



THE OHIO STATE UNIVERSITY

JOHN GLENN COLLEGE OF PUBLIC AFFAIRS

PUBAFRS 6530 Negotiation
SPRING 2021 COURSE SYLLABUS
Online Delivery via Carmen Canvas

Instructor: Maggie Lewis

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Office Hours: Appointments scheduled by request

COURSE DESCRIPTION

Negotiation skills have been identified as critical for effective, successful public management and leadership. This course explores the major concepts and theories of negotiation to improve negotiation skills. Through readings, role play exercises and class discussion, students develop an understanding of individual negotiation styles, core approaches to negotiation and dispute resolution, how to negotiate with multiple parties and to increase confidence in individual negotiation skills.

COURSE LEARNING GOALS AND OBJECTIVES

Upon successful completion of the course, students will develop:

- An improved awareness and understanding of her/his individual negotiation style;
- An understanding of the core strategic approaches to negotiation and the management of differences;
- An understanding of how to negotiate with multiple parties and with the assistance of a third party;
- Enhanced self-confidence with respect to individual negotiation skills.

COURSE MATERIAL

Textbook

Essentials of Negotiation, Roy Lewicki, David M. Saunders and Bruce Berry, Sixth Edition (preferred) McGraw Hill. ISBN 978-0-07-786246-6

Students can access textbook information via the Barnes & Noble bookstore website: www.shopOhioState.com as well as from their BuckeyeLink Student Center. This information is disseminated by B&N to all area bookstores. You may buy from a store of your choice and/or shop for books (always use ISBN# for searches) online.

My availability throughout this course- I am available to you by appointment. Please contact me via e-mail to request a meeting with a little lead time (24 hours or more is preferred). Grading and feedback: I strive to reply to emails within 24 hours on days when class is in session. Weekly assignments will receive feedback w/in a week.

Graded Assignments

Self-Assessments (2@5 points)	10
Negotiation Prep./Outcome Reflections (6@10)	60
Class Participation	
Participation in synchronous class session (1@4)	04
Negotiation Exercise Partner Evaluations (of you) (5@2)	10
Discussion Posts (4@4)	16
Total	100 points

Graded components

Self-Assessments-A brief pre- and post-course assessment of your negotiation skills. Guidance is posted to Modules 1 and 7.

Negotiation Preparation/Outcome Reflections- All students are required to complete negotiation exercises each week. Partners and/or teams for all exercises will be assigned by the instructor ahead of time.

Each negotiation role play exercise will require individual planning and an outcome statement. Planning and outcome worksheets are posted to the respective module for each week. Planning worksheets and outcome worksheets total 5 points each;10 points total for each of the 6 negotiation exercises to be completed throughout the course (weeks 1-3, 5-7).

Class Participation- 1.) Participation in synchronous class session: One synchronous class session will be scheduled mid-way through the course as an opportunity to check comprehension of fundamental course content and to compare/contrast outcomes. This session will be scheduled in advance with respect to student preferences. 2.)

Negotiation Exercise Partner Evaluations (of you): Each weekly negotiation outcome worksheet (referenced above) requests an evaluation of your negotiation partner. You will be asked to evaluate your partners' preparedness and performance for each exercise (and they'll evaluate you).

3.) Discussion Posts- Heads Up! A brief article or recording will be posted to "Discussions" each week. The material is meant to expand your knowledge and application beyond the text reading. Student are encouraged to review each weeks' material, however you're asked to comment on 4 of 6 weekly posts. One original post and one additional comment is required to earn credit for the post. Quality of post (original thinking, professional critique) is requested, length doesn't matter. In other words, please focus on "quality, not quantity".

A	93-100	B+	87-89.9	C+	77-79.9	D+	67-69.9
A-	90-92.9	B	83-86.9	C	73-76.9	D	60-66.9
B-	80-82.9	C-	70-72.9	E			< 60

COURSE POLICIES

Academic and personal misconduct are defined and dealt with according to the procedures in the Code of Student Conduct (http://studentaffairs.osu.edu/resource_csc.asp). Your work should be original. Quotation and paraphrasing of other's work without citation will not be accepted.

The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University's Code of Student Conduct, and that all students will complete all academic and scholarly assignments with fairness and honesty.

Failure to follow the rules and guidelines established in the University's Code of Student Conduct may constitute "Academic Misconduct." Sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

In the Ohio State University's Code of Student Conduct, Section 3335-23-04 defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the University or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's Code of Student Conduct is never considered an "excuse" for academic misconduct.

Submit all work through Canvas as a Word document. Feedback is presented for all assignments electronically.

If you cannot deliver an assignment through Canvas, you are responsible for submitting assigned material to me through other means (email a Microsoft Word attachment) Informing me of your intention to be absent does not waive your obligation to submit assigned work. **Late work will be accepted with a one-third-letter grade penalty each day that it is late (e.g. A- to B+).**

Oral and Written Communication Statement

In accordance with the MPAL Program's cross-cutting theme "Civic Engagement and Civil Discourse", all students must maintain professionalism in both oral and written communications and assignments.

Academic integrity policy

POLICIES FOR THIS ONLINE COURSE

- Quizzes and exams: No quizzes or exams are offered.
- Written assignments: Your written assignments, including discussion posts, should be your own original work. In formal assignments, you should follow [MLA/APA/?] style to cite the ideas and words of your research sources. You are encouraged to ask a trusted person to proofread your assignments before you turn them in—but no one else should revise or rewrite your work.

