Barry, B., & Saunders, D. M. Essentials of Negotiation, 4<sup>th</sup> edition. Boston: Irwin, McGraw-Hill, 2007 (Lewicki).

Reading packet available... TBD The packet contains cases, exercises, and assignments that will be used throughout the quarter. They are arranged in the order in which they will be used in the course. PLEASE BRING THE PACKET WITH YOU TO EVERY CLASS

**DESCRIPTION OF COURSE ACTIVITIES AND ASSIGNMENTS**

**Class Atmosphere And Communication**

1. **Classroom Discussion Environment.** Learning takes place best when a safe environment is established in the classroom. Derogatory comments about race, ethnicity, class, gender, sexual orientation, religion, and nationality are not respectful of others.
2. **Learning Assumptions and Expectations.** This is a quick-moving course. Class discussion and activities will build from course readings so it is necessary that you complete the reading before the assigned date. Application of concepts to the cases discussed in class hinges on staying up-to-date with the readings.
  - This course employs a combination of discussion, class exercises, lecture, and application of course concepts. The course is highly participatory in that you will engage in simulations, case analysis, and exercises in class. You will learn by participating in class activities as well as through completing course assignments.
  - Please turn off all electronic equipment before class, including ipods, Blackberries, cell phones, similar technologies, etc. They disrupt class exercises and interfere with the ability to focus on class discussion.
3. **Class Exercises.** A number of role-playing exercises, simulations, and cases are used in this course.
  - For the purposes of this course, you should treat behavior in the simulations and role playing exercises as genuine. Although the stakes may be different outside of class, the interactions are often similar to situations that occur in the workplace.
  - You will be given confidential information to conduct the exercises. Please do not share this information with other class members until the exercises are completed.
4. **Communication.** PowerPoint slides for lectures will be posted or emailed to the class. I will use this approach to communicate with you on a regular basis through emails and to post/email study guides, information for class discussion, and other materials.
  - If you have problems or questions during the quarter, please see me immediately. If you are concerned about your grade, please see me before it becomes a problem.

- Class papers require understanding how to apply course concepts to analyze negotiation interaction. I will distribute a sign-up sheet for you see me about your thesis topic, outline of the paper, and ideas for analysis immediately after the simulation. I will schedule special appointments during the time you are working on your paper assignment.

### Course Requirements

1. **Examinations.** Three exams will be given during the course.
  - The exams are non-cumulative—although some general knowledge of negotiation processes carries into the second and third exams.
  - In addition to recall material, questions on exams will ask you to apply course concepts to cases and class exercises. Test questions will be drawn from material covered in class, textbook chapters, readings from the course packet, cases, and exercises. I will provide you with a study guide for each exam. You should take notes in class and notes from your book to prepare for the exams.
2. **Simulation Analysis Papers.** In addition to the exams, you will be asked to write a paper that analyzes a negotiation simulation (7-8 pages, typed, double-spaced). **The paper is due on Nov 14**
  - Your paper applies course concepts to the analysis of a class simulation. In this paper, you are required to view a videotape of a class simulation, take an objective look at it, apply one or two course concepts, make a thesis argument, and support your argument with detailed quotations from the negotiation interaction. The thesis argument should be a general conclusion that might explain why and how the negotiation evolved as it did. In the paper, you need to define and describe the concepts that you select before you apply them. Analyses should also reveal insights and discover new ideas that were not obvious through a surface examination of the negotiation.
  - Additional detailed guidelines will be given on how to write the paper, including making a thesis argument, organizing the paper, and providing evidence to support claims for a position. For the analysis of the simulation, see pp. xx in your course packet for a detailed assignment.
  - Papers should be double-spaced with a 12 point font.
3. **Homework Assignments.** Throughout the quarter, you will be asked to complete several homework assignments in preparation for negotiation exercises. You will receive specific instructions for each assignment in class or in your course packet.
4. **Participation.** Participation is an important element to this class and reflects your involvement in the case studies, discussions, and other activities we do in class. These exercises, activities and assignments relate to course concepts.

