



Spring 2023 Syllabus COM 425-002: Communication, Negotiation, and Conflict Management in Organizations (3 credits)

Course Website: Canvas LMS [<https://uk.instructure.com>]

“**Conflict** is an expressed struggle between at least two interdependent parties who perceive incompatible goals, scarce resources, and interference from others in achieving their goals” (Hocker & Wilmot, 2018, p. 3).

“**Negotiation** is a process by which two or more parties attempt to resolve their opposing interests” (Lewicki, Saunders, & Barry, 2021, p. 6).

“**Mediation** is an art in which skilled practitioners help individuals and groups achieve positive and mutually agreeable results by **promoting constructive communication and building respect**” (Isaacson, Ricci, & Littlejohn, 2020, p. 1). Mediation extends the negotiation process by asking a neutral third party to monitor the process while allowing the original parties to be responsible for their own resolution to the conflict. Put simply, **mediation is a confidential, voluntary process where a neutral third party (or co-mediators) facilitate(s) negotiation between two or more parties with mutually acceptable agreement as one possible outcome.**

“Ultimately, however, conflict lies not in objective reality, but in people’s heads. Truth is simply one more argument—perhaps a good one, perhaps not—for dealing with the difference. The difference itself exists because it exists in their thinking. Fears, even if ill-founded, are real fears and need to be dealt with. Hopes, even if unrealistic, may cause a war. Facts, even if established, may do nothing to solve the problem” (Fisher, Ury, & Patton, 2011, pp. 24-25).

General Course Information

COM 425-002 Class meets: Tuesday and Thursday 9:30 a.m. - 10:45 a.m. EST 221 Patterson Hall

Instructor Contact Information

Derek R. Lane, Ph.D.

Email: Derek.Lane@uky.edu

Office: 859.218.0468

Zoom Office Hours:

Tuesday and Thursday 8:00 a.m. – 9:00 a.m. (And by appointment)

<https://uky.zoom.us/my/drlane>

Office Location: 235 Blazer Dining 343 S. Martin Luther King Blvd.

Communication Department Office: 859.257.3622

Course Description

Communication, Negotiation, and Conflict Management in Organizations **explores the role of communication in negotiation and conflict management in organizations.** The course examines conflict theories and approaches, negotiation processes, and third-party intervention through the study of strategies and tactics, interaction processes, phases and stages of negotiation development and conflict framing. The course examines strategies and tactics used in exchange of offers and counteroffers, salary negotiations, buying and selling of products, team bargaining, and multiparty negotiations.

COM 425 also examines communication theories and strategies that explain how people behave in conflict to improve communication that facilitates a collaborative mutually satisfying resolution to conflict. Throughout the semester students will examine the nature of conflict, conflict theory, and strategies for managing conflict that include both negotiation and mediation as third party (neutral) interventions.

Course Prerequisites

COM 325 AND completion of the major graduation communication and composition requirement (COM 326 or COM 351).

Student Learning Outcomes

1. Demonstrate an understanding of the **different types of negotiation** and **dispute resolution** and acquire a repertoire of **communicative strategies** and tactics to use in **conflict** and **negotiation situations**.
2. Explain and develop **communicative, diagnostic** and **intervention techniques** for altering the course of negotiation and for achieving mutual positive outcomes.
3. Identify and respond effectively to other negotiators in **framing conflict situations, planning for interactions,** and **developing working relationships**.

Course Delivery

COM 425-002 is designed as a face-to-face course with lectures, activities, and assignments supplemented through Canvas. The benefits students receive in this class are directly proportional to their efforts in keeping up with the **assigned reading** and **actively participating** in class to build trust, cooperation, support, and mutual respect.

Required Course Materials

Students are expected to purchase (or rent) the two required textbooks (listed below) and read the first chapter in both books before class on January 12. Electronic versions of both books are **available for immediate rental** through Amazon or VitalSource. The Negotiation textbook can be rented for \$33.21 (through 7/08/23) and the Mediation textbook can be rented for \$10.67 (through 4/25/2023). Do NOT wait to purchase/rent your textbooks.

Isaacson, K., Ricci, H., & Littlejohn, S.W. (2020). *Mediation: Empowerment in conflict management* (3rd Ed.). Long Grove, IL: Waveland.

Lewicki, R. J., Saunders, D. M., & Barry, B. (2021). *Essentials of Negotiation* (7th Ed.). New York, McGraw-Hill.

Other supplemental readings will be provided throughout the course and will be available through Canvas.

