

Division of Communication  
**Comm 342: Negotiation**  
 Spring 2016  
 Tuesday/Thursday 9:35-10:50  
 CAC 202

**Instructor:** Cade Spaulding  
**Office:** CAC 235  
**Office Hours:** Mondays 1-2, Thursdays 2-3, and by appointment  
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## Course Description

Most of us don't realize just how often we engage in negotiation. Whether deciding where to eat with our friends, talking with instructors about the grade we want, or going to a garage sale, we negotiate almost everyday of our lives. The challenge is not usually that we don't know how to negotiate, but that we often make critical mistakes the limit what we take away. Often we make the mistake of thinking that to get what we want we have to make sure the person on the "other" side doesn't get as much of what they want. This class will give you the skills and understanding you need to know when it's better to be competitive and when you should look for options that maximize value for both parties. We will focus on four types of negotiating situations: competitive bargaining, mutual gains, multi-party, and third-party intervention. You will work hard, but you will leave this class with skills that will benefit you for the rest of your life.

## Learning Outcomes:

After completing this course, students will be able to:

1. **Demonstrate** clear understanding of negotiation concepts and theories
2. **Use** effective planning for simple and complex negotiations
3. **Develop** effective negotiation techniques via simulated distributive, integrative, and multi-party negotiations
4. **Demonstrate** effective negotiation techniques in meaningful and challenging negotiations outside of class.

## Required Course Materials

1. **Hames, D. S. (2012). Negotiation: Closing Deals, Settling Disputes, and Making Team Decisions.** Thousand Oaks, CA: Sage. (text rental)
2. **Fisher, R., Ury, W., & Patton, B. (2011). Getting to Yes: Negotiating Agreement without Giving In (updated and revised edition)** New York: Penguin. (ISBN: 978-0-14-311875-6)
3. **Style Matters Online for Individual Users** (\$7.95)
  - a. Go To: <http://www.riverhouseepress.com> and select "Individual Users"
  - b. Scroll to the bottom of the page and select "Style Matters Online for Individual Users"
  - c. Click "Add to Cart" and fill out the registration & payment information.
4. **5\$ cash + 1 item to be sold to another student** (used for "In-Class Garage Sale" activity)

## Grading and Assignments

<b>Online Concept Tests</b>	<b>20%</b>	
Test #1		10%
Test #2		10%
<b>Class Citizenship</b>	<b>20%</b>	
Attendance, Positive Participation, Demonstrated Preparation, Civility		
<b>Real-World Negotiation Experiences</b>	<b>60%</b>	
Negotiation Connection Journal #1		10%
Negotiation Connection Journal #2		10%
Negotiation Connection Journal #3		10%
Final Negotiation		25%
Final Negotiation Presentation		5%

### Grade Percentage Distributions

(Grades will be assigned using the following scale)

Letter		Percentage Points
<b>A</b>	=	100 - 93
<b>A-</b>	=	92.9 - 90
<b>B+</b>	=	89.9 - 87
<b>B</b>	=	86.9 - 83
<b>B-</b>	=	82.9 - 80
<b>C+</b>	=	79.9 - 77
<b>C</b>	=	76.9 - 73
<b>C-</b>	=	72.9 - 70
<b>D+</b>	=	69.9 - 67
<b>D</b>	=	66.9 - 63
<b>D-</b>	=	62.9 - 60
<b>F</b>	=	Below 60

## Written Work Formatting Guidelines

All written material in this class (outlines, papers, etc.) should be typed and in final-draft form, conforming to the following formatting guidelines:

1. **.docx or .pdf** file format
2. Times New Roman
3. 12pt. font
4. 1" margins
5. double-spaced formatting (0 pt. spacing "before" and "after")
6. page numbers
7. APA citation style (in-text citations & References)
8. All written materials should include a formal title page with the following information centered on the page:
  - ✓ Your Name,
  - ✓ Submission Date,
  - ✓ Course Title,
  - ✓ Name of Instructor,
  - ✓ Title of Assignment

### Assignment Descriptions:

Tests: Students will take two tests on course material (reading assignments & in-class material). Tests are online and open book/open notes.

Practice & Reflection Assignments: Three assignments in addition to the final project are part of this course. More information on these assignments will be given as we approach them in the course calendar.

Class Citizenship: Your class citizenship grade will be calculated based on your:

- 1) Overall attendance in the course
- 2) Active positive contributions to class discussion, negotiations, demonstrated preparation (i.e., study before class, preparation of negotiation plans), etc.
- 3) Participation in & on-time completion of in-class activities, out-of-class assignments, etc.