### Policies And Procedures

- **Attendance and Participation.** Your understanding and application of the course material depends on your class attendance.
  - **Two unexcused absences are allowed before your grade is impacted. Each**

**absence thereafter will result in ten points deducted from your final grade in the course.** There is a strong correlation between class attendance and the quality of performance in role plays, simulations, class discussions, as well as performance on exams and written assignments. Since a number of class assignments and activities require your presence, frequent absences in this course will influence your grade. You are responsible for the content and lecture material, for special instructions and class assignments covered on any day that you are absent.

- Excused absences as the result of a UK activity (e.g., official school function, religious holiday, etc.) or a documented illness are not part of this rule. However, you must have written documentation for these absences and present me with this record. Please contact me in advance for absences you know you will have due to school functions.
- Tardiness. Class periods often begin with a role-play activity. Please be on time to class. It is very difficult to begin the activities when class members are late. Being tardy then, delays the entire class. Please be on time.
- **Late Work and Assignments.** By definition, late assignments are below average. Missed or late assignments create major time and scheduling conflicts, and are unfair to those who are prepared. For these reasons, any late assignment will have 10 percent deducted from the score as a penalty for each day it is late (including weekends). An assignment is considered late when it is submitted after the stated deadline, and deductions will be taken beginning with the missed deadline. For example, if an assignment is due in class on Thursday, deductions will begin immediately following the conclusion of class. The only exception to this policy will be documented and university accepted excuses (see Students Rights and Responsibilities Code). No make-up work is available for in-class exercises or exams unless prior arrangements are approved by the instructor.
  - Please submit assignments early if you anticipate missing class.
  - Exams should be taken on the day that they are scheduled. Make-up exams will be given **ONLY** in extreme circumstances and only due to excused absences.
- **Academic Dishonesty.** Intellectual dishonesty is a fancy term for cheating. Unless explicitly noted by the instructor, all work must be the original product of the student, and all materials taken from others must be properly cited. Cheating and plagiarism in any form, regardless of any justification, will not be tolerated. Any student whom the instructor has sufficient evidence to believe has cheated or plagiarized in the course will typically receive an automatic "E" for either the assignment or the entire course. Additional penalties may involve a letter in one's permanent record, suspension, and more. As you can see, these are extreme measures for academic offenses that we believe are serious. Policies related to cheating/plagiarism (as well as excused absences, withdrawal, incompletes, final exams and common exams) can be found in your copy of Student Rights and Responsibilities. As students and faculty in the University of Kentucky, we are all responsible for adhering to these policies. You should be particularly familiar with Senate Rules 6.3.1 and 6.3.2, which are available online at <http://www.uky.edu/StudentAffairs/Code/part2.html>.
- **Students with Disabilities.** Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact me personally as



soon as possible so we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunities. If you have a documented disability that requires academic accommodations, please see me as soon as possible.

**GRADING CRITERIA**

*There are no optional assignments. Your grade in this course is a function of the following:*

		Points
Tests		600
• Exam 1	200points	
• Exam 2	200points	
• Exam 3	200 points	
Paper Assignment	200 points	200
Participation/Homework	200 points	<u>200</u>
TOTAL		1000

Final letter grades will be assigned based on the following point distribution:

Grade	Point Range
A	900-1000
B	800 – 899
C	700 – 799
D	600 – 699
E	Below 600

**Final Exam Information: TBD**

**Mid-term Grade:** Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/Registrar/AcademicCalendar.htm>)

**COURSE OUTLINE**

Date	Topic	Assignment
Aug 22	Introduction and Overview	
Aug 27	<i>No Class- Labor Day Holiday</i>	
Aug 29	Definitions and Theories of Conflict and Negotiation in Organizations	Lewicki, Chap. 1, Deconstructive/Constructive Conflict; (Handouts; packet)

