

AECO 4120.091
Negotiation and Dispute Resolution
Dallas Campus – Room 248
Fall 2009
Friday, September 25 – 2pm to 6:50pm
Saturdays, September 26; October 10 & 24;
November 14 – 8am to 5:50pm

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AECO Office: 940/565-3437

ADR Studies Website: <http://www.unt.edu/aeco/adrstudies.htm>

Office Hours and Student Consultations: By appointment.

TEXTS:

Deborah M. Kolb, Ph.D. and Judith Williams, Ph.D., *Everyday Negotiation*, (San Francisco: Jossey-Bass)
Fisher & Ury, *Getting to Yes*, (New York: Penguin Books)

COURSE OBJECTIVES:

Students will learn the fundamentals of non litigation-based conflict resolution and negotiation strategies for a variety of business and personal settings. Learning and skills will be developed through assigned readings, classroom discussions, in-class practice, written assignments, and role-playing negotiations.

COURSE REQUIREMENTS:

Reading assignments: Since much of the learning in this course will be based on classroom applications, each week's reading assignment must be completed prior to class. Please note: Due to the dynamic nature of this course, the reading assignments cannot correspond exactly to the class work. The reading assignments are designed to approximate the pace of the class.

Mandatory exercises: Participation in **seven** designated exercises is mandatory. Since a fee must be paid to a publisher (case clearinghouse) for each student involved in most exercises, the instructor will make a list of students who participate in each exercise and complete and turn in the online assignment associated with each exercise. Failure to complete assignments and/or participate will result in appropriate reductions on final grades. Departing class early or arriving excessively late will count against the class participation portion of your grade and may also prohibit your receiving credit for participating in mandatory exercises. **Students who are absent when a class exercise is administered should not expect to make it up at a later date.**

Class participation: The format of this class requires active and consistent participation. You will be graded on the level of your participation and on your contributions to class discussions.

Quiz: There will be a quiz approximately halfway through the course to help the student assess his/her understanding of the core concepts examined thus far in the course.

Final exam: There will be a final exam in this course that will consist of a team negotiation involving a commercial contract negotiation.

GRADING:

Mandatory exercises – 20%

Class participation – 15%

Quiz – 30 %

Final exam – 35%

If a student believes he/she will miss class over a lengthy period of time and may be unable to complete all assignments timely, the student should contact the instructor immediately to discuss an alternative schedule or other options.

REQUEST FOR GRADE OF INCOMPLETE

IF A STUDENT WISHES TO REQUEST A GRADE OF “INCOMPLETE,” THE STUDENT MUST:

- 1) HAVE A PASSING GRADE IN THE COURSE AT THE TIME THE REQUEST IS MADE.**
- 2) SUBMIT THE REQUEST IN WRITING AS SOON AS POSSIBLE DURING THE SEMESTER.**
- 3) SUBMIT THE REQUEST TO THE INSTRUCTOR AT THE INSTRUCTOR’S ADDRESS ABOVE.**
- 4) DISCUSS THE REQUEST WITH THE INSTRUCTOR BEFORE OR AFTER CLASS.**

NO REQUESTS WILL BE CONSIDERED LATER THAN TWO WEEKS PRIOR TO THE FINAL EXAM, UNLESS A SERIOUS INTERRUPTIVE EVENT OCCURS WITHIN THAT TIME PERIOD. IT IS WITHIN THE INSTRUCTOR’S SOLE DISCRETION TO GRANT SUCH A REQUEST. PLEASE SEE THE “GRADING SYSTEM” SECTION OF THE CURRENT UNT UNDERGRADUATE OR GRADUATE CATALOG FOR DETAILS.

STUDENTS WHO RECEIVE AN “INCOMPLETE” MUST COMPLETE THE COURSE NOT LATER THAN ONE CALENDAR YEAR THEREAFTER TO AVOID AUTOMATICALLY RECEIVING A FAILING GRADE. THE STUDENT MUST TAKE THE APPROPRIATE STEPS TO SECURE A FINAL GRADE UPON COMPLETION OF THE COURSE.