Negotiation Journals: You will keep a journal of your out-of class and in class negotiation experiences during this semester. I will collect your journal entries three times. You are expected to write about your experiences and how they connect with what you are reading in the textbook and what we are discussing in class on a weekly basis.

Final Negotiation: In this course you will engage in a major negotiations outside of class over issues that has personal significance to you. Any situation where you are negotiating something significant is fair game for this assignment with only a few rules to the game:

1. **Cannot negotiate with a relative** unless it is over something that has monetary value (rent, car, vacation, graduation gift, etc.)
2. **Negotiation must take place during this semester** and must be settled before your report is due.
3. **Other parties directly involved in this negotiation cannot know it is for an assignment** until after it is complete (if you choose to tell them). This includes relatives and/or roommates. This prevents friends and relatives from "going easy on you" in an effort to improve your grade on the assignment. Besides – it makes it a lot more fun if you keep things a secret until everything is done since it tests you abilities in the real world. Overall, I want you to have a genuine negotiation experience.
4. **The issue you are negotiating must be SIGNIFICANT.** Negotiating a ride somewhere with a friend does NOT qualify. Stretch yourself and see what you can do! These experiences are going to take your time, energy, and/or money so make sure you are doing them for something significant you care about.

Final Negotiations students have done in past semesters:

- Buying/selling anything (car, laptop, ipod, bed frame, bike, horse, etc.)

- Paid internship benefits (pay, housing, etc.)
- Summer employment/salary increases
- Making a business sale (usually depends on your job) – the student I’m thinking of sold air filters to a school district in bulk (his dad owned the manufacturing company) and made a killing from negotiating a single sale. It really impressed his dad as well!
- Rent with Landlord
- Ownership of a home (or the sale of one – happened in 2012 with a student in this class!)
- Study abroad (with parents who will pay for it)
- Craig’s List (ALWAYS meet in public, AVOID giving personal address, information, etc.)

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NOTE: It is common to become personally connected to outcomes or positions during negotiation. While I encourage the expression of disagreement (we are negotiating, after all), I cannot allow prejudice, or any language or behavior that is demeaning, aggressive, threatening, or creates an unsafe learning environment for any student in this course. If another student crosses this line in class you can expect a meeting with me in my office. If something of this kind happens during out-of-class role-plays please contact me immediately.

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## Course Policies

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**Attendance:** This is a skills-based course and **attendance at each class is mandatory**. You must be present to practice and others depend on your participation to learn these skills. Absence on a scheduled day of formal negotiation role-plays will result in a "0". Practice activities will prepare you for the graded negotiations and cannot be made-up if missed.

I take role each day using an activity and/or an attendance roster.

Students with 4 total absences will receive (in addition to reduced Class Citizenship points) one (1) full letter-grade drop on their final course grade and an additional full letter-grade drop for each additional absence.

**Make-up Work:** There is no way to recreate in-class work if you are absent. In-class assignments cannot be duplicated since they usually involve active negotiation practice, discussion, and feedback. If you miss class you miss any activities scheduled for that day. Avoid missing class. **It is your responsibility to contact another student from class to get discussion notes or calendar updates if you are absent.**

**Late Work:** I generally don't accept late work. If you know you will be missing class on a certain day – please turn in your work before the day you will miss class to get credit. I will either collect assignments on the day they are due or ask you to put them in the D2L drop box by midnight of the due date.

### Peer Contact Information

Name of class member #1: \_\_\_\_\_

Contact Information (phone/e-mail/facebook, etc.):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of class member #2: \_\_\_\_\_

Contact Information (phone/e-mail/facebook, etc.):

\_\_\_\_\_  
 \_\_\_\_\_  
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## Americans with Disabilities Act (ADA) Policy Statement

*The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities.*

**Academic Integrity:** I expect all students to do their own work in this course unless I explicitly direct otherwise and to uphold principles of honesty, integrity, and hard work. Plagiarism will not be tolerated. This applies to all class work including but not limited to written work, projects, role-plays, and exams. (NOTE: It is **critical** to the success and development of each student in this course that role-play briefs remain confidential both inside and outside of the classroom. Do not share information unless I invite you to do so. Sharing information from your confidential role with another person in the class is unethical and will likely jeopardize the entire negotiation experience for you, the other person, and potentially others who may be involved. Sharing information without my consent even if you think it might give you a competitive edge on that day of negotiation will result in a grade deduction on the assignment. Please speak with me personally and/or refer to the UWSP Code of Ethics if you have any questions about the ethics of your conduct in this class.