Technology Requirements

1. Microsoft Word. Must have for Canvas compatibility. Download it from <https://download.uky.edu> using your LinkBlue login credentials. You can get help by calling 218-4357 or go in person to ITS in the Hub of William T. Young library for hands-on help.
2. Access to a computer (at home or on campus) is required as you will be using your UK LinkBlue computer account for email communication with instructor and classmates, Canvas access and participation, Google docs access and account, library research, and required downloads of PDFs, handouts, and supplemental reading.
3. Active official UK email account (we use your official account for all things academic). All students are expected to check their official UK email regularly.

ASSIGNMENTS

Exams & Quizzes (50%):

1. Exams & Reading Quizzes (50%): There will be three examinations this term. Exams will be a combination of multiple choice, short essay, and longer essay questions. Exams will ask you to demonstrate an understanding of the material as well as the vocabulary and vernacular of communication, negotiation, and conflict management in organizations. You are responsible for all course material including, but not limited to, assigned readings, handouts, videos, and lectures. All tests will be given via Canvas. You will need to login to Canvas to take the exam electronically. **Exams will be available during class from 9:30-10:45 (unless students have DRC accommodations).**

Reading Quizzes (10%): Each chapter will have its own reading quiz. Reading quizzes will consist of five questions (worth 2 points each) and may reflect questions pulled for each exam. Please read the chapter(s) thoroughly before taking the reading quizzes.

PLEASE NOTE: YOUR TWO (2) LOWEST QUIZZES WILL BE DROPPED.

2. Negotiation Simulation and Analysis Paper: You will participate in a simulated negotiation that will require planning, strategizing, and negotiating. You will prepare for this in class and possibly outside of class. After the simulation, you will then write an individual paper analyzing the negotiation. This paper will focus on application and analysis of class material and research in the simulation. Since this assignment is based on class activities, participation on these dates will be factored into your grade. Additional details will be provided.

3. Participation: You will earn your participation grade through class attendance and engagement over the course of the semester. Nearly all class meetings are designated as “participation days.” Each day of the negotiation simulation (approx. 4) will be part of the overall negotiation simulation participation score (30 points), On all other days, except exam days and two other dates (see tentative schedule below), you can earn up to 3 points (60 points), To earn the full points for a given day, you must be present in class (including arriving on time) and meaningfully contribute to class discussion and activities during that day. Students who arrive late to class, or are engaged on their screens, rather than class (you know what this means), on a given day can earn up to a maximum of 1 participation point for that day.

There will be many role-playing exercises, simulations, and cases in this course. For the purposes of this course, you should treat behavior in the simulations and role-playing exercises as genuine. Although the stakes may be different outside of class, **the interactions are often like situations that occur in life and the workplace.** You will be given confidential information to conduct the exercises. Please do not share this information with other class members until the exercises are completed. For the **negotiation simulation**, there will be homework assignments. Further, you are **required to attend the negotiation simulations as well as the planning and debriefing sessions.** Failure to attend these will affect your grade (see grading criteria)

Grading Criteria (Point Distribution)**

There are no optional assignments. Course completion is accomplished when all necessary assignments have been finished. Failure to complete all assignments will result in an E grade for the course. This course will be graded on a standard scale (A=89.5%, B=79.5%, C=69.5%; D=59.5%, E=59.44% or lower).

Your grade in this course is a function of the following:

	Max Points	%
Exams (3 X 150)	450	45.0
Reading Quizzes (12 X 10; drop lowest 2 quizzes)	100	10.0
Participation (see explanation above)	100	10.0
Content Application Exercises (Engagement)	60	6.0
Mediation Simulations (3 X 15)	45	4.5
Negotiation Simulation and Analysis Paper		
• Planning/Simulation/Homework	45	
• Final Paper	160	
• Presentation	40	
	<u>245</u>	<u>24.5</u>
TOTAL	1000	100%

**A detailed breakdown of the grading criteria with dates is available on page 12 of this syllabus.

Midterm Grade and Final Exam Information

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (<https://www.uky.edu/registrar/content/academic-calendar>). There is no final exam for this class.

Student Responsibilities

1. Attend class. This is a course at the University of Kentucky. A great deal of what we learn will come from work in class. Plan to attend class on time, take notes, participate, and pay attention.

2. Participate in class activities and discussions. Your learning will suffer if you are unable or unwilling to share your knowledge, experience, and research findings with others (or if you are distracted with electronic devices).

3. Complete all readings and assignments with your best effort. You are responsible for the quality of your learning. You will benefit from reading before class.

