

COURSE OUTLINE		
TERM: Fall 2021	COURSE NO: BADM 475	
INSTRUCTOR:	COURSE TITLE: Negotiation Skills	
OFFICE: LOCAL: E-MAIL: @capilanou.ca	SECTION NO(S):	CREDITS: 3
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

### COURSE FORMAT

Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams. May be offered in mixed mode or online format.

### COURSE PREREQUISITES

75 credits of 100-level or higher coursework including ENGL 100; OR 3 NABU credits and CMNS 305

### CALENDAR DESCRIPTION

Negotiation happens every day with friends, peers and/or potential employers. Negotiation is a necessary skill in personal and professional context. In this course students will learn simple and effective negotiation strategies using interest-based negotiation techniques. Students will practice negotiation strategies in small group discussions, activities using negotiation exercises. Students will learn to see the big picture when negotiating and how to get to win-win solutions.

### COURSE NOTE

BADM 475 is an approved Experiential course for Cap Core requirements.

### REQUIRED TEXTS AND/OR RESOURCES

Thompson, Leigh L. (2014). The Mind and Heart of the Negotiator (Seventh Ed.). New Jersey: Prentice Hall or similar.

**COURSE STUDENT LEARNING OUTCOMES**

**On successful completion of this course, students will be able to do the following:**

1. Integrate proven negotiation strategies including self-assessment, perspective taking, situational awareness, value claiming, integrative negotiation and the decision-making model to plan and conduct well-sequenced negotiations.
2. Engage in multiple types of simulated negotiation scenarios for dispute resolution, creating concessions, conflict management and balancing the needs of multiple parties in the negotiation process.
3. Evaluate negotiation scenarios of peers and provide constructive feedback for improvement.
4. Explain the role of cultural and individual dynamics that impact negotiations.
5. Determine the psychological components of negotiation including personality, motivation, emotions.
6. Reflect upon negotiation style and outline ways to improve personal negotiation strategy for the future.

**Students who complete this Experiential course will be able to do the following:**

1. Critically reflect on their progress and development in the context of the course and assess the utility of the acquired knowledge, skills, and values in the learner's personal, academic, or professional trajectory.
2. Apply the skills and knowledge of a given discipline or professional context, including working collaboratively in both leadership and team roles.

**COURSE CONTENT**

- Introduction to Negotiation
- Preparation: What to Do Before Negotiation
- Distributive Negotiation: Claiming Value
- Integrative Negotiation: Expanding the Pie
- Understanding personality and motivation
- Managing Emotions and contentious negotiations
- Establishing Trust and Building Relationships
- Power, Ethics and Reputation
- Creativity, Problem Solving, and Learning in Negotiation
- Multiple Parties, Coalitions, and Teams
- Cross Cultural Negotiations

This class will include several in-class negotiations throughout the term including peer observations and a final negotiation assessment.

*NOTE: Weeks 14-15 of the term are the final assessment period.*

## EVALUATION PROFILE

Assessment	Percentage
Assignment(s)*	45%-60%
Chapter Quiz(zes)	10%
Midterm Exam	20%-30%
Professionalism/Participation	0-5%
Observation	5-10%
TOTAL	100%

\*NOTE: No one assessment or assignment may be worth more than 35% of the total course grade.

### Professionalism/Participation

Students are expected to come to class prepared, engage fully in simulations and cases, make thoughtful contributions to in-class discussion and show an interest in and respect for others' contributions.

## GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

### Incomplete Grades

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

### Late Assignments

Assignments are due on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

### Missed Exams/Quizzes/Labs etc.

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

### Attendance

Students are expected to attend all classes and associated activities.

### English Usage

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

**Electronic Devices**

Students may use electronic devices during class for note-taking only, as specified by the instructor.

**On-line Communication**

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

**UNIVERSITY OPERATIONAL DETAILS****Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-life/>

**Capilano University Security: download the [CapU Mobile Safety App](#)**

**Policy Statement (S2009-06)**

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

**Academic Integrity (S2017-05)**

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information: <https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

**Academic dishonesty** is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

**Cheating:** Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

**Fraud:** Creation or use of falsified documents.

**Misuse or misrepresentation of sources:** Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

**Plagiarism:** Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

**Self-Plagiarism:** Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

**Prohibited Conduct:** The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

### **Sexual Violence and Misconduct**

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

**Emergencies:** Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.