



MGMT300

The Art of Negotiation

S2 Day 2017

Dept of Marketing and Management

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	3
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	6
<u>Unit Schedule</u>	7
<u>Policies and Procedures</u>	8
<u>Graduate Capabilities</u>	9
<u>Changes from Previous Offering</u>	11
<u>Research and Practice, Global contexts and Sustainability</u>	11

Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

General Information

Unit convenor and teaching staff

Unit Convenor

Troy Sarina

troy.sarina@mq.edu.au

E4A, 632

Monday 3pm-4pm

Tutor

Ian Dunbar

ian.dunbar@mq.edu.au

Tutor

Renee Cunial

renee.cunial@mq.edu.au

Credit points

3

Prerequisites

39cp at 100 level or above including (6cp in BBA or BUS or HRM or MGMT or MKTG units at 200 level)

Corequisites

Co-badged status

Unit description

This unit examines the conceptual frameworks and fundamental skills required for effective negotiations. Students learn how to resolve conflict and overcome impasses in various negotiation contexts including commercial, legal and labour relations in both domestic and international settings. This unit will expose students to core negotiation frameworks, strategies and tactics required to engage in effective negotiations. Students will have the opportunity to apply this theoretical learning through a series of practical negotiation simulations held in tutorials, thereby facilitating the evaluation of frameworks examined in the unit as well as providing students with the opportunity to reflect on their own capacity to negotiate effectively.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

Learning Outcomes

On successful completion of this unit, you will be able to:

Have an understanding of relevant negotiation theories and be able to apply them in a number of scenarios.

Develop appropriate negotiation strategies for the different types of scenarios you may encounter in your professional and personal life.

Identify and evaluate the role that ethics, relationships and power dynamics might have on a negotiation process.

Collaborate effectively within a team to develop a response to a group negotiation.

General Assessment Information

Important:

It is the responsibility of students to view their marks for each within session assessment on iLearn within 20 working days of posting. If there are any discrepancies, students must contact the unit convenor immediately. Failure to do so will mean that queries received after the release of final results regarding assessment marks (not including the final exam mark) will not be addressed.

Assessment Tasks

Name	Weighting	Hurdle	Due
Negotiation plan	15%	No	See Assessment guide on iLearn
Group Negotiation Project	40%	No	Ongoing
Take home exam	45%	No	See Assessment guide on iLearn

Negotiation plan

Due: **See Assessment guide on iLearn**

Weighting: **15%**

Negotiation Plan 1500 words

See Assessment guide on iLearn.

Submission details: Negotiation plan to be submitted to tutor in week 5 tutorial.

Extension requests: The University is committed to equity and fairness in all aspects of its learning and teaching. In stating this commitment, the University recognises that there may be circumstances where a student is prevented by unavoidable disruption from performing in accordance with their ability. A disruption to studies policy exists to support students who experience serious and unavoidable disruption such that they do not reach their usual

demonstrated performance level. The policy is available at: http://www.mq.edu.au/policy/docs/disruption_studies/policy.html

Late submissions: No extensions will be granted. Late tasks will be accepted up to 72 hours after the submission deadline. There will be a deduction of 10% of the total marks available for the negotiation plan for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission – 20% penalty). This penalty does not apply for cases in which an application for disruption to studies is made and approved. No submission will be accepted after feedback has been posted.

On successful completion you will be able to:

- Have an understanding of relevant negotiation theories and be able to apply them in a number of scenarios.
- Develop appropriate negotiation strategies for the different types of scenarios you may encounter in your professional and personal life.

Group Negotiation Project

Due: **Ongoing**

Weighting: **40%**

Group project examining the process of collective negotiations. See assessment details on iLearn.

This project will be based on your negotiation experience carried out in tutorials where you will be working through a detailed negotiation simulation that focuses on labour/management negotiations. 50% of this project is individually assessed.

Submission details: Submit group report to drop box at business and economics student services (BESS) on the due date (see Assessment guide on iLearn). Students are also required to submit an identical copy of the group report to the turnitin drop box on iLearn on the due date.

