

1. General Information

1a. Submitted by the College of: BUSINESS AND ECONOMICS

Date Submitted: 11/25/2013

1b. Department/Division: B&E Graduate Center

1c. Contact Person

Name: Steven Skinner

Email: steve.skinner@uky.edu

Phone: 257-1543

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

1d. Requested Effective Date: Semester following approval

1e. Should this course be a UK Core Course? No

2. Designation and Description of Proposed Course

2a. Will this course also be offered through Distance Learning?: No

2b. Prefix and Number: EMBA 619

2c. Full Title: Negotiations & Conflict Resolution

2d. Transcript Title:

2e. Cross-listing:

2f. Meeting Patterns

LECTURE: 2

2g. Grading System: Graduate School Grade Scale

2h. Number of credit hours: 2

2i. Is this course repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester?

2j. Course Description for Bulletin: This course focuses on negotiation skills and making the student a more confident and judicious negotiator. By the conclusion of this course, you will have improved your daily ability to diagnose negotiation situations, strategize and plan upcoming negotiations, and engage in more fruitful negotiations when you are dealing with difficult negotiation partners.

2k. Prerequisites, if any: Admission to the EMBA program.

2l. Supplementary Teaching Component:

3. Will this course taught off campus? Yes

If YES, enter the off campus address: Possibly at the University of Louisville

4. Frequency of Course Offering: Summer,

Will the course be offered every year?: Yes

If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?: Yes

If No, explain:

6. What enrollment (per section per semester) may reasonably be expected?: 40

7. Anticipated Student Demand

Will this course serve students primarily within the degree program?: Yes

Will it be of interest to a significant number of students outside the degree pgm?: No

If Yes, explain: [var7InterestExplain]

8. Check the category most applicable to this course: Traditional – Offered in Corresponding Departments at Universities Elsewhere,

If No, explain:

9. Course Relationship to Program(s).

a. Is this course part of a proposed new program?: Yes

If YES, name the proposed new program: Joint Executive MBA Program with the University of Louisville

b. Will this course be a new requirement for ANY program?: No

If YES, list affected programs:

10. Information to be Placed on Syllabus.

a. Is the course 400G or 500?: No

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: Yes

Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1.How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2.How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3.How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4.Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5.How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6.How do course requirements ensure that students make appropriate use of learning resources?

7.Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8.How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?

9.Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10.Does the syllabus contain all the required components? NO

11.I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|ZNNIKO0|Roshan N Nikou|EMBA 619 NEW Graduate Council Review|20140107

SIGNATURE|MKT210|Steven J Skinner|EMBA 619 NEW College Review|20131125

EMBA 619

Negotiations & Conflict Resolution

Professor:
Office:
Office Hours:
Phone:
E-mail:

COURSE OVERVIEW

It is difficult to imagine a day in our lives going by without a negotiation taking place. We negotiate constantly with many types of people, including employers, customers, suppliers, co-workers, subordinates, superiors, significant others, friends, and service providers. Some of these negotiations, such as negotiating with a friend over what movie we will see tonight, are trivial; other negotiations, such as negotiating an acquisition, can have profound influences on our personal and professional lives. Despite the fact that we constantly negotiate, many of us haven't taken the time to think deeply about what determines success in negotiation.

COURSE DESCRIPTION

This course focuses on developing your negotiating skills and making you a more confident and judicious negotiator. By the conclusion of this course, you will have improved your ability to diagnose negotiation situations, strategize and plan upcoming negotiations, and engage in more fruitful negotiations, even in situations where you are dealing with difficult negotiation partners.

