MGMT3000
The Art of Negotiation
Session 1, Special circumstances 2021
Department of Management

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Disclaimer
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Notice
As part of Phase 3 of our return to campus plan, most units will now run tutorials, seminars and other small group activities on campus, and most will keep an online version available to those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face activities for your unit, please go to timetable viewer. To check detailed information on unit assessments visit your unit’s iLearn space or consult your unit convenor.

Macquarie University
Sydney, Australia

https://unitguides.mq.edu.au/unit_offerings/140167/unit_guide/print
General Information

Unit convenor and teaching staff
Unit Convenor
Troy Sarina
troy.sarina@mq.edu.au
Consultation: Please email to arrange an appointment

Ian Dunbar
ian.dunbar@mq.edu.au

Credit points
10

Prerequisites
130cp at 1000 level or above including (20cp in BBA or BUS or HRM or MGMT or MKTG units at 2000 level or above)

Co-requisites

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://students.mq.edu.au/important-dates

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

ULO1: Analyse and apply negotiation theories to solve problems.
ULO2: Effectively communicate negotiation strategies that address conflict in a range of
contexts.

**ULO3:** Evaluate and reflect on the role that relationships, power dynamics and cultural differences can have on a negotiation process.

### General Assessment Information

**Late Assessment Policy:**

Late assessment submissions must be submitted through the appropriate submission link in iLea

rn. No extensions will be granted unless an application for **Special Consideration** is made and approved. There will be a **deduction of 10%** of the total available marks made from the total awarded mark for each **24 hour period** or part thereof that the submission is late. Late submissions will not be accepted after solutions have been discussed and/or made available.

**Note:** applications for **Special Consideration Policy** must be made within 5 (five) business days of the due date and time.

### Assessment Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Hurdle</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Negotiation Plan</td>
<td>30%</td>
<td>No</td>
<td>Week 6</td>
</tr>
<tr>
<td>Negotiation Scenario</td>
<td>50%</td>
<td>No</td>
<td>Week 11</td>
</tr>
<tr>
<td>Negotiation simulation reflection task</td>
<td>20%</td>
<td>No</td>
<td>Week 13</td>
</tr>
</tbody>
</table>

### Negotiation Plan

**Assessment Type ¹:** Plan  
**Indicative Time on Task ²:** 20 hours  
**Due:** **Week 6**  
**Weighting:** 30%

A plan of up to 1,500 words worth 30%.

On successful completion you will be able to:

- Analyse and apply negotiation theories to solve problems.
- Effectively communicate negotiation strategies that address conflict in a range of contexts.

### Negotiation Scenario

**Assessment Type ¹:** Report
Indicative Time on Task: 30 hours  
Due: Week 11  
Weighting: 50%

A report of 2,000 words worth 50%.

On successful completion you will be able to:

- Analyse and apply negotiation theories to solve problems.
- Effectively communicate negotiation strategies that address conflict in a range of contexts.
- Evaluate and reflect on the role that relationships, power dynamics and cultural differences can have on a negotiation process.

Negotiation simulation reflection task

Assessment Type: Simulation/role play  
Indicative Time on Task: 15 hours  
Due: Week 13  
Weighting: 20%

A critical reflection of 1,000 words based on in-class simulations worth 20%.

On successful completion you will be able to:

- Analyse and apply negotiation theories to solve problems.
- Effectively communicate negotiation strategies that address conflict in a range of contexts.

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1 If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the Learning Skills Unit for academic skills support.

2 Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation.
Delivery and Resources

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Unit Web Page</td>
<td>The web page for this unit can be found at: <a href="https://ilearn.mq.edu.au/login/">https://ilearn.mq.edu.au/login/</a></td>
</tr>
<tr>
<td>Technology Used and Required</td>
<td>Students are required to have access to a personal computer and familiarise themselves with iLearn (<a href="https://ilearn.mq.edu.au/login">https://ilearn.mq.edu.au/login</a>). iLearn will be used to post lecture slides, assessment details, student grades and as a means of communication between staff members and students.</td>
</tr>
<tr>
<td>Delivery Format and Other Details</td>
<td>The timetable for classes can be found on the University web site at: <a href="http://www.timetables.mq.edu.au/">http://www.timetables.mq.edu.au/</a></td>
</tr>
<tr>
<td>Recommended readings</td>
<td>Recommended readings are provided via Leganto on the iLearn Unit page</td>
</tr>
<tr>
<td>Inherent Requirements</td>
<td>None</td>
</tr>
</tbody>
</table>

Unit Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture Topic (&amp; reading)</th>
<th>Tutorial Topic (see detailed program below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unit Overview</td>
<td>No tutorial</td>
</tr>
<tr>
<td></td>
<td>The Nature of Negotiation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lewicki et al., Chapter 1.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Strategy and Planning</td>
<td>How well are you equipped to bargain? + Allocation of groups for Negotiation Plan and Scenario Assessments (1 &amp; 2)</td>
</tr>
<tr>
<td></td>
<td>Lewicki et al., Chapters 2 &amp; 4.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Strategy and Tactics for Distributive Negotiation</td>
<td>Planning to negotiate effectively</td>
</tr>
<tr>
<td></td>
<td>Lewicki et al., Chapter 2.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Strategy and Tactics for Integrative Bargaining</td>
<td>Buying a used car: How hard can it be?</td>
</tr>
<tr>
<td></td>
<td>Lewicki et al., Chapter 3.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Keep calm! The role of Perception, Cognition, and Emotion</td>
<td>Win as Much as You Can</td>
</tr>
<tr>
<td></td>
<td>Lewicki et al., Chapter 6.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>READING WEEK DUE TO PUBLIC HOLIDAY ON FRIDAY 2ND APRIL</td>
<td>MID SEMESTER BREAK</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monday 5th April - Sunday 18th April</td>
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</tbody>
</table>
Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- Academic Appeals Policy
- Academic Integrity Policy
- Academic Progression Policy
- Assessment Policy
- Fitness to Practice Procedure
- Grade Appeal Policy
- Complaint Management Procedure for Students and Members of the Public
- Special Consideration Policy (Note: The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.)

Students seeking more policy resources can visit the Student Policy Gateway (https://students.mq.edu.au/support/study/student-policy-gateway). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit Policy Central (http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central).
Student Support

Macquarie University provides a range of support services for students. For details, visit [http://students.mq.edu.au/support/](http://students.mq.edu.au/support/).

Learning Skills

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

- Getting help with your assignment
- Workshops
- StudyWise
- Academic Integrity Module

The Library provides online and face to face support to help you find and use relevant information resources.

- Subject and Research Guides
- Ask a Librarian

Student Enquiry Service

For all student enquiries, visit Student Connect at [ask.mq.edu.au](http://ask.mq.edu.au).

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

Equity 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.

IT Help

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