

MGMT - 4381 – D20 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

100% online

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

Faculty/Instructor Information

Dr. Conklin

Powell Endowed Professor of Business Law

Office: Rassman 254

Phone: 325-486-6489

E-Mail: mconklin@angelo.edu

Office Hours: available upon request

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 discussion posts 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.

Grade Calculations	Percent of Grade	Due Dates
Quizzes, Essays, Discussion Posts	100%	First discussion post due Thursdays, all else due Saturdays

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

A = 90 – 100 %

B = 80 – 89.99 %

C = 70 – 79.99 %

D = 60 – 69.99 %

F = 59.99 % 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 an important part of the business world. Every due date for this class has a built in 24-hour grace period where you can still receive full credit. After that, absolutely no late work is accepted. If I do not have possession of your assignment by the final cutoff, 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 (which is the default word processor for Mac computers) are not acceptable as I cannot open them. The business world runs on PC. Note that all deadlines are 11:59:01 PM.

Weekly Videos

I will post weekly videos on the Blackboard Announcements page. Watching these videos is a required part of the course. Each weekly video must be watched within four days of it being posted. I will occasionally give a class instruction in a video that is found nowhere else to determine who is watching the videos and who is not. Not watching these videos will result in a significant reduction in your grade.

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.

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, 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

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/registrars_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>.

Title IX at Angelo State University:

The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance.

Students are encouraged to report any incidents of sexual misconduct directly to ASU's Office of Title IX Compliance and the Title IX Coordinator at:

Michelle Miller, J.D.
Title IX Coordinator
Mayer Administration Building, Room 210
325-942-2022
michelle.miller@angelo.edu

You may also file a report online 24/7 at www.angelo.edu/incident-form. If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic at 325-942-2171, Counseling Services at 325-942-2371 or the ASU Crisis Helpline at 325-486-6345. For more information about Title IX in general you may visit www.angelo.edu/title-ix.

Course Outline

Week	Textbook Quizzes	Assignments
1	Chapters 1 & 2	Rejection Therapy Discussion post 1
2	Chapters 3 & 4	Power of Words Discussion post 2
3	Chapters 5 & 6	Selling the Profession Discussion post 3
4	Chapters 7 & 8	Presidential Persuasion Discussion post 4
5	Chapters 9 & 10	Cognitive Anchoring Discussion post 5