

**Commerce 2NG3 – Negotiations
Section C01
Fall 2022 Course Outline**

**Human Resources & Management Area
DeGroote School of Business
McMaster University**

COURSE OBJECTIVES

The purpose of this course is to provide students with foundational knowledge on the theories and practice of negotiation. Students will learn about themes such as the process and sub-processes of negotiations, strategies and tactics, conflict resolution, and the tenets to ethical bargaining. Embracing experiential learning, students will take part in case studies and exercises to deepen their knowledge of negotiations. All lectures, discussions, simulations and exercises will be conducted during the weekly class and tutorial sessions.

INSTRUCTOR AND CONTACT INFORMATION

Dr. Jameel Qazi

Instructor

qazim5@mcmaster.ca

Office Hours: email for appointment

Class Details:

Section	Teaching	Tutorial	TA
C01	Mondays at TSH 120 16.30 to 18.20	Wednesdays at MDCL_1309 14.30 to 15:20	Shubham Katiyar katiyars@mcmaster.ca

COURSE ELEMENTS

Credit Value: 3	Leadership: Yes	IT skills: No	Global view: Yes
A2L: Yes	Ethics: Yes	Numeracy: No	Written skills: Yes
Participation: Yes	Innovation: No	Group work: Yes	Oral skills: Yes
Evidence-based: Yes	Experiential: Yes	Final Exam: Yes	Guest speaker(s): Yes

COURSE DESCRIPTION

This course will explore:

- The processes and sub-processes of negotiation, and how they relate to conflict and cooperation
- The art of formulating negotiation strategies and tactics
- How personality, emotions, and interpersonal relationship influence bargaining dynamics and outcomes
- The role of power and ethics in shaping negotiation dynamics and outcomes
- Differences between single party and multi-party negotiations
- Negotiations in a changing world that is increasingly virtual and multi-cultural

COURSE MATERIALS AND READINGS

Thompson, L. (2020). *The Heart and Mind of the Negotiator, 7th Edition*. Upper Saddle River, NJ: Pearson Education, Inc.

COURSE OVERVIEW AND ASSESSMENT

Missed tests/exams will receive a grade of zero unless the student has submitted and been approved for a Notification of Absence or MSAF. Late assignments will be penalized 10% for each day they are late. Your final grade will be calculated as follows:

COURSE DELIVERABLES

BREAKDOWN OF CLASS ACTIVITIES

ACTIVITY	DELIVERY	DESCRIPTION	TOOL(S)
Lectures	Synch	In person	
Exercises / group discussions	Synch	Exercises and group discussions in-class	Provided by instructor in-class
Negotiation simulation	Synch	Mock negotiation simulation scheduled with Instructor and Teaching Assistant	In-class

Readings and videos	Asynch	Mandatory course readings and video content	Avenue to Learn
----------------------------	--------	---	-----------------

Evaluation	Week	Delivery	Value
Quiz #1 (Chapters 1 & 2)	Week 4	Avenue to Learn	5 %
Individual Negotiation Simulation	Week 4	As assigned by instructor	10%
Quiz #2 (Chapters 3 & 4)	Week5	Avenue to Learn	5 %
Midterm Exam (Chapter 1,2,3,4,5,6)	Week 7	In - class	15%
Team Negotiation (Two Teams)	Week 9	As assigned by the instructor	15%
Quiz #3 (Chapters 7 & 8)	Week 10	Avenue to Learn	5 %
Multiparty Negotiations (Three Teams)	Week 12	In class/Tutorials	20%
Quiz #4 (Chapters 9 & 10)	Week 13	Avenue to Learn	5 %
Final Exam (Chapter 7,8,9,10,11,12)	As per the University Schedule	Avenue to Learn	20%
Total			100%

COMMUNICATION AND FEEDBACK

Students who wish to correspond with instructors or TAs directly via email must send messages that originate from their official McMaster University email account. This protects the confidentiality and sensitivity of information as well as confirms the identity of the student. Emails regarding course issues should NOT be sent to the Area Administrative Assistants. All students must receive feedback regarding their progress prior to the final date by which a student may cancel the course without failure by default.

