

# MGMT - 4381 – 010 Negotiation & Persuasion

## **Course Description/Overview**

---

The art of negotiation and persuasion affect every aspect of our lives. Students will study a variety of negotiation and persuasion tactics. Additionally, students will learn how to recognize and respond to these tactics when used against them.

### **Course Technology**

Students must be familiar with Blackboard functionality.

### **Class Meeting Times**

Tuesday & Thursday 9:30 – 10:45, Rassman 265

### **Technical Support**

The Technology Service Center (TSC) may be contacted by calling (325) 942-2911 or 1-866-942-2911 or by email at [helpdesk@angelo.edu](mailto:helpdesk@angelo.edu)

## **Faculty/Instructor Information**

---

Dr. Conklin

*Assistant Professor of Business Law*

Office: Rassman 254

Phone: 325-486-6489

E-Mail: [mconklin@angelo.edu](mailto:mconklin@angelo.edu)

Office Hours: 7:30 – 8:45 Monday - Thursday

## **Course Objectives**

---

### **Learning Objectives:**

Upon completion of this course, students will be able to...

1. Assess which negotiation strategy works best for unique situations.
2. Identify when others use negotiation tactics on them and know how to best respond.
3. Call upon an established set of ethical standards for how they will use negotiation tactics.

### **Assessment Methods**

Various assessment methods such as quizzes, essays, and activities (both in-class and outside-the-classroom) will be utilized.

## Course Textbook and Required Readings

Harvard Business Essentials: Negotiation. ISBN: 9781591391111

Other readings will be assigned in a timely manner as needed and will be provided to you as PDF, in MS Word format, or as a link to an online resource.

## Grading Policies

---

This course employs the following to measure student learning.

<b>Grade Calculations</b>	<b>Percent of Grade</b>	<b>Brief Description</b>
Attendance/In-Class Activities	20%	See description below
Textbook Quizzes	20%	Five total, completed on Blackboard
Essays/Outside-of-Class Activities	60%	Check Blackboard calendar for dates and instructions

Angelo State University employs a letter grade system. Grades in this course are determined on a percentage scale:

A = 90 – 100 %

B = 80 – 89 %

C = 70 – 79 %

D = 60 – 69 %

F = 59 % and below.

### Response Time

Students are expected to check their email every weekday; the instructor will do the same.

### Missed/Late Work

Dealing with deadlines is a large part of being successful in the business world. Late work of any kind is not accepted in this course. If I do not have possession of your assignment by the due date, then it is late. Note that this includes accidentally submitting the wrong assignment and not realizing your error until after the due date. Also, “.pages” files (the default for Mac computers) are not acceptable. The business world runs on PC.

The only exception to the late work policy would be if it was impossible to complete the assignment due to complete physical incapacity such as being in a coma. Excuses short of this, such as weather, technology issues, health of your family members, pet issues, work issues, and housing issues do not count.

## **Attendance/Participation**

A lot of this course centers on participating in class activities and discussions. Therefore, you will earn one attendance point for every day you are attentive in class. At the end of the semester, your attendance points will be divided by thirty and this will be your attendance portion of your final grade. For example, if you attend and are attentive in twenty-seven classes, you will receive a 90% on the attendance portion of your final grade. Note that while you obviously will not receive credit for classes missed due to excused absences, these absences can be made up with extra credit at the end of the semester.

## **Course Policies**

---

### ***Academic Honesty and Integrity***

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and complying with the university Academic Honor Code, which is in both print and web versions of the ASU Student Handbook.

Academic integrity is expected. This includes, but is not limited to, any form of cheating, plagiarism, unauthorized sharing of work, or unauthorized possession of course materials. The professor assumes that all students can be trusted. Please do not violate this trust. Violation of academic integrity will result in a failing grade for the course.

It is the professor's intention to be as fair and impartial as is humanly possible. Therefore, all students will be asked to adhere to the same set of guidelines and rules UNLESS there are disabilities or documented extenuating circumstances that have been discussed with the professor and the Student Life Office. Please make sure you inform the professor as soon as any situation arises. Do NOT wait until the problem is compounded by poor class performance, poor attendance, etc.

### ***Plagiarism***

Plagiarism is a serious topic covered in ASU's Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center.

### ***Copyright Policy***

Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

### ***Code of Ethics***

Students, faculty, administrators and professional staff of the College of Business should always:

- Be forthright and truthful in dealings with all stakeholders
- Take responsibility for one's actions and decisions
- Serve as an example of ethical decision-making and behavior to others
- Admit errors when they occur, without trying to conceal them
- Respect the basic dignity of others by treating them as one would wish to be treated

## ***Courtesy and Respect***

Courtesy and respect are essential ingredients to this course. We respect each other's opinions and respect others points of view at all times while in our class sessions. The use of profanity and harassment of any form is strictly prohibited (Zero Tolerance), as are those remarks concerning one's ethnicity, life style, religion, etc., violations of these rules will result in appropriate disciplinary actions.

## ***Accommodations for Disability***

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA), and subsequent legislation.

Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student's responsibility to initiate such a request by emailing [studentservices@angelo.edu](mailto:studentservices@angelo.edu), or by contacting:

Mrs. Dallas Swafford  
Director of Student Development  
Office of Student Affairs  
University Center, Suite 112  
325-942-2047 Office  
325-942-2211 FAX  
[Dallas.Swafford@angelo.edu](mailto:Dallas.Swafford@angelo.edu)

## ***Student absence for religious holidays***

As stated in the Angelo State University Operating Policy and Procedures (OP 10.19 Student Absence for Observance of Religious Holy Day), a student who intends to miss class to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

## ***Course Drop***

To view information about how to drop this course or to calculate important dates relevant to dropping this course, you can visit [http://www.angelo.edu/services/registrar\\_office/course\\_drop\\_provisions.php](http://www.angelo.edu/services/registrar_office/course_drop_provisions.php).

## ***Incomplete as a Course grade***

As stated in the Angelo State University Operating Policy and Procedure (OP 10.11 Grading Procedures), the grade "I" is given when the student is unable to complete the course because of illness or personal misfortune. For undergraduates, an "I" that is not removed before the end of the next long semester automatically becomes an "F". A graduate student will be allowed one year to remove a grade of "I" before it automatically becomes an "F". To graduate from ASU, a student must complete all "I's".

## ***Grade Appeal Process***

As stated in the Angelo State University Operating Policy and Procedures (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, has experienced inequitable evaluation procedures, or inappropriate grading practices, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the grade appeal process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at: <http://www.angelo.edu/content/files/14196-op-1003-grade-grievance>.