FUNDAMENTALS OF NEGOTIATIONS
Purdue University
Fall 2014
CSR 34400 - 001        CRN 51571
Tuesday and Thursday 7:30 AM - 8:45 AM
Krannert Building G016

Professor: Andres Vargas, PhD
Office: Matthews Hall Room 216
Office Hours: Tuesday and Thursday 11:00 AM - 12:00 PM or by appointment.
Email: vargas28@purdue.edu
Phone: 765-494-8305

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Office: Matthews Hall Room 326
Office Hours: Mon, Wed,10:30 AM - 12:00 PM and Fri 11:00 AM- 12:00 PM.
Email: ha20@purdue.edu
Phone: 765-494-8312

Class Web Page: Students should check Blackboard for information about the class.

There are also supplemental readings that will be available on the course’s blackboard website

Prerequisites: Undergraduate level AGEC 33100 Minimum Grade of D- and (Undergraduate level CSR 31500 Minimum Grade of D- or Undergraduate level CSR 20900 Minimum Grade of D- or Undergraduate level CSR 34200 Minimum Grade of D- or Undergraduate level BUS F2600 Minimum Grade of D-)

Brief course description:

People, businesses, nations, everyone negotiates almost daily. Negotiations occur to create something new that neither party could do on his or her own, or to resolve a problem or dispute between the parties. Perspectives used to understand different aspects of negotiations include theory, research from economics, psychology, political science, communication, labor relations, law, sociology, and anthropology.

This is an upper division course intended for students majoring in Sales and Sales Management, Retailing and Financial Planning at the undergraduate level. The course is designed to be relevant to the broad spectrum of negotiation “problems” that are traditionally faced by the manager, sales personnel and financial advisors. The course explores the processes of bargaining and negotiation as social and managerial activities. Special emphasis will be given to the areas of interpersonal and intergroup conflict, in addition to the interpersonal influence techniques and
the tactics and strategies involved with improved bargaining and negotiation. The major purpose of the course is for each student to gain insight into his or her own negotiating style and to become a more effective negotiator, as well as a more astute observer of social process. The course will involve extensive use of cases, role-plays, and related participative activities, enhanced by rigorous self-review and introspection.

Learning Objectives:

1. Explore the major concepts and theories of bargaining and negotiation.
2. Understand the dynamics of interpersonal and intergroup conflict and its resolution.
3. Develop the sophistication to analyze bargaining and conflict relationships.
4. Learn about your own individual “bargaining style”.
5. Develop appropriate negotiation strategies and tactics for specific situations.

Course Requirements and Assessment:

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<thead>
<tr>
<th>Outcome Assessments</th>
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<tbody>
<tr>
<td>10 Simulation Exercises:</td>
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<tr>
<td>50%</td>
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<tr>
<td>Midterm:</td>
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<td>25%</td>
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<td>October 9th</td>
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<td>Final Exam:</td>
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<td>25%</td>
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<td>during FINALS WEEK, as scheduled by Purdue.</td>
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<td>Total:</td>
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<td>100%</td>
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****There is no Extra Credit****

Letter Grades: The following average course points (ranging 0-100), as calculated based on the syllabus weights at the end of the course, will guarantee you the following letter-grade.

<table>
<thead>
<tr>
<th>Average Score</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>90 and above</td>
<td>A</td>
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<tr>
<td>80 - 89</td>
<td>B</td>
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<tr>
<td>70 - 79</td>
<td>C</td>
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<tr>
<td>60 - 69</td>
<td>D</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
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Simulation Exercises: The single best way to develop your negotiation skills is through simulation exercises. These simulations are designed to help you use the ideas presented in the text creatively, to lead you through an investigation of some concept, and to give you opportunities to experiment with negotiating techniques in a variety of contexts. When negotiating, you will not be graded on the outcome, just preparation and professionalism. Students are expected to attend all class sessions and read all assigned readings. Students should always respect other people's opinions during class discussions. EACH simulation is scored based on some combination of the in class simulation and associate report.
In particular, your grade will be based on criteria that include the following:

a. Quality of preparation for the exercises, including familiarity with the reading material and case material.

b. Quality of performance on the exercise (as a PROCESS, not outcome).

c. Quality of report.

There are ten negotiation exercises, but I will drop the lowest score.

For each negotiation simulation, keep the following in mind:

• You will be assigned a role and partner(s) for each negotiation simulation. Be sure to pick up the correct role instructions for your assigned role.
• Complete your preparations – reading and planning – prior to a class during which a negotiation takes place. There will not be time allotted in class for preparation.
• Within each negotiation simulation, you will be assigned a role and provided with confidential information for that role. It is imperative that you read only the material assigned for your role.

Exams: There is one midterm on October 9th and one final exam that will be given according to Purdue’s official exam schedule. Make sure you do not schedule to leave town before that. Each exam counts 25 percent of your final grade. Please bring to the exams a #2 soft lead pencil (for multiple choice bubble sheets) and your photo ID.

