

PSCI 4602A
BARGAINING AND NEGOTIATION
Thursday 6:05-8:55 p.m. Room: A602 Loeb

Instructor: Michael Dolan
Office Hours: Tues 12:30-2:30; Wed 1:30-2:30;
Thurs, 5:00-6:00.
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COURSE DESCRIPTION

The theory and practice of bargaining and negotiation. The seminar includes national and international levels, government and mixed public-private negotiations, and bilateral and multilateral situations. Special attention is given to the needs of weaker parties. Simulations included.

One objective of the course is to explore the major concepts of bargaining and negotiating, and the dynamics of interpersonal and intergroup conflict and its resolution. Another objective is help students develop the sophistication to analyze bargaining and conflict relationships, and to learn about their own individual bargaining styles. My interest is to have students who are committed to both goals.

FORMAT

Class time will be divided into lectures, role playing and case discussions. Lectures and discussions will be used to provide analytical concepts important for understanding the various topics, and to integrate the readings. Most class periods will include a negotiation exercise that will apply aspects of the particular topics. Upon completion, these exercises will be discussed and analyzed in the seminar.

FINAL EXAMINATION

There will not be a final examination in this course.

EVALUATION

The final grade in the course will be determined on the following basis:

Seminar Contribution	25%
Simulation Background Essay	25%
Simulation Follow Up Essay	25%
Final Project Essay	25%
TOTAL	100%

Grading Guidelines. The Dean of Public Affairs and Management has issued these grading guidelines: "At the 4000 level, the predominant grades are in the A to B range, with more Bs than As."

STUDENT WORK REQUIREMENTS

Class preparation and Participation. This course requires that students come prepared to class. There are two forms of preparation: reading and exercise and case assignments. Readings have been assigned to illuminate the weekly topics. Assignments are cases, role plays and questionnaires that *must* be read or completed prior to class. Group preparation outside of class will be necessary on several occasions. *Attendance at class is expected.* Missing class is not acceptable except for medical emergency. The class participation segment of your grade will be based upon your class attendance, preparation for all class

activities, and the quality of your contribution to class discussions. Students will be given a mid-term report of this grade.

Background paper on the major negotiation simulation. An essay on the issues addressed in the simulation. This essay should not exceed eight pages. This essay may be a joint effort submitted by particular syndicates representing either the multinational firm or the developing country. This paper is due on 16 March. *Because this paper provides the basis for the negotiation that begins on this date, no late papers will be accepted*

Follow-up paper on the negotiation simulation. An essay on the simulated negotiations. The format of this essay will be to answer a set of questions relating to the structure and process of the negotiations. As with the background paper, this essay may be a joint effort submitted by particular syndicates representing either the multinational firm or the developing country. This paper is due one week after the completion of the negotiations. This paper is due on 30 March. *Late papers will be accepted with a full letter grade deduction.*

Final Project. This paper is due on 6 April. *Late papers will not be accepted* as final grades are due 10 days after the last class (which is 10 April this year). You may do one of three things for the final project.

1. “live” negotiation. You may write up an actual negotiation that you have with someone during the term. The should be a real issue of importance to you, such as a salary or job negotiation, a major purchase, or a negotiation in an important relationship). Three rules apply here: you must negotiate for something non-trivial. The other party or parties cannot be associated with this course or be aware that you are using the negotiation for a course exercise. Your paper must include your goals, strategy and expectations prior to the negotiation. Evaluation will be based less on success and more on your ability to apply the key issues and concepts that we will be working with (in the lectures, course exercises and course readings—be sure to cite relevant sources), put together some sensible strategy, and generate ideas about how to be more effective in the future. **Your paper and negotiation strategy should reflect the theory and tools presented in the seminar and readings. This paper should follow the format used to prepare for the Tempest-Auriga simulation, with the relevant analytical forms.**

2. Learning Summary. You may prepare a personal learning summary. The purpose of the summary is to integrate what you have learned about yourself in the course, about others, about negotiation and about human behaviour. The summary will be written to the instructor and will be a confidential document. Grading will be based on the comprehensiveness of the analysis, integration of relevant course materials, data and feedback from others in the course about your style (a must element for this paper) and personal reflection on your strengths and weaknesses.

3. Term paper. You may prepare an analytical paper of some actual negotiation that has occurred such as an international situation, labour problem, hostage negotiation, business deal, etc. Your paper should very briefly present the case and then analyze it, **using the theory and tools presented in the seminar and readings. This paper should follow the format used to prepare for the Tempest-Auriga simulation, with the relevant analytical forms.** Students are encouraged to consult with the instructor about their topic in advance.

TEXTS

Reader: *Negotiation: Readings, Exercises and Cases* (4th Edition) by Roy Lewicki, David Saunders, John Minton and Bruce Berry (Irwin McGraw-Hill: Boston, 2002) . Available at Haven Books, located at Seneca & Sunnyside Ave. Tel (613) 730-9888, info@havenbooks.ca and www.havenbooks.ca

Text: *Essentials of Negotiation* (3rd Edition) by Roy Lewicki and David Saunders (Irwin McGraw-Hill: Boston, 2004).