Extension requests: The University is committed to equity and fairness in all aspects of its learning and teaching. In stating this commitment, the University recognises that there may be circumstances where a student is prevented by unavoidable disruption from performing in accordance with their ability. A disruption to studies policy exists to support students who experience serious and unavoidable disruption such that they do not reach their usual demonstrated performance level. The policy is available at: http://www.mq.edu.au/policy/docs/disruption_studies/policy.html

Late submissions: No extensions will be granted. Late tasks will be accepted up to 72 hours after the submission deadline. There will be a deduction of 10% of the total marks available for the group report for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission – 20% penalty). This penalty does not apply for cases in which an application for disruption to studies is made and approved. No submission will be accepted after feedback has been posted.

On successful completion you will be able to:

- Have an understanding of relevant negotiation theories and be able to apply them in a number of scenarios.
- Develop appropriate negotiation strategies for the different types of scenarios you may encounter in your professional and personal life.
- Identify and evaluate the role that ethics, relationships and power dynamics might have on a negotiation process.
- Collaborate effectively within a team to develop a response to a group negotiation.

Take home exam

Due: **See Assessment guide on iLearn**

Weighting: **45%**

2000 word negotiation scenario

Students will be provided with a negotiation scenario in week 13 and will be required to answer a set of questions utilising knowledge acquired throughout the semester.

Submission details: Submit take home exam to drop box at business and economics student services (BESS) on the due date (see Assessment guide on iLearn). Students are also required to submit an identical copy of the take home exam to the turnitin drop box on iLearn on the due date.

Extension requests: The University is committed to equity and fairness in all aspects of its learning and teaching. In stating this commitment, the University recognises that there may be circumstances where a student is prevented by unavoidable disruption from performing in accordance with their ability. A disruption to studies policy exists to support students who experience serious and unavoidable disruption such that they do not reach their usual demonstrated performance level. The policy is available at: http://www.mq.edu.au/policy/docs/disruption_studies/policy.html

Late submissions: No extensions will be granted. Late tasks will be accepted up to 72 hours after the submission deadline. There will be a deduction of 10% of the total marks available for the take home exam for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission – 20% penalty). This penalty does not apply for cases in which an application for disruption to studies is made and approved.

On successful completion you will be able to:

- Have an understanding of relevant negotiation theories and be able to apply them in a number of scenarios.
- Develop appropriate negotiation strategies for the different types of scenarios you may encounter in your professional and personal life.
- Identify and evaluate the role that ethics, relationships and power dynamics might have

on a negotiation process.

Delivery and Resources

Classes

One 2-hour lecture each week plus one 1-hour tutorial each week. The tutorials commence in Week 2. The timetable for classes can be found on the University web site at: <http://www.timetables.mq.edu.au/>

- Once the tutorial groups are formed, students **cannot change** their classes.
- Attendance will be taken in all tutorials.
- Tutorial attendance is imperative. **Warning:** If you do not attend at least 10 of the 12 tutorials your in-class assessment mark will be adversely affected.

Technology Used and Required

Students are required to learn how to use word processing, iLearn and the library journals catalogue

Unit web page

Course material is available on the learning management system (iLearn)

The web page for this unit can be found at: <https://ilearn.mq.edu.au/login/MQ/>

A wide array of reading materials can be found at a specific library link especially created for this course on iLearn.

Required texts and materials

The Compulsory Text for the unit is:

Lewicki, R.J. & Saunders, D.M. and Berry, B. (2015) **Negotiation 7e**, McGraw Hill: Sydney.

This text will be available for purchase from the Macquarie University Co-op Bookshop.

Consultation Times

You are encouraged to seek help at a time that is convenient to you from a staff member teaching on this unit during their regular consultation hours. In special circumstances, an appointment may be made outside regular consultation hours. Students experiencing significant difficulties with any topic in the unit must seek assistance immediately.

Teaching staff will generally respond to emails within 48 hours (excluding weekends).

Accordingly, students must organise their study schedules to ensure that they do not feel the need for urgent email replies.