REQUESTING RELIEF FOR MISSED ACADEMIC WORK

In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar “Requests for Relief for Missed Academic Term Work” and the link below;

<http://ug.degroote.mcmaster.ca/forms-and-resources/missed-course-work-policy/>

ACADEMIC INTEGRITY

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. **It is your responsibility to understand what constitutes academic dishonesty.**

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: “Grade of F assigned for academic dishonesty”), and/or suspension or expulsion from the university.

For information on the various types of academic dishonesty please refer to the [Academic Integrity Policy](https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/), located at <https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/>

The following illustrates only three forms of academic dishonesty:

- plagiarism, e.g. the submission of work that is not one’s own or for which other credit has been obtained.
- improper collaboration in group work.
- copying or using unauthorized aids in tests and examinations.

AUTHENTICITY/PLAGIARISM DETECTION

Some courses may use a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. For courses using such software, students will be expected to submit their work electronically either directly to Turnitin.com or via an online learning platform (e.g. A2L, etc.) using plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty.

Students who do not wish their work to be submitted through the plagiarism detection software must inform the Instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software.

All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, other software, etc.). For more details about McMaster’s use of Turnitin.com please go to www.mcmaster.ca/academicintegrity.

COURSES WITH AN ON-LINE ELEMENT

Some courses may use on-line elements (e.g. e-mail, Avenue to Learn (A2L), LearnLink, web pages, capa, Moodle, ThinkingCap, etc.). Students should be aware that, when they access the electronic components of a course using these elements, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course.

The available information is dependent on the technology used. Continuation in a course that uses on-line elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

ONLINE PROCTORING

Some courses may use online proctoring software for tests and exams. This software may require students to turn on their video camera, present identification, monitor and record their computer activities, and/or lock/restrict their browser or other applications/software during tests or exams. This software may be required to be installed before the test/exam begins.

CONDUCT EXPECTATIONS

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the [Code of Student Rights & Responsibilities](#) (the “Code”). All

students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, **whether in person or online**.

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students’ access to these platforms.

ACADEMIC ACCOMMODATION OF STUDENTS WITH DISABILITIES

Students with disabilities who require academic accommodation must contact [Student Accessibility Services](#) (SAS) at 905-525-9140 ext. 28652 or sas@mcmaster.ca to make arrangements with a Program Coordinator. For further information, consult McMaster University's [Academic Accommodation of Students with Disabilities](#) policy.

ACADEMIC ACCOMMODATION FOR RELIGIOUS, INDIGENOUS OR SPIRITUAL OBSERVANCES (RISO)

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the [RISO](#) policy. Students should submit their request to their Faculty Office **normally within 10 working days** of the beginning of term in which they anticipate a need for accommodation or to the Registrar's Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

COPYRIGHT AND RECORDING

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, **including lectures** by University instructors.

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

EXTREME CIRCUMSTANCES

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

RESEARCH USING HUMAN SUBJECTS

All researchers conducting research that involves human participants, their records or their biological material are required to receive approval from one of McMaster's Research Ethics Boards before (a) they can recruit participants and (b) collect or access their data. Failure to comply with relevant policies is a research misconduct matter. Contact these boards for further information about your requirements and the application process.

McMaster Research Ethics Board (General board): <https://reo.mcmaster.ca/>

Hamilton Integrated Research Ethics Board (Medical board): <http://www.hireb.ca/>

ACKNOWLEDGEMENT OF COURSE POLICIES

Your enrolment in Commerce **2NG3** will be considered to be an implicit acknowledgement of the course policies outlined above, or of any other that may be announced during lecture and/or on A2L. **It is your responsibility to read this course outline, to familiarize yourself with the course policies and to act accordingly.**

Lack of awareness of the course policies **cannot be invoked** at any point during this course for failure to meet them. It is your responsibility to ask for clarification on any policies that you do not understand.

