

UNIVERSITY OF LA VERNE COLLEGE OF LAW

NEGOTIATION DAY CLASS

CRN 1250

Spring 2015 Syllabus

PROFESSOR: Susan Nauss Exon
CREDIT HOURS: Two Credit Hours
DAYS & TIMES: Tuesdays, 9:30 – 11:30 a.m.
ROOM: 206

I. PROFESSOR EXON'S CONTACT INFORMATION

Office: 909-460-2043
Cell: 951-323-6280
Email: snexon@laverne.edu

II. OFFICE HOURS

Please do not disturb the professor one-half hour before any class she teaches.

Mondays By appointment
Tuesdays 2:00 – 5:00 p.m.
Wednesdays 1:00 – 4:00 p.m.
Thursdays By appointment
Fridays By appointment

The professor is available any other times by prearranged appointment.

III. TEXTBOOKS

- A. Required:
- Roy J. Lewicki et al., Essentials of Negotiation (5th ed. 2011)
 - Roger Fisher and William Ury, Getting to Yes: Negotiating Agreement Without Giving In (1991)
 - Supplemental Course Materials, which will be posted to TWEN
- B. Optional Study Aids will be made available upon request, depending on the focus of interest that a student may have regarding various aspects of negotiation.

IV. TWEN SITE

A TWEN site on Westlaw has been set up for this course. Each student is expected to register for that site.

V. COURSE OBJECTIVES

This course emphasizes theoretical and practical applications of negotiation in a variety of contexts – written (including e-mail), over the telephone, and face-to-face. The pedagogical philosophy for the course requires students to develop both cognitive knowledge (theory, concepts, approaches, and models) and behavioral competence (interviewing, questioning, counseling, presenting, persuading, negotiating, creating, and problem-solving). Combining cognitive knowledge with behavior competence, students will explore: principles of negotiation preparation; negotiating models, strategies and styles; negotiating tactics and techniques; consequences of psychology; communication skills, cultures and genders; and ethical considerations.

By the end of the course, students will become proficient in the cognitive and behavioral skills necessary for qualified negotiators and will be able to accomplish the following:

- Engage in negotiation objectively rather than based on emotion;
- Evaluate and relate to interpersonal communication styles and negotiation theories and strategies while communicating as part of a negotiation; and
- Engage in ethical negotiation.

VI. TEACHING METHODOLOGY

The field of alternative dispute resolution does not necessarily involve concrete principles that need or must be applied in every situation. Negotiation participants will benefit from their ability to be flexible. The professor's role is to open your minds, pose questions, but not necessarily provide concrete answers regarding every topic discussed in class. Many of the class discussions will go beyond the scope of the assigned readings. You should approach the readings by examining the material and then contemplating how it plays a part of a larger picture.

During class sessions, you will be expected to participate in class discussions about theoretical topics. Much of the course will be devoted to role-playing in fictitious fact scenarios so that students may gain the practical skills of negotiators. Although this course does not focus on case briefing, some cases may be assigned and students will be expected to read, brief and be prepared to discuss the legal implications of the cases in a modified Socratic dialogue.

As part of the Transactional Track, this course culminates in the negotiation of a final sales contract. For this project, students will rely on all information presented during the semester to prepare for the negotiation, and draft a written negotiation preparation plan that memorializes their preparation. They will then engage in a three-hour negotiation in which two buyer partners negotiate with two seller partners. The negotiations will be

videotaped so that students may use the videotapes to recall specific instances of the negotiation as they draft a final assessment paper that will be due at the beginning of the final class session. The final assessment paper will take the place of a final exam for this course. The negotiation will culminate in the execution of a sales contract.

VII. CLASSROOM EXPECTATIONS

You are expected to attend every class and be prepared. That means you should read all assigned material and be prepared to discuss the concepts in class. Some group projects will be assigned and you will be expected to contribute your assigned task(s) to the group project.

You are expected to be on time for each class. This is a simple courtesy to your fellow classmates and your professor. Punctuality will enable you to benefit by participating fully in the class discussions. If you are late for class, you will be marked absent. Any absence receives a zero score for class participation that day.

This course is extremely dependent on good communication skills, both verbal and nonverbal. Laptop computers, therefore, are not permitted in class. In addition, all cell phones and pagers should be turned off to avoid any distractions.

If you will be unable to attend a class session, please notify the professor in advance as any person's absence will impact the skills-building exercise planned for that particular class.

Excessive absences from class will result in an involuntary withdrawal from the course pursuant to College of Law policies.

VIII. EVALUATION AND GRADING

You will receive a numeric grade in accordance with the College of Law policies.

Note: All assigned papers and homework should be typewritten and include a separate cover page that includes your midterm exam number and the name of the assignment. Do not include any identifying marks on any other pages.

The written assignments should not be written as question and answer exercises. They are assignments to challenge your ability to critically analyze a situation based on class readings and discussion. Each assignment should have an overall theme, be well organized, well written, and grammatically correct.

The College of Law's plagiarism policy will be strictly enforced in this class. If a student commits plagiarism, he or she will be subject to sanctions pursuant to Part V.B of the MAPP. For your information, Part V.A of the MAPP prohibits:

6. Plagiarism or other fraudulent representation (or material omission) relative to the originality of any part of any academic requirement in any course, including any written assignment or any examination;

Plagiarism is defined as representing, expressly or impliedly, the work of another to be one's own. Plagiarism includes, but is not limited to:

- a) using the words of another without proper attribution;**
- b) paraphrasing the words of another without proper attribution; or**
- c) using the ideas of another without proper attribution.**

Lack of knowledge of what constitutes plagiarism shall not be a defense to a charge of plagiarism.