Unit Schedule

Week	Week Commencing	Lecture Topic (& reading)	Tutorial Topic (see detailed program below)
1	31 July	Unit Overview The Nature of Negotiation (ch 1)	No tutorial
2	7 August	Strategy and Planning (ch 4) Bargaining (ch 2)	How well are you equipped to bargain? + Allocation of groups for negotiation project
3	14 August	Strategy and Tactics for Distributive Negotiation (Ch 2)	Planning to negotiate effectively
4	21 August	Strategy and Tactics for Integrative Bargaining (ch 3)	Buying a used car: How hard can it be?
5	28 August	Keep calm! The role of Perception, Cognition, and Emotion (ch 6)	Win as Much as You Can
6	4 September	The role of communication in negotiating effectively (ch 7)	Collective Bargaining at Central Division- Introduction
7	11 September	Finding and Using Negotiation Power (Ch 8)	Collective Bargaining at Central Division (Determining your bargaining position)
<p style="text-align: center;">MID SEMESTER BREAK September 18 – October 1</p>			
8	2 October	The importance of Relationships and teams in Negotiations: Blessing or a Curse? (ch 10 & ch 11) Resolving deadlocks (ch 18 & ch 19)	Collective Bargaining at Central Division - Negotiating an Outcome (I)
9	9 October	Reading week	No lectures and no tutorials
10	16 October	Ethics in Negotiations (ch 5)	Collective Bargaining at Central Division- Negotiating an Outcome (II)
11	23 October	Negotiating in a Global context: International and Cross-Cultural Negotiation (Ch 16)	Ethics in Negotiation: Applying the Sins II Scale
12	30 October	Best Practices in Negotiations (Ch 20)	500 English sentences: Understanding the impact of culture on negotiation processes
13	6 November	Subject Review and Exam Preparation	Self-reflective discussion and Exam preparation

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy http://mq.edu.au/policy/docs/assessment/policy_2016.html

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Complaint Management Procedure for Students and Members of the Public http://www.mq.edu.au/policy/docs/complaint_management/procedure.html

Disruption to Studies Policy (in effect until Dec 4th, 2017): http://www.mq.edu.au/policy/docs/disruption_studies/policy.html

Special Consideration Policy (in effect from Dec 4th, 2017): <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/special-consideration>

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit ask.mq.edu.au.

Extension requests: The University is committed to equity and fairness in all aspects of its learning and teaching. In stating this commitment, the University recognises that there may be circumstances where a student is prevented by unavoidable disruption from performing in accordance with their ability. A disruption to studies policy exists to support students who experience serious and unavoidable disruption such that they do not reach their usual demonstrated performance level. The policy is available at: http://www.mq.edu.au/policy/docs/disruption_studies/policy.html

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcomes

- Have an understanding of relevant negotiation theories and be able to apply them in a number of scenarios.
- Develop appropriate negotiation strategies for the different types of scenarios you may encounter in your professional and personal life.
- Identify and evaluate the role that ethics, relationships and power dynamics might have on a negotiation process.
- Collaborate effectively within a team to develop a response to a group negotiation.

Assessment tasks

- Negotiation plan
- Group Negotiation Project
- Take home exam

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcomes

- Have an understanding of relevant negotiation theories and be able to apply them in a number of scenarios.
- Develop appropriate negotiation strategies for the different types of scenarios you may encounter in your professional and personal life.
- Identify and evaluate the role that ethics, relationships and power dynamics might have on a negotiation process.
- Collaborate effectively within a team to develop a response to a group negotiation.

Assessment tasks

- Negotiation plan
- Group Negotiation Project
- Take home exam

Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcomes

- Have an understanding of relevant negotiation theories and be able to apply them in a number of scenarios.
- Develop appropriate negotiation strategies for the different types of scenarios you may

encounter in your professional and personal life.

- Identify and evaluate the role that ethics, relationships and power dynamics might have on a negotiation process.
- Collaborate effectively within a team to develop a response to a group negotiation.

Assessment tasks

- Negotiation plan
- Group Negotiation Project
- Take home exam

Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcomes

- Have an understanding of relevant negotiation theories and be able to apply them in a number of scenarios.
- Develop appropriate negotiation strategies for the different types of scenarios you may encounter in your professional and personal life.

Assessment tasks

- Negotiation plan
- Group Negotiation Project
- Take home exam

Changes from Previous Offering

No significant changes from previous offering.

Research and Practice, Global contexts and Sustainability

Negotiation is a widely researched activity. A library link containing a compilation of texts, academic databases and journals that showcase the research currently being undertaken in this field will be available on iLearn. See assessment and tutorial guide on ilearn for details.

Research contained in the library link examines issues essential to this course including planning for negotiations, agreement making tactics as well as understanding the different sub processes involved in negotiations such as altering the perceptions of others.

The final exam will give you an opportunity to apply your negotiation knowledge to a international negotiation scenario.

Developing the skills to negotiate will enhance your ability to make an agreement with parties both inside and outside your organisation thereby improving the sustainability of organisations in an increasingly complex and global world.