- Reusing past work: In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you've explored in previous courses, please discuss the situation with me.
- Falsifying research or results: All research you will conduct in this course is intended to be a learning experience; you should never feel tempted to make your results or your library research look more successful than it was.
- Collaboration and informal peer-review: The course includes many opportunities for formal collaboration with your classmates. While study groups and peer-review of major written projects is encouraged, remember that comparing answers on a quiz or assignment is not permitted. If you're unsure about a particular situation, please feel free just to ask ahead of time.
- Group projects: This course includes group projects, which can be stressful for students when it comes to dividing work, taking credit, and receiving grades and feedback. I have attempted to make the guidelines for group work as clear as possible for each activity and assignment, but please let me know if you have any questions.

Grade Appeals

Grades on assignments reflect the overall quality of performance of the student. You may appeal your grade on an assignment if you think the grade does not reflect the quality of your performance on the assignment. To appeal a grade, submit a clear written explanation describing why you believe the assigned grade is inappropriate within one week after your work is returned. I will carefully consider all such appeals. If I re-grade the assignment, I will re-grade the *entire* assignment. As a result, the final grade for the re-graded assignment may be greater than, less than, or equal to the original grade.

Glenn College Diversity Values Statement

The Glenn College is committed to nurturing a diverse and inclusive environment for our students, faculty, staff, and guests that celebrates the fundamental value and dignity of everyone by recognizing differences and supporting individuality. We are dedicated to creating a safe space and promoting civil discourse that acknowledges and embraces diverse perspectives on issues and challenges that affect our community.

Mental Health Statement

As a student you may experience a range of issues that can cause barriers to learning such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know is suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on

campus via the Office of Student Life Counseling and Consultation Services (CCS) by visiting ccs.osu.edu or calling 614-292- 5766. CCS is located on the 4th Floor of the Younklin Success Center and the 10th Floor of Lincoln Tower Building. Twenty-four (24hr) hour emergency help is also available through the National 24/7 Prevention Hotline at 1-800-273-TALK or at suicidepreventionlifeline.org.

Workload/Course Expectations

For each credit, there should be about an hour of in-class meeting time and 2 hours out of class work. You should expect to devote an estimated 3 hours to this one credit class per week.

Helpful Resources

Writing Consulting: Students wishing to have additional help with the writing of their papers can meet with a consultant at the Writing Center (<https://cstw.osu.edu/writing-center>). Library Assistance: The Glenn College has a dedicated librarian at OSU Libraries, David Lincove (lincove.1@osu.edu), who can help provide research assistance. For more information and links to some common public affairs resources, see - <http://go.osu.edu/8gx>.

Accommodation Policy:

“Students with disabilities that have been certified by the Office for Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Office for Disability Services is located in 150 Pomerene Hall, 1760 Neil Avenue; telephone 292-3307, TDD 292-0901; <http://www.ods.ohio-state.edu/>.”

Course Workplan

Optional: Preview and pre-reads posted to Carmen
Course Orientation Welcome Session Week 1/4/21-Date/Time TBA
Watch “Carmen “Announcements” for the date.

Required: Pre-work-Initial self-assessment Due Jan 17

Week 1 Jan. 11 Module 1 Planning Read text Ch. 1, 4; view slides.

Assignment: Review your role, complete planning worksheet. Schedule with your partner and conduct the negotiation exercise on your own. Complete the outcome worksheet, submit the prep. And outcome worksheets together. **Due Jan. 17**

Week 2 Jan. 18 Module 2 Claiming Value in Negotiation:

Distributive/Win-Lose Negotiation Read text Ch 2, view slides

Assignment- Review your role, complete planning worksheet. Schedule with your partner and conduct the negotiation exercise on your own. Complete the outcome worksheet, submit the prep. and outcome worksheets together. **Due Jan. 24**

Week 3 Jan. 25 Module 3 Creating Value:

Integrative/Win-Win Negotiation Read text Ch. 3, view slides

Assignment- Review your role, complete planning worksheet. Schedule with your partner and conduct the negotiation exercise on your own. Complete the outcome worksheet, submit the prep. and outcome worksheets together. Due Jan. 31

Week 4 Feb. 1 Module 4 Synchronous Session date/time TBA

Week 5 Feb. 8 Module 5 Negotiation Ethics, Power and Persuasion

Strategies Read text Ch. 5 and 8; *Harnessing the Science of Persuasion*; view slides

Assignment-- Review your role, complete planning worksheet. Schedule with your partner and conduct the negotiation exercise on your own. Complete the outcome worksheet, submit the prep. and outcome worksheets together. **Due Feb. 14**

Week 6 Feb. 15 Module 6 Dancing with Partners: Multiparty Negotiations

Read text Ch.10, view slides

Assignment- Review your role, complete planning worksheet. Schedule with your partner and conduct the negotiation exercise on your own. Complete the outcome worksheet, submit the prep. and outcome worksheets together. **Due Feb.21**

Week 7 Feb. 22 Module 7 Third Parties and The Manager as Mediator

Read *When and How to Use Third Parties*, view slides, watch video

Assignment- Review your role, complete planning worksheet. Schedule with your partner and conduct the negotiation exercise on your own. Complete the outcome worksheet, submit the prep. and outcome worksheets together. **Due Feb. 28**

Final Self-Assessment **Due Feb. 28**

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