COURSE SCHEDULE

**Commerce 2NG3
Negotiations
Fall 2022 Course Schedule**

WEEK	DATE	ASSIGNMENT
Week 1		No class – Labor Day Holiday
Week 2 <i>Introduction to negotiation</i>	Sep 12	Readings: Thompson, L. (2020). <i>The Heart and Mind of the Negotiator, 7th Edition</i> . Upper Saddle River, NJ: Pearson Education, Inc. (Chapter 1) Tutorial: Activity
Week 3 <i>Preparing for negotiations</i>	Sep 19	Reading: Thompson, L. (2020). <i>The Heart and Mind of the Negotiator, 7th Edition</i> . Upper Saddle River, NJ: Pearson Education, Inc. (Chapter 2) Tutorial: Activity
Week 4 <i>Distributive Negotiations: Claiming Value</i> <i>Integrative Negotiations: Expanding the Pie</i>	Sep 26	Readings: Thompson, L. (2020). <i>The Heart and Mind of the Negotiator, 7th Edition</i> . Upper Saddle River, NJ: Pearson Education, Inc. (Chapter 3 & 4) Tutorial: Activity Quiz 1: Online in A2L Open from 12:00 AM to 11:59 PM on Sep 26 Chapter 1 & 2 Assignment: Individual Negotiation Simulation (10%) Due on Sep 30 @ 11:59 PM
Week 5 <i>The role of personality and emotions</i>	Oct 3	Readings: Thompson, L. (2020). <i>The Heart and Mind of the Negotiator, 7th Edition</i> . Upper Saddle River, NJ: Pearson Education, Inc. (Chapter 5 & 6) Tutorial: Activity Quiz 2: Online in A2L Open from 12:00 AM to 11:59 PM on October 7 Chapter 3 & 4

Week 6	Oct 10	Oct 10 – 14 READING WEEK RECESS (No Class)
Week 7	Oct 17	Online midterm exam during lecture time (Chapters 1, 2, 3, 4, 5, 6) Tutorial: Midterm Review
Week 8 <i>The role of trust and relationships</i>	Oct 24	Readings: Thompson, L. (2020). <i>The Heart and Mind of the Negotiator, 7th Edition</i> . Upper Saddle River, NJ: Pearson Education, Inc. (Chapters 7) Tutorial: Activity
Week 9 <i>Power, ethics, and negotiations</i>	Oct 31	Readings: Thompson, L. (2020). <i>The Heart and Mind of the Negotiator, 7th Edition</i> . Upper Saddle River, NJ: Pearson Education, Inc. (Chapter 8) Tutorial: Activity Assignment: Team Negotiation (15%) Due on Oct 31 @ 11:59 PM
Week 10 <i>Solving problems in negotiations</i>	Nov 7	Readings: Thompson, L. (2020). <i>The Heart and Mind of the Negotiator, 7th Edition</i> . Upper Saddle River, NJ: Pearson Education, Inc. (Chapter 9) Quiz 3: Online in A2L Open from 12:00 AM to 11:59 PM on Nov 7 Chapter 7 & 8
Week 11 <i>Multi-party negotiations</i>	Nov 14	Readings: Thompson, L. (2020). <i>The Heart and Mind of the Negotiator, 7th Edition</i> . Upper Saddle River, NJ: Pearson Education, Inc. (Chapter 10) Tutorial: Activity
Week 12 Cross-cultural negotiations	Nov 21	Readings: Thompson, L. (2020). <i>The Heart and Mind of the Negotiator, 7th Edition</i> . Upper Saddle River, NJ: Pearson Education, Inc. (Chapter 11) Tutorial: Activity Assignment: Multiparty Negotiations (20%) Due on Nov 21 @ 11:59 PM

Week 13 Negotiating in a virtual world	Nov 28	Readings: Thompson, L. (2020). <i>The Heart and Mind of the Negotiator, 7th Edition</i> . Upper Saddle River, NJ: Pearson Education, Inc. (Chapter 12) Tutorial: Activity Quiz 4: Online in A2L Open from 12:00 AM to 11:59 PM on Nov 28 Chapter 9 & 10
Week 14	Dec 5	Exam Review in class