

Introduction to Negotiations
 Spring 2020
 Monday 6:00 p.m. – 8:00 p.m.
 B210

Prof. Levy
 818-903-5562
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Course Learning Outcomes:

By the conclusion of the course, you should be able to:

1. Understand basic concepts and principles of negotiation theory, such as the distinction between distributive and integrative/problem-solving negotiation, BATNA, and the distinction between positions and interests.
2. Understand the professional, ethical, and legal framework relating to misrepresentation in negotiation
3. Learn negotiation skills such as effective information gathering, listening, questioning, rapport-building, bargaining over numbers and making concessions, and setting a reservation price and high aspirations.
4. Develop experience applying the theory and skills you learned in a wide variety of simulated negotiation settings, such as dispute settlement, buy-sell, deal-making, interpersonal/familial conflicts, and lawyer-client negotiations.
5. Learn tools for how to reflect critically on your negotiation experiences, how to deliver constructive feedback, and how to push yourself to grow as a negotiator into the future.
6. Learn how to prepare a negotiation plan integrating the concepts of issues, positions, interests, WIIFFM, BATNA/WATNA, bargaining range analysis, determination of strategy, bargaining and closure tactics, and looking for integrative opportunities.

SYLLABUS and ASSIGNMENTS
BOOKS

Required: Donald G. Gifford, Legal Negotiation: Theory and Practice, Third Edition, (LEG Inc. 2017)
 Fisher and Ury, Getting to Yes: Negotiating Agreements Without Giving In, Second Edition (Penguin Books, 2011)

DATE	TOPIC(S)	ASSIGNMENT(S) DUE
Class 1 January 13, 2019	Class Rules and Organization/Introduction Negotiation Strategy	Gifford, Chap 1 Fisher & Ury, <i>Getting to Yes</i>
January 20, 2019	Martin Luther King Jr. Holiday	NO CLASS MEETING
Class 2 January 27, 2019	Choosing the Next Tactical Move	Gifford, Chap 2

Class 3 February 3, 2019	Shaping the Bargaining Relationship	Gifford, Chap 3
Class 4 February 10, 2019	Negotiation Process: Planning	Gifford, Chap 4
Class 5 February 17, 2019	Negotiation Process: Information Bargaining	Gifford, Chap 5
Class 6 February 24, 2019 March 2, 2019	Negotiation Process: Initial Proposals and Responses OPEN CLASS DAY	Gifford, Chap 6 <hr/> NO CLASS MEETING
Class 7 March 9, 2019	Videotaped Negotiation Exercise in Girardi Center; Negotiation Process: Narrowing Differences and Closure	Gifford Chap. 7
Class 8 March 16, 2019	Negotiation Counseling; Preparation for Midterm	Gifford, Chap. 8
Class 9 March 23, 2019	Mid-term negotiation – Videotaped	NO CLASS MEETING
Class 10 March 30, 2019	Multiple Party Negotiations	Gifford, Chap 9
Class 11 April 6, 2019	Professional Responsibility and Negotiation Ethics	Gifford, Chap 10
Class 12 April 13, 2019	Negotiator Identity and Negotiation Context: Effects of Race, Gender, and National Culture	Gifford, Chap. 11
Class 13 April 20, 2019	Alternative Dispute Resolution and Negotiation; Preparation for Final	Gifford, Chap. 12
Class 14 April 27, 2019	Final Negotiation Videotaped	NO CLASS MEETING

May 4, 2019	Post Negotiation Evaluations are Due	NO CLASS MEETING
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Course Requirements

General requirement: come to class, come on time and come prepared.

Attendance

Class attendance is mandatory and essential for successfully completing this course. If you have an unavoidable conflict that prevents your attendance, notify me in advance to request permission to miss class (an email at 5:00 p.m. announcing that you will not be in class that day because of a conflict that's been on your schedule for days or weeks is not acceptable). In the case of an emergency, notify me as soon as reasonably possible. Negotiation exercises require participation of all class members. Unexpected absences are disruptive of the process and require assignment adjustments that waste valuable class time. Points may be deducted from your final score if such absences occur.

Class Preparation

You are responsible for keeping up to date with the readings as listed in the syllabus and as provided, emailed, or posted on the TWEN website. The goal of learning the art of negotiation using exercises is not to get the right "answer" the first time we do them, but to see how negotiation concepts play out in action and to become proficient in applying the concepts to the unending variety of factual scenarios that present themselves.

Class Participation

Class participation is required. Since I will not stand in front of the room and talk at you for two hours, I expect regular contributions to class discussions. Excessive tardiness or absences, as well as unpreparedness for class, can result in a deduction of up to three percentage points from your overall grade. Conversely, up to 3 percentage points may be added for exceptional class participation. Students must scrupulously follow all written and oral instructions for exercises, and must complete all assignments, both graded and ungraded.

Electronic Devices

You are welcome to utilize computers and other electronic devices during class and in conducting the negotiations, including for both the midterm and final, so long as you are not using those devices to communicate with any person outside the classroom or videotaping room (in the case of the midterm or final).

Class Recordings

Upon my advance approval, class recordings are available for all class sessions, with the exception of those sessions involving preparation for the midterm or final negotiation.

Confidentiality/plagiarism Policy

Aside from exercises that specifically call for collaboration, as I may instruct, you may not discuss or share information on any practice problem or graded exercise. This rule applies to all material, written or oral. In preparing for a graded negotiation, you may not consult with any individual other than the professor. A student who violates the plagiarism and/or confidentiality policies shall receive a grade of zero for that assignment. The student shall also be reported to the Dean. (See Section 10 of the Student Handbook)

Office Hours

I do not have an office on campus, and do not have regular office hours. I am not generally on campus, except on scheduled class days. However, I will be available for appointments, either in person or by telephone to meet at pre-arranged times. I encourage you to meet with me outside class hours to discuss any thoughts or questions you might have. Please email or telephone me to set up an appointment. Email me at any time with any questions or concerns.

Evaluation/grading

Your grade will be based on your performance on three assignments, less any deductions for excessive tardiness or absences or unpreparedness for class. A curve applies to the raw score, which has a maximum of 100 points.

The assignments are:

1. First graded assignment: Preparation of a negotiation plan. (15%)
2. Midterm: Preparation of a negotiation plan and conducting a videotaped negotiation for a maximum of 45 minutes and the preparation of an agreement or explanation for non-agreement. (35%)
- 3 Final: Preparation of a negotiation plan and conducting a videotaped negotiation for a maximum of 1 hour, the preparation of an agreement or explanation for non-agreement, and the preparation of a self-evaluation. (50%)

OTHER IMPORTANT POLICIES

Reasonable Accommodations

Students in need of reasonable accommodations may review the application guidelines and appeals process at <https://my.lls.edu/studentaffairs/disabilityaccommodations>. For additional information, you may contact Student Accessibility Services (SAS) in the Office of Student Affairs at accessibility@lls.edu or 213-736-8151.

Reporting Requirements of Sexual or Interpersonal Misconduct

As responsible employees, faculty are required to report any case of suspected sexual or interpersonal misconduct and cannot protect student confidentiality. For information about confidential counseling on campus and for general information about consensual relationships, sexual harassment and sexual assault, please review the following information on the Office of Student Affairs webpage: Student-on-Student Sexual Misconduct & Interpersonal Conduct Policy & Protocol; LLS & Community Sexual Assault & Interpersonal Misconduct Resource Contact List; & Project Callisto.