

**Commerce 2NG3
Negotiations
Winter 2025 Course Outline**

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

INSTRUCTOR AND CONTACT INFORMATION

Lucas
ThungL@mcmaster.ca

Course website: See A2L.
Course antirequisites:

COURSE ELEMENTS

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

COURSE INFORMATION

Lectures: 2hr x1/wk

Tutorials: 1hr/wk on select weeks.

Course Description: The purpose of this course is to provide students with foundational knowledge on the theories and practice of negotiation and its sub-processes; they will also learn important skills on the use of strategies and tactics, conflict resolution, and the tenets of ethical bargaining. Embracing experiential learning, students will take part in case studies and exercises to deepen their knowledge of the skills required in negotiations.

IMPORTANT LINKS

- [Mosaic](#)
- [Avenue to Learn](#)
- [Student Accessibility Services - Accommodations](#)
- [McMaster University Library](#)

COURSE LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

- Explain the general nature of negotiation. This objective is paramount because many of the important phenomena in negotiation, e.g., interests, goals, cooperation, are ambiguous and often do not have “right” answers.
- Describe the central concepts in negotiation. These concepts will be the building blocks from which we can systematically understand and evaluate a negotiation process.
- Understand how to use the negotiation process as an effective means for resolving conflict in organizations.
- Analyze the behavior of individuals, groups, and organizations in negotiation.
- Manage the negotiation process, including pre-negotiation.
- Evaluate the costs and benefits of alternative actions including mediation and arbitration.
- Demonstrate critical thinking through in-class self-reflection and continuous learning in negotiation.
- Meet all deadlines and complete all course components as instructed.

COURSE LEARNING GOALS

The purpose of this course is to support learners with:

- Applying foundational knowledge on the theories and practice of negotiation and its sub-processes.
- Learning and demonstrating the important skills on the use of strategies and tactics, conflict resolution, and the tenets of ethical bargaining.
- Experiential learning, where students will take part in case studies and exercises to deepen their knowledge of the skills required in negotiations.

REQUIRED MATERIALS AND TEXTS

Required: <https://www.mheducation.ca/product/essentials-of-negotiation-2024-release-ise-9781266913396-can-group>

Essentials of Negotiation: 2024 Release ISE

1266913394 · 9781266913396

By Roy J. Lewicki, Bruce Barry, David M. Saunders

Textbook Listing: <https://textbooks.mcmaster.ca>

CLASS FORMAT

Weekly exercises could consist of any of the following:

- Rapid problem-solving, mini-lecture. lengthier discussion, and more in-depth applied exercises (not necessarily always in this order).
- Tutorials will be used to clarify concepts, used as a working session and opportunities to engage in additional exercises.

COURSE EVALUATION

Assessment	Due Date	Weight
Class Contribution	On-going	5%
Individual Textbook-based assignments on Avenue	On-going	5%
Group Negotiated Agreement (GNA)	Sunday, February 2, 2025	10%
Individual "in-person" online Midterm - Chapters 1 to 5 (inclusive)	Tuesday, February 11, 2025	25%
Group Negotiation Simulation	Tuesday, March 25, 2025	20%
Individual "in-person" Final Exam - Chapters 6 to 12 (inclusive)	During Exam Period - TBC	35%
Total		100%

COURSE DELIVERABLES

Class Contribution

Students will participate and contribute to class discussions throughout the semester.
Details will be posted to A2L.

Individual Textbook-based assignments on Avenue

Students will submit assignments to Avenue based on posed questions throughout the semester.
Details will be posted to A2L.

Group Negotiated Agreement (GNA)

Students will work together to group to take inventory of their skills regarding conflict management.
Details will be posted to A2L.

Individual “in-person” online Midterm

First 5 Chapters. Students will work individually.

Bring your “fully-charged” laptops to campus.

i.e. do not plan to “plug in” your laptop as the assigned exam room may not have power outlets.

Details will be posted to A2L.

Group Negotiation Simulation

Students will conduct role-plays to simulate a negotiation event.

Details will be posted to A2L.

Individual “in-person” Final Exam

Last 7 Chapters. Students will work individually.

Bring your “fully-charged” laptops to campus.

i.e. do not plan to “plug in” your laptop as the assigned exam room may not have power outlets.

Details will be posted to A2L.

LATE ASSIGNMENTS

In-class work cannot be submitted after the class is over.

Make sure you upload/hand-in any papers, worksheets, and so on before you leave the classroom.

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.

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.

- For Level 1 and Level 2 courses, this feedback must equal a minimum of 20% of the final grade.
- For Level 3 courses and above, this feedback must equal a minimum of 10% of the final grade.

Instructors may solicit feedback via an informal course review with students by Week #4 to allow time for modifications in curriculum delivery.

Email Etiquette

- 1) Utilize **ONLY** your **McMaster email** to email the Instructor
i.e. Do not use Gmail, Rogers, Live, etc.
- 2) Always **START** the “**Subject Line**” with “**2NG3**”.

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.degroot.mcmaster.ca/forms-and-resources/missed-course-work-policy/>

* Non-Commerce students must follow the Missed Course Work protocols outlined by their home faculty and Program Office.

COURSE MODIFICATION

From time to time there may be a need to remove/add topics or to change the schedule or the delivery format. If these are necessary, you will be given as much advance notice as possible.

GENERATIVE AI

USE PROHIBITED

Students are **not** permitted to use generative AI in this course. In alignment with [McMaster academic integrity policy](#), it “shall be an offence knowingly to ... submit academic work for assessment that was purchased or acquired from another source”. This includes work created by generative AI tools. Also state in the policy is the following, “Contract Cheating is the act of “outsourcing of student work to third parties” (Lancaster & Clarke, 2016, p. 639) with or without payment.” Using Generative AI tools is a form of contract cheating. Charges of academic dishonesty will be brought forward to the Office of Academic Integrity.

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](#).

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. Avenue to Learn, 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, 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, Avenue to Learn and/or McMaster email.

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

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Winter 2025 Course Schedule**

See A2L for the detailed schedule.