Date	Topic	Assignment
Sep 3-5	Strategies and Tactics in Distributive Bargaining The Art Market Negotiating a Job Offer	Lewicki, Chap. 2  (Case; packet) (Reading; packet)
Sep 10-12	Used Car and Salary Negotiation Exercises Strategies and Tactics of Integrative Bargaining;	Used Car Case; Background Info. (packet) Lewicki, Chap. 3
Sep 17-19	Aunt Shelley's Preserves Ugli Orange Negotiation; International Accounting Case Comparing Distributive and Integrative Negotiation	Lewicki, Chaps. 3 Role-play handouts in class  (packet)
Sep 25-27	Negotiation, Strategy and Planning	Lewicki, Chap. 4
Sep 27	<b>Exam 1</b>	Covers Chapters 1-4; readings in packet, cases, class exercises
Oct 1-3	Communication, Perceptions, and Cognitive Bias Negotiator Agency Relationship	Lewicki, Chap. 5  The Agency Relationship (packet)
Oct 8-10	Preparation for Negotiation Simulation Negotiation Simulation Paper Guidelines for Simulation Paper Sample Papers Working in Negotiation Teams	Planning Meetings for Simulation Paper Assignment (packet) bring to class Packet
Oct 15-17	Negotiation Simulation (both classes of this week)	
Oct 22-24	Debriefing Negotiation Simulation Communication in Negotiations	Lewicki, Chap. 6
Oct 29-31	Finding and Using Negotiation Power Language and Civility	Lewicki, Chap. 7

Date	Topic	Assignment
Nov 5	Ethics in Negotiation	Lewicki, Chap. 8
Nov 7	<b>Exam 2</b>	Covers Chapters 5-8; readings in packet, cases, class exercises
Nov 12-14	Relationships in Negotiation Multiple Parties and Teams	Lewicki, Chaps. 9 & 10
Nov 14		<b>Paper Due—Nov 14- Analysis of Simulation</b>
Nov 19	International and Cross-Cultural Negotiations / Communication	Lewicki, Chap. 11
Nov 21	<i>No Class- Thanksgiving Break</i>	<i>Thanksgiving Break</i>
Nov 26	Best Practices in Negotiations	Lewicki, Chap. 12
Nov 28	<b>Exam 3</b>	Covers Chapters 9-12; readings in packet, cases, class exercises
Dec 3-5	Communication and Best Practices in Negotiations for Success in Life and Work	Role-play handouts in class and packet



- Detailed Navigation
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eCATS Request Tracking

No Filter  
 Filter By College Name  
 Filter By CourseID  
 Filter By Date Range  
 FromDate: [ ] ToDate: [8/14/2012]

Course/ Prog ID	Display Form	Course/ Program	Request Type	College	Date
COM 249	<a href="#">Display Form</a>	Course	Change	COMMUNICATION AND INFORMATION	9/24/12
COM 352	<a href="#">Display Form</a>	Course	New	COMMUNICATION AND INFORMATION	8/19/12
COM 395	<a href="#">Display Form</a>	Course	Change	COMMUNICATION AND INFORMATION	8/21/12
COM 399	<a href="#">Display Form</a>	Course	Change	COMMUNICATION AND INFORMATION	8/21/12
COM 425	<a href="#">Display Form</a>	Course	New	COMMUNICATION AND INFORMATION	8/19/12

Details of Course/Program ID(COM 425)

WORKITEM ID	Workflow Status	Date	Time
000010660162	Department Received	2012-08-19	10:03 AM
000010660168	Department Approved	2012-08-19	10:33 AM
0000106697209	Received by College	2012-08-19	10:33 AM
0000106837211	Approved by College	2012-08-24	08:51 AM
000010717417	Received by UGC	2012-08-24	08:51 AM
000010717419	Approved by UGC	2012-09-10	08:39 AM
000010820909	Received by Senate Council	2012-09-12	08:39 AM

COM 449	<a href="#">Display Form</a>	Course	Change	COMMUNICATION AND INFORMATION	8/28/12
COM 452	<a href="#">Display Form</a>	Course	Change	COMMUNICATION AND INFORMATION	8/28/12
COM 453	<a href="#">Display Form</a>	Course	Change	COMMUNICATION AND INFORMATION	8/28/12
COM 462	<a href="#">Display Form</a>	Course	Change	COMMUNICATION AND INFORMATION	8/28/12
COM 471	<a href="#">Display Form</a>	Course	New	COMMUNICATION AND INFORMATION	8/19/12