Failure to adhere to any of the components of the following grading requirements will result in an incomplete grade for the course. Additionally, the Professor reserves the right to deduct points for any assignment that is turned in late.

The final course grade will be based on the following:

1. Final Analysis Paper in lieu of a final exam, including a Negotiation Preparation Plan – 65%
2. Three Personal Application Papers to be assigned throughout the semester based on specific role-play scenarios – 12%

The purpose of the paper is to encourage a reflection and analysis process on the “learning by experience” simulations; the paper also gives the Professor a sense of your individual progress, and your strengths and weaknesses as a negotiator. Your task in each paper is to describe your reactions, perceptions, impressions or significant insights gained from participation in or reflection on the simulation. You may talk about yourself, or the behavior of other people, and may want to address some or all of the following points:

- a. Briefly, what happened in the simulation or role-play. In other words, provide a brief overview of the key events.
- b. What did you learn about yourself from this experience?
- c. What did you learn about the behavior of others from this experience?
- d. What did you learn from bargaining or conflict from this situation?
- e. How do the concepts in lectures or readings enrich your understanding of the process of negotiation, its outcome or your own negotiation style? When you refer to specific concepts, be sure to define them so that you demonstrate your understanding of the concepts before applying them to facts.
- f. What would you do the same or do differently in the future, or how would you like to behave in order to perform more effectively.

Each paper will be read, commented on, graded, and returned to you. You will participate in a peer review of another student's paper. The purpose of the grades is to encourage thoughtful analysis and understanding of the simulations, and to encourage use of theory and research presented in readings, and lectures. A good short paper is one that tries to step back from the readings or lecture material to help structure the analysis, and is well written. All of these guidelines are just that—guidelines.

Papers should be no longer than two typed, double-spaced pages (preferably), although you may extend to three pages if deemed necessary.

3. Three Negotiation Preparation Plans - 12 %.
4. Class Participation/contribution (includes participation in theoretical discussions and participation in role plays) – 11%

IX. TAPING CLASSES

You may not tape record classes unless exigent circumstances exist and you receive permission before each class.

X. DISABILITY SERVICES INFORMATION

Students whose disabilities necessitate accommodation must comply with the notice and documentation requirements of the College of Law. Students who wish to receive an accommodation should, within the first month following initial registration, make an appointment with the Assistant Dean of Students in order to become informed of these requirements.

If you wish to receive accommodations for disability, you are responsible for reviewing [The Handbook for Students with Disabilities](#), available from the College of Law Registrar's Office. You have certain obligations and responsibilities surrounding the accommodations and services provided by the University of La Verne and the College of Law, and must pay particular attention to the requirements for timely documentation outlined in that document.

XI. COURSE SCHEDULE

The course schedule is set forth below. All assigned readings should be completed before attending the class to which they are assigned. The professor reserves the right to modify the schedule to accommodate class needs. If you are absent, you should verify the assignment for the following week. In addition, any modifications will be posted to TWEN. You are expected to check the TWEN site weekly, and are assumed to have read any posted notice.

COURSE SCHEDULE

WEEK	TOPIC	READING ASSIGNMENT
1 Jan. 6	Course Introduction; The Nature of Negotiation; Overview of Conflict.	Ch. 1 (*all references to chapters are to Lewicki, <i>Essentials of Negotiation</i> unless otherwise stated)
2 Jan. 13	Negotiation Strategies & Planning.	Ch. 4 & Supplemental Course Materials
3 Jan. 20	Negotiating Models, Strategies & Tactics, with an Emphasis on Distributive Bargaining.	Ch. 2 1st Negotiation Preparation Plan Due
4 Jan. 27	Negotiating Models, Strategies & Tactics, with an Emphasis on Integrative Bargaining.	Ch. 3 & <i>Getting to Yes</i> , pp. 1-187 1st Personal Application Paper Due
5 Feb. 3	Perception, Cognition, & Emotion; Power in Negotiation.	Ch. 5 & Ch. 7
6 Feb. 10	Communication; Negotiating in Writing & Over the Telephone.	Ch. 6 & Supplemental Course Materials Email Negotiation Begins
7 Feb. 17 Doesn't Meet Make-up on April 21		Email Negotiation ends. Written assignment, including 2nd Negotiation Preparation Plan and 2nd Personal Application Paper Due by Feb. 19 at 5:00 p.m.
8 Feb. 24	Ethics in Negotiation.	Ch. 8 & Supplemental Course Materials
Spring Break Mar. 3 (No Class)		
9 Mar. 10	Relationships in Negotiation.	Ch. 9
10 Mar. 17	Multiple Parties & Teams.	Ch. 10 3rd Negotiation Preparation Plan Due

11 Mar. 24	Practice Negotiating.	No Reading Assignment
12 Mar. 31	International & Cross-Cultural Negotiations.	Ch. 11 3rd Personal Application Paper Due
13 Apr. 7	Best Practices.	Ch. 12
14 Apr. 14	Final Negotiation Simulations to be scheduled throughout the week or during previous week	No Reading Assignment
15 Apr. 21 Make-up	Final Review of semester.	Final Analysis Paper Due along with a separate Negotiation Preparation Plan