

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

# HRMT300

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## Course Summary

**Course :** HRMT300 **Title :** Negotiation I  
**Length of Course :** 8 **Faculty :**  
**Prerequisites :** N/A **Credit Hours :** 3

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## Description

### Course Description:

This course provides a comprehensive overview of negotiation and distributive bargaining. It expands on the strategies of negotiation such as value claiming, value creation, mutual adjustments, ethics, and conflict management. Students will develop knowledge and skills and apply the characteristics of negotiation and distributive bargaining techniques to build relationships, establish agreements, and solve problems in real-world scenarios.

### Course Scope:

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## Objectives

After completing this course the student will be able to:

CO1: Define the nature of negotiation.

CO2: Identify integrative negotiation strategies and planning techniques.

CO3: Identify distributive bargaining techniques.

CO4: Explain major strategies for conflict management.

CO5: Examine ethical conducts associated with negotiation.

CO6: Compare and contrast the differences between distributive bargaining and integrative negotiation.

CO7: Apply distributive bargaining techniques.

CO8: Apply effective negotiation strategies.

CO9: Collaborate on relevant ideas and concepts in a substantive manner, showing a clear understanding.

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## Outline

## Week 1: Nature of Negotiation

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### Learning Outcomes

**LO1:** Identify characteristics of a typical negotiation.

**LO2:** Name key concepts and principles associated with negotiation.

### Learning Material

Negotiation Skills: 3 Simple Tips On How To Negotiate

The Chamberlain Negotiation Principles Interview

What is POSITIVE INTERDEPENDENCE? What does POSITIVE INTERDEPENDENCE mean?

Good Teamwork and Bad Teamwork

Team Interdependence When We Win I Win

Non-Zero Sum Solution (set-up to avoid political thoughts)

Selling your financial planning practice Negotiation - Aspirations and BATNA

Why Use BATNA (Best Alternative to a Negotiated Agreement)?

By Edrie Greer, Ph.D., Global Knowledge Instructor

Mutual Adjustment Processes

Mutual Adjustments as Sharing Arrangements

The importance of making effective concessions

Making Concessions

Negotiators: Keep yourself honest

LINGO: Integrative Negotiation

Activities & Assessment

Intro Discussion

## Week 2: Integrative Negotiation Strategies

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### Learning Outcomes

**LO1:** List the characteristics of integrative negotiation strategies.

**LO2:** Name key attributes of planning techniques.

### Learning Material

LINGO: Integrative Negotiation

What Makes Integrative Negotiation Different? Negotiation: Check your ego

Margaret Neale: Negotiation: Getting What You Want

Strategy vs Tactics

Strategy vs Tactics - What Is The Difference Between The Two?

2 Killer Negotiation Phrases That Work Like Magic

Analysis of a Negotiation

Negotiation Skills - Video Tip #1: Planning

Activities & Assessment

Assignment

### **Week 3: Distributive Bargaining**

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Learning Outcomes

**LO1:** List the characteristics of distributive bargaining.

**LO2:** Explain the difference between distributive bargaining techniques and integrative negotiation.

Learning Material

Review Power Point Presentation/Video Lecture

Distributive Bargaining

Negotiations between Lufthansa and unions collapse

LINGO: Distributive Negotiation

Negotiations & Bargaining Theory

Tolerable Cruelty (3/12) Movie CLIP - It's a Negotiation

Negotiation Navigator Video Blog - Responding To An Opening Offer

First impressions and unconscious bias

The negotiation process - Funny Real Estate clip

Negotiation - Power of the Opening Offer

Negotiation Navigator Video Blog - Who Should Make The Opening Offer

How to Negotiate The Highest Salary

Negotiate Value Lesson #20 -- Closing the Deal

William Ury: Dealing With Difficult Tactics in Negotiation

Activities & Assessment

Discussion

Assignment

### **Week 4: Conflict Management**

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## Learning Outcomes

**LO1:** Identify key components of conflict.

**LO2:** Explore techniques to manage conflict during a negotiation.

## Learning Material

Conflict Resolution - The Waterboy

Benefits of conflict in the business environment

10 Hot Tips - Managing Conflict

Conflict Management Strategies -- Rey Ty

Manage Conflict & Negotiation Skills

Negotiation Strategy and Planning.mpg (this video provides a quick summary of what we will discuss in this chapter)

Strategic Alignment Pyramid: How to Align Strategy to Organizational Goals

Strategy vs Tactics

Strategy vs Tactics - What Is The Difference Between The Two?

