

MANA 4341-001 NEGOTIATION AND CONFLICT RESOLUTION

Summer 2019, June 4 – July 30, Tuesdays & Thursdays, 8:00 PM – 10:20 PM, COBA Room 253

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Office Hours: One hour after each scheduled class and by appointment

Required Text:

Essentials of Negotiations, Sixth Edition by Lewicki, Barry, and Saunders. McGraw Hill - ISBN 13: 9781260403169

Getting to Yes: Negotiating Agreement Without Giving In by Roger Fisher, William L. Ury, Bruce Patton. Penguin Books - ISBN 13: 978 1844131464

Course Overview:

This course focuses on the fundamentals of conflict management and negotiation. By the conclusion of this course, you will have improved your ability to diagnose conflict and negotiation situations, strategize and plan upcoming negotiations, and engage in more effective negotiations.

Negotiating effective agreements is typically viewed as a blend of art and science. Consequently, to assist you in developing effective negotiation and conflict management skills, this course heavily emphasizes experiential learning through student participation in a variety of exercises and role-plays. Research on negotiations and conflict will be used to supplement this learning. Throughout the course you will be placed into numerous realistic negotiation settings, and you will need to prepare for, participate in, and analyze your negotiations.

Objectives and Student Outcomes:

- Students will be able to describe the impact of different conflict handling styles in the workplace.
- Students will be able to differentiate distributive and integrative negotiation strategies.
- Students will be able to describe key attributes of alternative dispute resolution procedures such as the mediation process.

The focus of the course includes:

1. Understanding the central concepts of negotiation and conflict.
2. Providing experience in the negotiation and conflict management process.
3. Effectively diagnosing and planning for different types of negotiation situations.
4. Developing negotiating skills and confidence in a variety of contexts.

Grading Policy: The key activities in which you will be participating will be scored and combined to determine your final grade. Their respective maximum scores and weights are as follows:

1.	Class & Group Participation – 100 Points	20%	
2.	Quizzes (avg. of top 9) – 100 Points	20%	A=>89.5 Total Points
3.	Exam I – 100 Points	20%	B=>79.5
4.	Exam II – 100 Points	20%	C=>69.5
5.	Group Negotiation Simulation – 100 Points	20%	D=>59.5
	TOTAL	100%	

Tentative Course Schedule

Date	Topic	Due
Tuesday, June 4, 2019	Course Introduction	
Thursday, June 6, 2019	The Nature of Negotiation	Ch 1
Tuesday, June 11, 2019	Distributive Negotiation	Ch 2
Thursday, June 13, 2019	Integrative Bargaining	Ch 3
Tuesday, June 18, 2019	Planning and Strategy	Ch 4
Thursday, June 20, 2019	Ethics	Ch 5
Tuesday, June 25, 2019	Emotion, Cognition	Ch 6
Thursday, June 27, 2019	Exam 1	Ch 1-6
Tuesday, July 2, 2019	Communication	Ch 7
Thursday, July 4, 2019	Holiday	
Tuesday, July 9, 2019	Power & Relationships	Ch 8 & 9
Thursday, July 11, 2019	Multiparty Negotiation	Ch 10
Tuesday, July 16, 2019	Negotiation and Culture	Ch 11
Thursday, July 18, 2019	Best Practices	Ch 12
Tuesday, July 23, 2019	Exam 2	Ch 7-12
Thursday, July 25, 2019	Group Negotiation Simulations	
Tuesday, July 30, 2019	Group Negotiation Simulations	

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering.

Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/aao/fao/>).

Americans with Disabilities Act: The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Title IX: The University of Texas at Arlington is committed to upholding U.S. Federal Law "Title IX" such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit www.uta.edu/titleIX.

Academic Integrity: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

Electronic Communication: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

Student Feedback Survey: At the end of each term, students enrolled in classes categorized as “lecture,” “seminar,” or “laboratory” shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

Final Review Week: A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, *immediately to the right upon exiting the class room, up the stairs and out the doors on the left*. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

Student Support Services: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at www.uta.edu/resources.