I would encourage students to make use of the T.A. and my office hours during the semester and not wait until the day before an exam or an assignment is due. If you are having difficulty with concepts early on, then it is likely that your difficulties will snowball and that there will be insufficient time to deal with your problems close to the exams. So please make use of the office hours to sort out difficulties as they arise.

Make-up examinations: It is your responsibility to arrive at the exam on time. Exams will be held in our regular classroom. Students who arrive late will not be given additional time, and anyone arriving after other students have finished will not be permitted to take the exam.

Failing to take a scheduled examination will result in a score of 0 unless replaced by a make-up exam in a timely fashion. ‘Make-up’ examinations are given at the discretion of the instructor, and will only be given in cases where there is a documented excuse beyond your reasonable control:

• Illness – you must have a physician note indicating that you were not in a physical condition to take the exam at the scheduled time. A note from a family member is insufficient.
• Death or grave illness in your immediate family.
Significant scheduling conflicts such as job interviews or official PU business. In this case, you must inform the instructor before the scheduled exam you may miss so that an alternate exam time can be scheduled.

No exam will be made-up after it has been graded and returned to the class.

**Grading:** All the grades will be posted on Blackboard. If you think that a grading error was made, you must see the TA first. If you still have questions after talking to him, you may submit a typed appeal within a week (7 days) of when the grade was returned to you. Your written appeal should be based on course materials and should stress the validity of your original response. In grading (and re-grading) we will strive for fairness and consistency. Please see me if you have any questions about how your grade is computed or if you are unsure how you are doing in the course at any point throughout the semester.

**Civility in the Classroom:** Students are expected to assist in maintaining a classroom environment that is conducive to learning. In order to assure that all students have the opportunity to gain from time spent in class, unless otherwise approved by the instructor; students are prohibited from engaging in any other form of distraction, such as reading the newspaper or texting. Inappropriate behavior in the classroom shall result, minimally, in a request to leave class. **Wireless phones** must be turned off during class time.

*Please arrive on time to class and stay for the entire class period.* Late arrivals and early departures are disruptive. If despite your best effort you arrive late, please quietly take a seat at the back of the classroom. Similarly, in the rare event that you must leave class early talk to me before the class starts to let me know, then sit close to the rear door and leave as unobtrusively as possible. If you can’t be there on time or must always leave early because of a class or work conflict, either seek specific permission from me or do not take the class. During exams, ask permission before leaving to use the restroom. Try to use the restroom before coming to class.

**Attendance Policy:** Regular and punctual attendance at all scheduled classes is expected. *Attendance will be monitored daily.* Each class you will have to sign an attendance sheet. IT IS YOUR RESPONSIBILITY TO SIGN THE ATTENDANCE SHEET. You will be counted absent if you fail to do so. Signing attendance lists for absent students and asking classmates to sign class attendance lists are considered as cheating (see below).

An absence is defined as the following:

1. Failing to attend a scheduled class
2. Missing 15 or more minutes of a scheduled class
3. Leaving class early without notifying the instructor and obtaining approval from the instructor

Due to the nature of this course, attendance is crucial, especially during negotiation exercises. Students are expected to participate in all pre-announced negotiation exercises. Because negotiations are central to the course, there is a rigid attendance policy. This policy is to ensure that students who come to class prepared to negotiate will never find themselves without a
negotiation partner. You will not be allowed to make up any simulation exercise. But I will drop the lowest simulation exercise grade.

**Academic Integrity and Dishonesty:** All students are expected to follow the policies of Purdue University as outlined in the Purdue University statement of Integrity and Code of Conduct. Cheating and plagiarism will not be tolerated. See the student code of conduct at http://www.purdue.edu/purdue/about/integrity_statement.html and the online guide http://www.purdue.edu/odos/osrr/academicintegritybrochure.php

Students that knowingly take any action that violates the University Code of Student Conduct are subject to disciplinary action including, but not limited to, the possibility of failure in the course.

Dishonesty of any kind with respect to examinations, course assignments, records or possession of examinations shall be considered cheating. In addition, given the nature of this class, reading anyone else’s confidential role information for an exercise before or during the negotiation of that exercise will also be considered as cheating.

**Students with Disabilities:** I would like to hear from anyone who has a disability that may require some modification of the seating, testing, or other class requirements so that appropriate arrangements may be made. Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make any necessary arrangements.

**Religious Holy Days:** Religious holy days sometimes conflict with class and examination schedules. The University policy is that students that miss course work due to the observance of a religious holy day must be given the opportunity to complete the work missed within a reasonable time after the absence. Notification must be made in writing and delivered in person to the instructor no later than the 15th class day of the semester.

I am committed to providing students with a respectful environment that is conducive to learning. If you feel such conditions are not being met, please do not hesitate to contact me.

**Emergencies:** In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructor’s control. Here are ways to get information about changes in this course.

- Course Blackboard page
- Instructor’s email (vargas28@purdue.edu)
- Instructor’s phone (765-494-8305)
I will try as best I can to stick to the course outline above. If we happen to need more time for some of the topics, the exam dates will not change, just the material they cover.