4. Learning assumptions and expectations. Class discussion and activities will build from course readings, so it is necessary that you complete the reading **before** the assigned date. Application of

concepts to the cases discussed in class hinges on staying up to date with the readings. This course employs a combination of lecture, discussion, class exercises and application of course concepts. The course is highly participatory in that you will engage in simulations, case analysis, and exercises in class. You will learn by participating in class activities as well as through completing course assignments.

5. Digital disruptions. Use of phones is not permitted during class. I want you to succeed in class and in life. [Research demonstrates](#) that [mobile phones](#) and other [digital distractions disrupt](#) and interfere with the ability to learn in class and succeed in life. [Harvard](#) reports a study where “80% of students agreed that using a mobile phone in class decreases their ability to pay attention”. Remarkably, [news reports](#) indicate that [Silicon Valley](#) parents are increasingly obsessed with keeping their children [away from screens](#). The [NY Times reported that](#) Tim Cook, C.E.O. of Apple, [said earlier this year](#) that he would not let his nephew join social networks. Bill Gates banned cellphones until his children were teenagers, and Melinda Gates wrote that [she wished they had waited even longer](#). Steve Jobs [would not let his young children near iPads](#). Laptops may be used for class note-taking only. Per department rules, violations of the technology policy will result in a 1% deduction per infraction to your overall participation grade at the instructor’s discretion.

POLICIES AND PROCEDURES

1. What rules exist for face covering and social distancing while on campus?

We all must wear masks in the classroom (<https://www.uky.edu/coronavirus/do-your-part/mask>), **If UK-approved face coverings are not worn over the nose and mouth, students will be asked to leave the classroom.** See also <https://www.uky.edu/coronavirus/spring-2022-guide> for more information. *Let’s hope this situation changes for the better!*

2. How will attendance be taken and what happens if I miss class?

Attendance will be taken so that you can earn your participation grade through class attendance and engagement over the course of the semester. Class participation may include activities, discussions, reflective writing, etc. and may be graded as complete/incomplete or graded based on a rubric. Participation totals a set percentage of your grade (as indicated by your instructor in the syllabus) with a certain number of participation opportunities worth a certain number of points.

If you miss class without an excused absence, you will not earn participation points. However, if you do have an excused absence (see <https://www.uky.edu/universitysenate/acadpolicy>), then your participation score will not be affected for missing that particular day or days of class.

In order for an absence or missed work to be excused, students should contact their instructor no later than a week following their return to classes with documentation of their absence. In some cases, students may have official documentation to verify their excused absence/missed work (e.g., verification of a doctor visit, note from University Health Service, letter of accommodation from Disability Resource Center). Students **MUST** contact their instructor to be excused from class or missed work.

If you miss a class, you are responsible for obtaining information presented during that class session (this includes videos or notes). This is not the instructor’s responsibility. For excused absences the instructor shall give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred [US:11/10/85 and RC: 11/20/87]. The instructor is under no obligation to provide the student an opportunity to make up the work and/or exams for unexcused absences.

What if I need to miss class for a religious holiday?

Students anticipating an absence for a major religious holiday are responsible for notifying the Instructor in writing of anticipated absences due to their observance of such holidays no later than the last day of add/drop. Information regarding dates of major religious holidays may be obtained through the religious liaison, Dr. David Beach (859-257- 2754).

What are withdrawals (grade of 'W') and incompletes (grade of 'I')?

Any student may withdraw from any class (take a "W") until Week 11 of the semester. University policy states that students are strongly encouraged to withdraw from the class when a student's total EXCUSED absences exceed 1/5, or 20%, of the class periods scheduled for the semester. However, for Spring 2021, we would like to be flexible in the number of excused absences allowed for each student. Each instructor may work with a student with more than 20% excused absences to make up work if feasible. If the instructor determines that a student cannot feasibly make up work after missing more than 20% of class/assignments, the Instructor of Record may award an Incomplete (grade of 'I') for the course if the student declines to receive a 'W.' An 'I' grade should be given only when a reasonable probability exists the student can complete the work within the allowed period of time and that a passing grade will result from completion of the work. [US: 2/9/87; RC: 11/20/87].

3. What are the policies on plagiarism and cheating?

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to university policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed. See additional information for specific procedures for addressing academic offenses.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

What is considered plagiarism at UK?

Senate Rules 6.3.1 (see <http://www.uky.edu/Faculty/Senate/> for the current set of Senate Rules) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission. When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain. Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

What is considered cheating at UK?