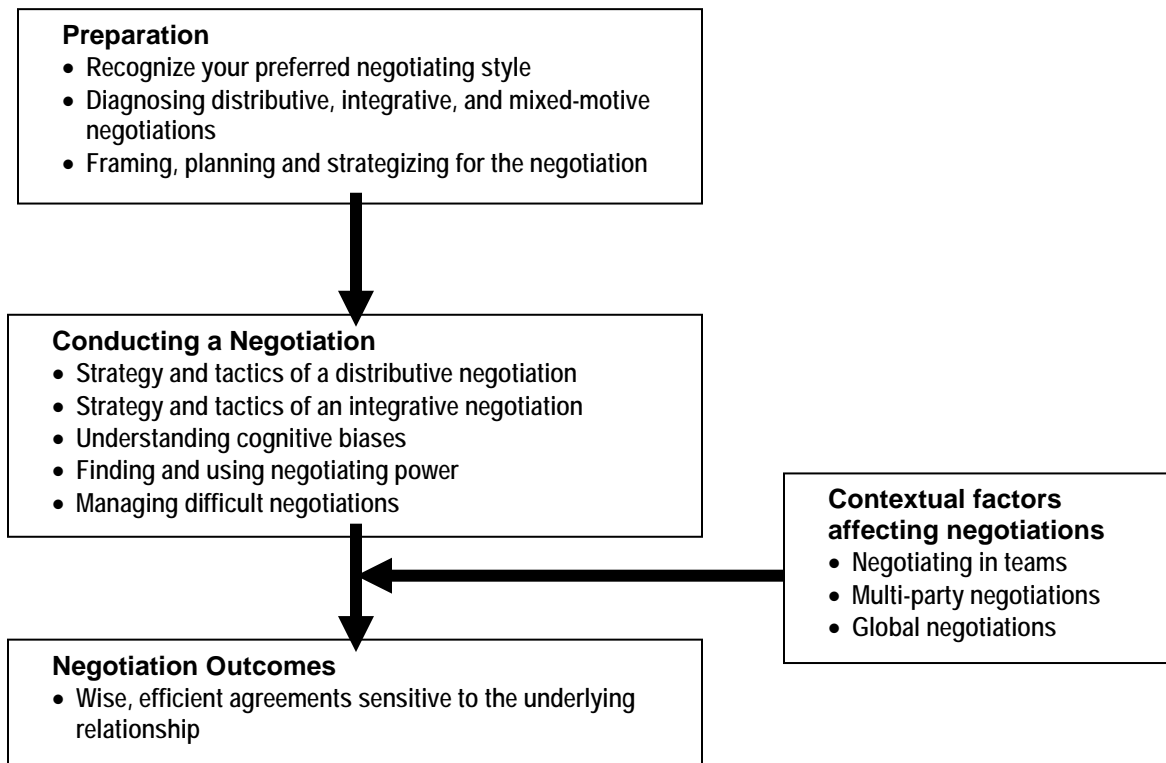
Because negotiating agreements is as much art as science, learning in this course will take place mainly by doing experiential exercises, and research on negotiations will be used to supplement this learning. You will be placed into numerous realistic negotiation settings, and you will need to prepare for, participate in, and analyze your negotiations.

LEARNING OUTCOMES

Participation in this course will help you to:

1. Effectively diagnose, plan and strategize for different negotiation situations.
2. Recognize your preferred negotiating style.
3. Recognize how your negotiation goals will affect your negotiating process.
4. Manage the other party's impression of the negotiation, and deal effectively with hardball negotiating tactics.

Overall Organization of the Negotiations Course



REQUIRED READING MATERIALS

The following required texts and personal survey instrument are available at the Bookstore or online:

1. Lewicki, R.J., Barry, B., & Saunders, D.M. (2011). Essentials of Negotiation, fifth edition. NY: McGraw-Hill Irwin. ISBN-13: 978-0-07-310276-4. (Fourth edition from 2007 is fine as well).
2. Thomas-Kilmann Conflict Mode Instrument. CPP product code 4813.
3. You are also required to purchase the experiential exercises that will be used throughout the class. They are copyrighted by Northwestern's DRRC.
4. There will also be additional reading materials posted to Blackboard throughout the semester that you will be required to read.

