HC 101 The Art of Negotiation: Realizing Opportunity

School for New Learning
DePaul University
Winter 2017
Monday evenings
O'Hare Campus

Faculty: Amy Ziolkowski, J.D. aziolkow@ymail.com O'Hare.
E-mail: Meets 1/2, 1/9, (no class 1/16), 1/23, 1/30, 2/6. Can only be
Location: taken for one competence.

Course Description:
When we hear the word “negotiations,” most of us think about formal events between
CEOS and Wall Street dealmakers. In reality, negotiations take place in every facet of
our lives, both personally and professionally. Negotiation is the art and science of
securing an agreement between two or more parties.

This course will provide you with the tools for achieving their personal and professional
goals by implementing effective negotiation strategies and techniques. You will learn
different negotiation strategies and techniques, and will practically apply these techniques
in mock negotiations with other students. This course will focus on the behavior leading
to effective negotiations and how to analyze your own behavior in negotiations.

About the Instructor:
Amy Ziolkowski holds a Bachelor of Science in Chemical Engineering from University
of Illinois and a Juris Doctor from Illinois Institute of Technology, Chicago Kent College
of Law. She is an attorney specializing in intellectual property and business matters.

Competencies:

H-3-D Can employ the skills of negotiation, mediation, or interpersonal
communication in the resolution of a problem.
   1. Identifies the components of a specific interpersonal relationship and
describes the problem that exists within that relationship.
   2. Applies principals of mediation, negotiation, or interpersonal communication
to resolve the problem.
   3. Evaluates the effectiveness of the intervention and the theoretical model
underlying it.

FX Can employ problem solving and negotiation skills to discover issues that can
divide businesses, and can apply strategies to negotiate positive outcomes within a
business environment.
1. Identify at least two types of negotiation strategies.
2. Articulate how to successfully prepare for a business negotiation.

**Learning Experience:**
Students will learn the basics of the types of negotiation strategies and how to utilize these strategies to negotiate successful outcomes.

Students taking an H-3-D competence will learn how to apply the principals of negotiation to resolve problems.

Students taking an FX competence will learn how to utilize negotiation skills to achieve positive outcomes within their business.

Learning strategies include:
- Readings
- Lecture/discussion
- Class discussion and participation
- Class based negotiations


Specific Learning Outcomes:
- Understand the types of negotiation strategies.
- Understand how to successfully prepare for a negotiation.
- Understand how to avoid mental errors during a negotiation.

**Evidence the Students will Submit:**
This class includes in-class negotiations and a final paper.

Students will be graded on five in-class negotiations. Each negotiation comprises 15% of a student’s grade.

Students will be graded on a final paper focusing on how to prepare for a successful negotiation. This paper comprises 25% of a student’s grade.

**Criteria for Assessment:**

*Written Work Will be Evaluated As Follows:*
A= designates work of high quality; reflects thorough and comprehensive understanding of the issues at hand; reflects a clearly identifiable thesis and argument that demonstrates cogent and creative development and support of idea.

B= designates work of good quality; reflects clearly organized and comprehensive understanding of issues at hand; presents substantive thesis and argument with evident development and support of ideas.

C= designates work which minimally meets requirements set forward in assignment; reflects some organization and development of ideas but develops argument in superficial or simplistic manner; may only address part of the assignment or be otherwise incomplete.

D= designates work of poor quality which does not meet minimum requirements set forth in the assignment; demonstrates poor organization of ideas and/or inattention to development of ideas, grammar, and spelling; treatment of material is superficial and/or simplistic; may indicate that student has not done reading assignments thoroughly.

Unfinished work or work requiring revision will be given an Incomplete (IN) grade. In order to qualify for the IN, students must have regularly attended class, and must have completed three-fourths of assignments.

In order for a student to have an incomplete (IN) grade granted in this course, there must be a significant extenuating circumstance evidenced by the student (e.g., medical and/or significant personal issues). The student will need to initiate and file an SNL Incomplete grade contract before the final session of the course to receive an incomplete grade. Students are strongly advised to review the university deadlines for withdrawal without tuition refund and the implications for financial aid and grades.

Class Schedule:
All class meetings are mandatory. Students should drop the class if they cannot make all sessions or if a student has to leave a session early. It is not necessary to read the book prior to the first session. The book should be brought to class.