Examples and perspectives on these concepts: - Negotiation as relationship building in business

Negotiating strategies - Treat it like a game

(WALKAWAY POINT)

Activities & Assessment

## **Week 5: Ethical Conduct**

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## Learning Outcomes

**LO1:** Defend the need for ethical behavior.

**LO2:** Describe ethical conducts used during distributive bargaining and integrative negotiation.

## Learning Material

Beyond the Bar - Negotiation Ethics: Your Reputation Depends On It

How Ethical Are You? Take The Ethics Guy's Quiz on CNN

Consequentialism and Utilitarianism in a Nutshell

Ethics: Deontology Versus Consequentialism - Lesson 1 Kant

Ethics Defined: Social Contract Theory

Unethical Behavior & Tactics in Negotiation

Ethical Negotiation Skills - Negotiating Price 5

Top Tactics for Negotiation

Why telling the truth is vital - Jordan Peterson

Activities & Assessment

Discussion

Assignment

## **Week 6: Strategy Differences**

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Learning Outcomes

**LO1:** Identify key strategy differences between distributive bargaining and integrative negotiation.

**LO2:** Distinguish between strategy and tactical operations.

Learning Material

Two Types of Negotiating

Prepare to Win Even the Toughest Negotiations

Negotiate with Irrational People- Use Active Listening

Negotiation tutorial - Integrative bargaining tactics (Expanding the pie)

Negotiation Skills - Communication Training -Speak First

To Become A Super Negotiator, Phase 2 – Opening

Stan Christensen: Communication and Negotiation

Non-Verbal Communication in Negotiation - Jeff Thompson

Communication, Body Language Expert Jan Hargrave

Jan Hargrave: "Understanding Body Language" on LIVING SMART WITH PATRICIA GRAS

Activities & Assessment

Assignment

## **Week 7: Distributive Bargaining Techniques**

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Learning Outcomes

**LO1:** Identify key strategy differences between distributive bargaining and integrative negotiation.

**LO2:** Distinguish between strategy and tactical operations.

Learning Material

Distributive Bargaining

LINGO: Distributive Negotiation

Negotiations & Bargaining Theory

Tolerable Cruelty (3/12) Movie CLIP - It's a Negotiation

## Negotiation Navigator Video Blog - Responding To An Opening Offer

First impressions and unconscious bias

Activities & Assessment

Discussion

### Week 8: Negotiation Strategies

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Learning Outcomes

**LO1:** Identify key strategy differences between distributive bargaining and integrative negotiation.

**LO2:** Distinguish between strategy and tactical operations.

Learning Material

Conflict Resolution Training

Case Study: What is your suggestion? Apple or Samsung: You Decide

Report: Apple, Samsung to Negotiate One Last Time Before Case Goes to Jury

Negotiations between Lufthansa and unions collapse

Activities & Assessment

Assignment

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## Evaluation

**Grading:**

Name	Grade %
Discussions	20.00 %
Week 1 Discussion	5.00 %
Week 3 Discussion	5.00 %
Week 5 Discussion	5.00 %
Week 7 Discussion	5.00 %
Assignments	40.00 %
Week 2 Assignment	10.00 %
Week 3 Assignment	10.00 %
Week 4 Assignment	10.00 %
Week 5 Assignment	10.00 %
Initial Project	20.00 %
Week 6 Assignment: Initial Project	20.00 %
Final Project	20.00 %
Week 8 Assignment: Final Project	20.00 %

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# Materials

**Book Title:** Various resources from Trefry Library and/or the Open Web are used. Links provided inside the classroom.

**Author:**

**Publication Info:**

**ISBN:** D2L Note

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## Course Guidelines

### Citation and Reference Style

- Students will follow APA format as the sole citation and reference style used in written assignments submitted as part of coursework to the School of Business.
- Please note that no formal citation style is required on forum assignments in the School of Business—only attribution of sources (please see details regarding forum communication below).

### Tutoring

- [Tutor.com](#) offers online homework help and learning resources by connecting students to certified tutors for one-on-one help. AMU and APU students are eligible for 10 free hours of tutoring provided by APUS. Tutors are available 24/7 unless otherwise noted. Tutor.com also has a SkillCenter Resource Library offering educational resources, worksheets, videos, websites and career help. Accessing these resources does not count against tutoring hours and is also available 24/7. Please visit the APUS Library and search for 'Tutor' to create an account.

### Late Assignments

#### [Student Deadlines](#)

### Turn It In

- Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze an assignment submission and report a similarity score. Your assignment submission is automatically processed through the assignments area of the course when you submit your work.