CLASS SESSIONS AND TEACHING PHILOSOPHY

Students learn best when they are active and honest partners in all aspects of the class. Therefore, I strongly encourage you to speak your mind, ask questions, debate each other (and me), and even disagree with class material. This will NOT be a stereotypical lecture-format class. In most class sessions, we use an experiential exercise to motivate our discussion, and most of the learning comes by doing, and then discussing what you've done. **Though in-class discussion is an important part of class, it is not required, and you will not be graded on what you say in class.** My experience is that people who participate in class do better in terms of grades because actively discussing and asking questions assists in the learning process. However, I will not force you to participate through the introduction of a participation "grade" (**but please be aware that attendance is EXTREMELY important**).

EXPECTATIONS ABOUT ATTENDANCE

This course emphasizes active learning through experiential learning. Most class periods will include an experiential component, and you will often be paired with other members of class in negotiation in advance of the class. Hence, **attendance is mandatory during sessions with negotiation exercises.** If you do not show up, your partner will not have a negotiating partner! You may miss one negotiation exercise without penalty if you **provide 24-hours advanced notice (see below)**. Failure to provide advanced notice will result in the loss of a full letter. If you miss a second exercise, you will lose a full letter grade, regardless of advanced notice.

For a number of negotiations, you will be paired with other students ahead of class and asked to **prepare your role prior to coming to class.** Prepare only your role – reading someone else's role is an honor code violation (see below for more on academic integrity).

Excused Absences:

Students need to notify the professor of absences prior to class when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

Verification of Absences:

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request "appropriate verification" when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

EXPECTATIONS ABOUT PROFESSIONAL BEHAVIOR

There are very high expectations about professional behavior in the classroom. The following unprofessional behaviors are disruptive to everyone, so please do not engage in them:

1. Arriving late or leaving early.
2. Holding side conversations, even if they are related to the class topic, while I am lecturing.
3. Inattention (e.g., reading unrelated materials or doing work for other classes).
4. This course is "unplugged." Please turn off all computers, PDAs, phones, pagers, iPods, or other electronic devices (except pacemakers) during class meetings. If you need to use a computer because of a language or disability issue, you need to secure my permission **at the beginning of the semester**.

EVALUATION

Final grades will be assigned according to the following percentage point system:

A	90-100%	C	70-79.99%
B	80-89.99%	E	<70%

If you have any concerns about any aspect of your work or your grades in this course, please schedule an appointment with me or attend my office hours (see section on "Contact Information").

Course Requirements

You will be evaluated on the following basis:

1. Planning Documents (10%) – we will use planning documents for some negotiations. A template is provided that helps to structure your thinking and planning for an upcoming negotiation.
2. Examination (60%) – this cumulative exam will cover key elements of the lecture material and course readings. The format will be multiple choice and short answer.
3. Three Scored Negotiations (10% each; total of 30%) – a number of the negotiations you engage in during class will be graded based on your actual results achieved in the negotiation. Since the role plays differ, criteria will vary from one scenario to the next, and will be announced prior to the role play. **You will not, however, know that a particular negotiation is scored prior to arriving to class on that day. The results of your top three negotiations will be used to form this portion of your grade.**

ACADEMIC INTEGRITY

As with all classes and work conducted at the Gatton School of Business and Economics, the principles and articles of the Code of Student Rights and Responsibilities are in force (see below). In addition, the following principles apply to this class:

- 1) For most negotiations, you will have both confidential, role-specific information, as well as general information that is shared by all participants. **You may not show your confidential role instructions to those with different roles either before or during the negotiations.** In addition, do not make up "facts" that materially change the nature of the case. You may not read other roles unless instructed to do so.
- 2) Do not discuss cases or test material with people outside of class. **Class information stays in class.** All papers are confidential.
- 3) Written assignments assigned as an individual-level assignment should reflect your work and your work only. If you are uncertain as to whether you can work with someone on a particular assignment, please ask me.

4) Students do not have access to prior exams. Viewing prior exams is an honor code violation.

If you have any questions about the Code please contact me. The Code is extremely important, and I expect that it will not be violated in my course.

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of *Student Rights and Responsibilities* (available online <http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

ACCOMMODATIONS DUE TO DISABILITY

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.