## Tenative Course Calendar

Wk	Date	Topic	Assignments (Due on the day listed)
1	01/26	Welcome & Introductions Overview of Course Negotiation & Conflict Management	
	01/28	Negotiation Process & Planning	<b>Reading:</b> Hames Ch 1, 2
2	02/02	Kraybill Conflict Styles Inventory  Distributive Bargaining: Claiming Value	<b>Reading:</b> Hames Ch 3  <b>Due:</b> Complete Kraybill Conflict Styles Inventory (Style Matters Online) – print results (not entire packet) and bring to class.
	02/04	Distributive Bargaining: Claiming Value	<b>Reading:</b> Getting to Yes Ch 1
3	02/09	Integrative Negotiation: Creating Value	<b>Reading:</b> Hames Ch 4; Getting to Yes Ch 2, 3  <b>Due:</b> Post Picture of Garage Sale Item + price on D2L Discussion Forum by 11:59pm.
	02/11	Integrative Negotiations: Creating Value	<b>Reading:</b> Getting to Yes Ch 4, 5
4	02/16	How to Close a Negotiation  Overview of “In-Class Garage Sale” Activity	<b>Reading:</b> Hames Ch 5
	02/18	In-Class Garage Sale  Reflection Paper in Groups	<b>Bring:</b> 1. \$5 (mix of \$1 bills and quarters helps) 2. More \$ left & More Items = higher grade
5	02/23	Communication & Negotiation	<b>Reading:</b> Hames Ch 6
	02/25	“Sluggers Come Home” – video	Take good notes.
6	03/01	Group Worksheet on “Sluggers Come Home”  Decision-Making in Negotiations	<b>Reading:</b> Hames Ch 7  <b>Due:</b> Negotiation Journal #1
	03/03	Power in Negotiations	<b>Reading:</b> Hames Ch 8; Getting to Yes Ch 6, 7
7	03/08	Ethics & Negotiation	<b>Reading:</b> Hames Ch 9; Getting to Yes Ch 8
	03/11	Getting to Yes Discussion Activity	

8	03/15	Test 1 Review - in class	<b>Online Test 1 OPENS via D2L @ 11:59 PM</b>
	03/17	<b>No Class</b> Class time available to take Test #1	<b>Online Test 1 CLOSES via D2L @ 11:59 PM</b>
9	03/21-03/25 <b>Spring Break – No Class</b>		
10	03/29	Multiparty Negotiations Role Assignments for Multi-Party Negotiation	<b>Reading:</b> Hames Ch 10 <b>Due:</b> Final Negotiation Proposals via D2L Dropbox @ 11:59pm
	03/31	Multiparty Negotiations “Rebuilding the World Trade Center” video	<b>Reading:</b> Hames Ch 10
11	04/05	Group Activity – Rebuilding World Trade Center  Sign up for Final Negotiation Presentation Dates	<b>Due:</b> Negotiation Journal #2
	04/07	<b>In-class Multi-Party Negotiations</b>	<b>Due:</b> Completed Negotiation Matrix
12	04/12	Third Party Intervention Options	<b>Reading:</b> Hames Ch 14
	04/14	Facilitative Mediation Simulations	
13	04/19	Individual Differences	<b>Reading:</b> Hames Ch 11
	04/21	International Negotiations & Culture	<b>Reading:</b> Hames Ch 12 <b>Due:</b> Negotiation Journal #3
14	04/26	Workshop Day – Final Negotiation Papers & Presentations	<b>Due:</b> All Final Negotiation Papers @ 11:59pm (D2L)
	04/28	<b>Final Negotiation Presentations (Group 1)</b>	
15	05/03	<b>Final Negotiation Presentations (Group 2)</b>	
	05/05	<b>Final Negotiation Presentations (Group 3)</b>	
16	05/10	Test 2 Review (last week of classes)	
	<b>Online Test #2 OPENS via D2L (Tuesday, May 5 @ 11:59 PM)</b>		
	05/12	No Class – Take Test #2 (last week of classes)	
	<b>Online Test #2 CLOSES via D2L (Friday, May 8 @ 11:59 PM)</b>		
17	05/19	<b>University Assigned Finals Day</b> (finals week is Monday, May 16 – Friday, May 20) <b>Day/Time:</b> Thursday, 14:45-16:45 <b>Location:</b> CAC 235 (my office) <b>Activity:</b> Open Office Hour (No Attendance Taken)	