### Academic Dishonesty

- Academic Dishonesty incorporates more than plagiarism, which is using the work of others without citation. Academic dishonesty includes any use of content purchased or retrieved from web services such as CourseHero.com or Scribd. Additionally, allowing your work to be placed on such web services is academic dishonesty, as it is enabling the dishonesty of others. The copy and pasting of content from any web page, without citation as a direct quote, is academic dishonesty. When in doubt, do not copy/paste, and always cite.

### Submission Guidelines

- Some assignments may have very specific requirements for formatting (such as font, margins, etc) and submission file type (such as .docx, .pdf, etc). See the assignment instructions for details. In general, standard file types such as those associated with Microsoft Office are preferred, unless otherwise specified.
- It is the student's responsibility to ensure the all submitted work can be accessed and opened by the



instructor.

## Disclaimer Statement

- Course content may vary from the outline to meet the needs of a particular group or class.

## Communicating on the Discussion Board

- Discussions are the heart of the interaction in this course. The more engaged and lively the exchanges, the more interesting and fun the course will be. Only substantive comments will receive credit. Although there is a final posting day/time after which the instructor will grade and provide feedback, it is not sufficient to wait until the last day to contribute your comments/questions on the discussion. The purpose of the discussions is to actively participate in an on-going discussion about the assigned content.
- “Substantive” means comments that contribute something new and important to the discussion. Thus a message that simply says “I agree” is not substantive. A substantive comment contributes a new idea or perspective, a good follow-up question to a point made, offers a response to a question, provides an example or illustration of a key point, points out an inconsistency in an argument, etc.
- As a class, if we run into conflicting view points, we must respect each individual's own opinion. Hateful and hurtful comments towards other individuals, students, groups, peoples, and/or societies will not be tolerated.
- Students must post a response to the weekly discussion prompt and post the required number of replies to other students – refer to the grading rubric and/or discussion instructions for specific expectations on number of replies and word count requirements.
- The main response to the discussion needs to be provided mid-week allowing classmates time to respond – refer to the grading rubric and/or discussion instructions for specific expectations.

## Quizzes and Exams

- Quizzes and exams may consist of true/false, multiple choice, and short essay questions. Each quiz/exam is accessible only once. Once a quiz/exam is accessed, you will not be able to access it again if you disconnect. Therefore, allocate time to complete your quiz. Weekly quizzes must be submitted by midnight Eastern Time, Day 7 of the assigned week. Late quizzes or exams will not be accepted without prior instructor approval.

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# Communications

## Student Communication

To reach the instructor, please communicate through the MyClassroom email function accessible from the Classlist of the Course Tools menu, where the instructor and students email addresses are listed, or via the Office 365 tool on the Course homepage.

- In emails to instructors, it's important to note the specific course in which you are enrolled. The name of the course is at the top center of all pages.
- Students and instructors communicate in Discussion posts and other learning activities.
- All interactions should follow APUS guidelines, as noted in the [Student Handbook](#), and maintain a professional, courteous tone.
- Students should review writing for spelling and grammar.
- [Tips on Using the Office 365 Email Tool](#)

## Instructor Communication

The instructor will post announcements on communications preferences involving email and Instant Messaging and any changes in the class schedule or activities.

- Instructors will periodically post information on the expectations of students and will provide feedback on assignments, Discussion posts, quizzes, and exams.
  - Instructors will generally acknowledge student communications within 24 hours and respond within 48 hours, except in unusual circumstances (e.g., illness).
  - The APUS standard for grading of all assessments (assignments, Discussions, quizzes, exams) is five days or fewer from the due date.
  - Final course grades are submitted by faculty no later than seven days after the end date of the course or the end of the extension period.
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## University Policies

Consult the [Student Handbook](#) for processes and policies at APUS. Notable policies:

- [Drop/Withdrawal Policy](#)
- [Extension Requests](#)
- [Academic Probation](#)
- [Appeals](#)
- [Academic Dishonesty / Plagiarism](#)
- [Disability Accommodations](#)
- [Student Deadlines](#)
- [Video Conference Policy](#)

## Mission

The [mission of American Public University System](#) is to provide high quality higher education with emphasis on educating the nation's military and public service communities by offering respected, relevant, accessible, affordable, and student-focused online programs that prepare students for service and leadership in a diverse, global society.

## Minimum Technology Requirements

- Please consult the catalog for the minimum hardware and software required for [undergraduate](#) and [graduate](#) courses.
- Although students are encouraged to use the [Pulse mobile app](#) with any course, please note that not all course work can be completed via a mobile device.

## Disclaimers

- Please note that course content – and, thus, the syllabus – may change between when a student registers for a course and when the course starts.
- Course content may vary from the syllabus' schedule to meet the needs of a particular group.