<u>DATE</u>	<u>WEEK</u>	<u>TOPICS AND READINGS</u>
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(all readings are from the course texts unless otherwise indicated)

5/1	1	Introduction
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Questionnaire 5

12/1	2	Effective, Successful Negotiation
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Reader: 1.1, 1.2, 1.3; Exercise 2: *Pemberton's Dilemma*; Text: Chap 1

19/1	3	Framing Negotiations
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Reader: 5.1, 5.2, 10.1, 10.2, 10.3; Questionnaire 1; Text: Chap 2

26/1	4	Distributive Bargaining
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Reader: 3.1, 3.2, 3.3; Exercise 4: *The Used Car*; Text: Chap 3

2/2	5	Integrative Bargaining
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Reader: 4.1, 4.2, 4.3; Exercise 7: Universal Computer 1; Text: Chap 4

9/2	6	Power in Negotiations
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Reader: 6.1, 6.2, 6.3, 6.4, 8.4; Exercise 16: *The Power Game*; Questionnaire 3; Text: Chap 6

16/2	7	Ethics in Negotiations
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Reader: 7.1, 7.2, 7.3, Questionnaire 2; Text: Chap 7; *Tempest-Auriga Simulation* (photocopy)

2/3	8	Coalition Bargaining
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Reader: 9.1, 9.2, 9.3; Exercise 17: Coalition Bargaining; “*Multiparty Negotiations*” by Lewicki, et al. (photocopy); Planning for Negotiation Exercise

9/3	9	Cross-Cultural Negotiating
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Reader: 11.1, 11.2, 11.3, 11.4, 11.5; Text: Chap 8; Preparation for Tempest-Auriga Simulation

16/3	10	Strategic Planning for Negotiations
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Negotiation Exercise, Introductory meeting
Reader: 2.1, 2.2, 12.1, 12.2, 12.3; Text: Chap 5

23/3	11	Negotiation Exercise
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Text: chap 9

30/3	12	Negotiation Exercise Analysis and Conclusion
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Academic Accommodations

For Students with Disabilities: Students with disabilities requiring academic accommodations in this course are encouraged to contact the Paul Menton Centre (PMC) for Students with Disabilities (500 University Centre) to complete the necessary forms. After registering with the PMC, make an appointment to meet with the instructor in order to discuss your needs **at least two weeks before the first in-class test or CUTV midterm exam**. This will allow for sufficient time to process your request. Please note the following deadlines for submitting completed forms to the PMC for formally scheduled exam accommodations: **November 7th, 2005** for fall and fall/winter term courses, and **March 10, 2006** for winter term courses.

For Religious Observance: Students requesting accommodation for religious observances should apply in writing to their instructor for alternate dates and/or means of satisfying academic requirements. Such requests should be made during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist, but no later than two weeks before the compulsory academic event. Accommodation is to be worked out directly and on an individual basis between the student and the instructor(s) involved. Instructors will make accommodations in a way that avoids academic disadvantage to the student. Instructors and students may contact an Equity Services Advisor for assistance (www.carleton.ca/equity).

For Pregnancy: Pregnant students requiring academic accommodations are encouraged to contact an Equity Advisor in Equity Services to complete a *letter of accommodation*. Then, make an appointment to discuss your needs with the instructor at least two weeks prior to the first academic event in which it is anticipated the accommodation will be required.

Plagiarism: The Undergraduate Calendar defines plagiarism as: "to use and pass off as one's own idea or product, work of another without expressly giving credit to another." The Graduate Calendar states that plagiarism has occurred when a student either: (a) directly copies another's work without acknowledgment; or (b) closely paraphrases the equivalent of a short paragraph or more without acknowledgment; or (c) borrows, without acknowledgment, any ideas in a clear and recognizable form in such a way as to present them as the student's own thought, where such ideas, if they were the student's own would contribute to the merit of his or her own work. Instructors who suspect plagiarism are required to submit the paper and supporting documentation to the Departmental Chair who will refer the case to the Dean. It is not permitted to hand in the same assignment to two or more courses. The Department's Style Guide is available at: www.carleton.ca/polisci/undergrad/styleguide.pdf

Oral Examination: At the discretion of the instructor, students may be required to pass a brief oral examination on research papers and essays.

Submission and Return of Term Work: Papers must be handed directly to the instructor and will not be date-stamped in the departmental office. Late assignments may be submitted to the drop box in the corridor outside B640 Loeb. Assignments will be retrieved every business day at 4 p.m., stamped with that day's date, and then distributed to the instructor. For essays not returned in class please attach a **stamped, self-addressed envelope** if you wish to have your assignment returned by mail. Please note that assignments sent via fax or email will not be accepted. Final exams are intended solely for the purpose of evaluation and will not be returned.

Approval of final grades: Standing in a course is determined by the course instructor, *subject to the approval of the Faculty Dean*.

Course Requirements: Students must fulfill all course requirements in order to achieve a passing grade. Failure to hand in any assignment will result in a grade of F. Failure to write the final exam will result in a

grade of ABS. FND (Failure – No Deferred) is assigned when a student's performance is so poor during the term that they cannot pass the course even with 100% on the final examination. In such cases, instructors may use this notation on the Final Grade Report to indicate that a student has already failed the course due to inadequate term work and should not be permitted access to a deferral of the examination. Deferred final exams are available ONLY if the student is in good standing in the course.

Connect Email Accounts: The Department of Political Science strongly encourages students to sign up for a campus email account. Important course and University information will be distributed via the Connect email system. See <http://connect.carleton.ca> for instructions on how to set up your account.