ADA ACCOMMODATION:

The Institute of Applied Economics complies with reasonable requests for accommodation by students with qualified disabilities as described in the Americans with Disabilities Act. In order to receive an accommodation, you should contact the instructor prior to the 12th class day. If you have any questions, please contact the instructor, the Office of Disability Accommodation in the University Union or Dr. Bernard Weinstein, ADA Advisor for the Institute of Applied Economics.

CLASSROOM BEHAVIOR AND COURTESY:

By its very nature, this class provides a significant amount of opportunity for students to engage one another in role-playing exercises. Students are expected to follow the role descriptions furnished with assignments, to stay in their roles, to maintain decorum and respect in all class sessions, and to further the educational experiences of all concerned. A few common courtesies will make our class time more pleasant:

- No beepers or cellular phone interruptions
- No text messaging
- No internet use
- No sleeping
- No talking while others have the floor
- No reading or writing pertaining to other endeavors or courses

PROFESSIONAL CERTIFICATE:

In conjunction with successful completion of this course, AECO 4000, 4420, and one elective as specified by the Institute of Applied Economics, you will be eligible to receive the Professional ADR Certificate offered by the Institute of Applied Economics. Requests for the certificate **must be made in writing** and turned into the Applied Economics office (Chilton Hall, Room 263) after grades for the semester have been issued. Request forms are available from the Institute of Applied Economics office in Chilton Hall, Room 263 or over the Internet at <http://www.unt.edu/aeco/adrstudies.htm>

CLASS SCHEDULE:

Date	Topic	Assignment
September 25	Introduction to course objectives & expectations. Overview and basic concepts of negotiation; Mandatory exercise 1 – Role Reversal Staying out of your own way Making strategic moves Mandatory exercise 2 – George and Martha	<u>Everyday</u> Chapter 1 <u>To Yes</u> Chapter 1 <u>Everyday</u> Chapter 2 <u>To Yes</u> Chapters 2-5 Online assignment
September 26	Resisting challenges Laying the groundwork Engaging your counterpart Mandatory exercise 3 – Mountain View Farm Review for quiz	<u>Everyday</u> Chapter 3 <u>Everyday</u> Chapter 4 <u>Everyday</u> Chapter 5 <u>To Yes</u> Rest of book Online assignment
October 9	Online Quiz – No in-class meeting (2 hours)	
October 10	Guest speaker (subject to change) Getting collaboration to work Mandatory exercise 4 – Stakes of Engagement Crafting Agreement Negotiating Change Mandatory exercise 5 – Hospital Committee	<u>Everyday</u> Chapter 6 Online assignment <u>Everyday</u> Chapter 7 <u>Everyday</u> Chapter 8 Online assignment
October 24	Mandatory exercise 6 – Hong Kong Property Deal Review concepts for final exam Discussion of final exam expectations	Online assignment
October 24- November 13	Individual preparation for final exam (3 hours)	Online assignment
November 14	Review for final exam Groups meet to prepare for final exam FINAL EXAM – Mandatory exercise 7 – Flagship Airways	

HONESTY POLICY

Any student found to be engaging in Academic Dishonesty will be disciplined and may receive a failing grade for this course. For purposes of this course, the following definition of Academic Dishonesty is applicable: (Taken from UNT Policy Manual- 18.1.11)

1. Academic dishonesty, includes, but is not limited to, cheating and plagiarism. The term “cheating” includes, but is not limited to:
 - a. use of any unauthorized assistance in taking quizzes, tests, or examinations;
 - b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
 - c. the acquisition, without permission, of tests, notes or other academic material belonging to a faculty or staff member of the university;
 - d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); and
 - e. any other act designed to give a student an unfair advantage

2. The term “plagiarism” includes, but is not limited to:
 - a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement; and
 - b. the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in the selling (or free distribution) of term papers or other academic materials.

Conspiring, planning, attempting, or knowingly acting as an accessory to any of the charges above; being present while the offense is committed and advising, instigating or encouraging the act; facilitating in the committing of any offense in any way is considered Academic Dishonesty.

For more information about UNT policies concerning Academic Dishonesty, see the UNT Student Code of Conduct and Discipline, available:

- In the UNT 2008-2009 Undergraduate Catalog, page 114-123; OR
- On the Internet at <http://www.unt.edu/catalog/undergrad/policies.htm>; OR
- Visit the Center for Student Rights and Responsibilities at <http://www.unt.edu/csrr/>