Class 1
Types of Negotiation
Preparing for a Negotiation
Participate in a Mock Negotiation

Class 2
Tactics for Negotiations
Win-Lose Negotiations
Integrative Negotiations
Participate in a Mock Negotiation

**Class 3**
Overcoming Barriers to Reaching an Agreement
Avoiding Mental Errors During Negotiation
Participate in a Mock Negotiation

**Class 4**
Building Business and Organizational Competence For Successful Negotiations
Implementing Strategies to Successfully Navigate a Negotiation
Participate in a Mock Negotiation

**Class 5**
Participate in a Mock Electronic Debate. Final Paper Due

**Addenda**

**DePaul University Academic Integrity Policy**

DePaul University is a learning community that fosters the pursuit of knowledge and the transmission of ideas within a context that emphasizes a sense of responsibility for oneself, for others and for society at large. Violations of academic integrity, in any of their forms, are, therefore, detrimental to the values of DePaul, to the students’ own development as responsible members of society, and to the pursuit of knowledge and the transmission of ideas. Violations include but are not limited to the following categories: cheating; plagiarism; fabrication; falsification or sabotage of research data; destruction or misuse of the university’s academic resources; alteration or falsification of academic records; and academic misconduct. Conduct that is punishable under the Academic Integrity Policy could result in additional disciplinary actions by other university officials and possible civil or criminal prosecution. Please refer to your Student Handbook or visit [http://studentaffairs.depaul.edu/homehandbook.html](http://studentaffairs.depaul.edu/homehandbook.html) for further details.

**DePaul University Incomplete Policy**

Undergraduate and graduate students will have up to two quarters to complete an incomplete. At the end of the second quarter (excluding summer) following the term in which the incomplete grade was assigned, remaining incompletes will automatically convert to "F" grades. In the case of the Law School incompletes must be completed by the end of the semester following the one in which the incomplete was assigned. Ordinarily no incomplete grade may be completed after the grace period has expired. Instructors may not change incomplete grades after the end of the grace period without the permission of a college-based Exceptions Committee. This policy applies to undergraduate, graduate and professional programs. NOTE: In the case of a student who has applied for graduation and who has been approved for an Incomplete in his or her
final term, the incomplete must be resolved within the four week grace period before final degree certification.

n.b. The SNL student who wishes to receive the grade of IN must formally request in writing that the instructor issue this grade. This request must be made before the end of the quarter in which the student is enrolled in a course.

**For Students Who Need Accommodations Based on the Impact of a Disability**

Students who feel they may need an accommodation based on the impact of a disability should contact the instructor privately to discuss their specific needs. All discussions will remain confidential.

To ensure that you receive the most appropriate accommodation based on your needs, contact the instructor as early as possible in the quarter, preferably within the first week of class, and make sure you have contacted:

- PLuS Program (for LD, AD/HD) at 773-325-4239 in the Schmidt Academic Center, room 220 or;
- The Office for Students with Disabilities (for all other disabilities) at 773-325-7290, DePaul University Student Center, room 307.

**Writing Help**

For help with organizing your ideas, grammar, citing sources, avoiding plagiarism, sample SNL assignments and much more, see the Writing Guide for SNL Students at [http://snl.depaul.edu/writing/index.html](http://snl.depaul.edu/writing/index.html). For on-campus and online tutoring, see the DePaul University Writing Centers at [http://condor.depaul.edu/~writing/](http://condor.depaul.edu/~writing/).

[In addition, consider adding the Writing Centers’ syllabus supplement available here [http://condor.depaul.edu/writing/instructors/syllabus.html](http://condor.depaul.edu/writing/instructors/syllabus.html).]

**Dean of Students Office**

The Dean of Students Office (DOS) helps students in navigating the university, particularly during difficult situations, such as personal, financial, medical, and/or family crises. Absence Notifications to faculty, Late Withdrawals, and Community Resource Referrals, support students both in and outside of the classroom. Additionally we have resources and programs to support health and wellness, violence prevention, substance abuse and drug prevention, and LGBTQ student services. We are committed to your success as a DePaul student. Please feel free to contact us at [http://studentaffairs.depaul.edu/dos/](http://studentaffairs.depaul.edu/dos/).