Senate Rule 6.3.2: Cheating is defined by its general usage. It includes, but is not limited to, the wrongfully giving, taking, or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade. The fact that a student could not have benefited from an action is not by itself proof that the action does not constitute cheating. Any question of definition shall be referred to the University Appeals Board.

How are academic offenses handled at UK?

The Department of Communication follows the procedures outlined by Senate Rules 6.3.0 and 6.4.0 to address academic offenses, summarized on the Ombud's website. First, the instructor and student should set up a meeting so both parties may explain and discuss concerns of cheating/plagiarism.

Second, after the meeting, if the instructor deems that NO academic offense has occurred, no further action will be taken. However, if, after the meeting, the instructor deems an academic offense HAS occurred, the instructor (with the help of the Director of Undergraduate Studies in COM) will inquire about a student's prior record of academic offenses from the Registrar's Office.

Third, depending on the student's prior record, the instructor (with the help of the Director of Undergraduate Studies) will determine the penalty. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense relates to a student's attendance (e.g., in the case of falsified documentation of an excused absence), the minimum penalty is an unexcused absence and a zero on any missed assignments made up using the falsified excused absence. The student may also be reported for a violation of the Student Code of Conduct through the Office of Student Conduct. If the offense is considered severe or the student has other academic offenses on record, more serious penalties may be imposed, starting with an E in the course and ranging up to suspension/expulsion.

Fourth, EVERY academic offense resulting in some penalty will be reported to the Ombud to be kept on the student's record with the Registrar's Office. The offense will be reported via a letter from the Director of Undergraduate Studies sent to the student's university email account (cc: instructor and Academic Ombud). The student has the right to appeal the department's determination by contacting the Academic Ombud within ten days. More information about this appeals process can be found at http://www.uky.edu/Ombud/ForStudents_AcademicIntegrity.php

If the department determines a student has committed an academic offense (and that offense is upheld by the university in the case of an appeal), the student may NOT withdraw from the course. If the student does withdraw, the Registrar will reinstate the student.

4. What should I do if I have accommodations due to disability?

If you have a documented disability that requires academic accommodations, please see your instructor as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide your instructor with a **Letter of Accommodation** from the Disability Resource Center (Multidisciplinary Science Building, Suite 407, 725 Rose St., 257-2754, <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/index.html>)

5. What is Title IV reporting and how does it affect students?

Federal regulation mandates that federal financial aid funds (Title IV) may only be disbursed to students who are actually enrolled and engaged in coursework. This regulation mandates that institutions provide evidence of engagement early in each semester. Failure to provide evidence includes sizeable fees and fines. To comply with this mandate, all instructors of undergraduate and

graduate courses (including lab sections, online courses, internships, independent studies, and research credits) in the College of Communication and Information will be required to confirm student attendance or engagement in classes during the two-week period following the last day to add a class. This means that if you do not attend class in the first two weeks of the semester, you may be DROPPED from the class.

6. What is mandatory reporting and how does it affect students?

All faculty and staff are mandatory reporters for certain types of incidences. Any incident witnessed or disclosed of sexual assault, domestic/dating violence, stalking, harassment, or exploitation must be reported to the Title IX office: 257-8927, c/o Martha Alexander, Martha.alexander@uky.edu. Any incident witnessed or disclosed of discrimination, harassment, or retaliation must be reported to the Office of Institutional Equity: 257-8927 c/o Terry Allen: tallen@uky.edu.

7. How does the College of Communication and Information support diversity/inclusion?

The College of Communication and Information is committed to fostering a diverse, welcoming, empowering, and inclusive community. We believe that diversity and inclusion are drivers of excellence, collaboration, creativity, and success. We strongly support intellectual freedom and the right to hold diverse perspectives, while at the same time condemning all forms of hatred and oppression.

8. What behavior is and is not allowed during class?

Please 1) approach this class with professionalism and pride in your work, 2) offer support and encouragement to your classmates, 3) listen to others carefully before offering your opinion, and 4) talk to your instructor outside of class if anything that happens during class bothers you. Students who engage in disruptive behavior may be directed to leave the class for the remainder of the class period and may forfeit participation points for that day. See the UKY's Code of Student Conduct for further information on prohibited conduct. If a student consistently exhibits behavior that disrupts the class or contributes to a negative communication climate, action will be taken, including forced withdrawal from the course. In addition, all university students are expected to abide by the Student Code of Conduct. You can access this five-part document at <http://www.uky.edu/StudentAffairs/DeanofStudents/conduct.htm>

9. How often should I check Canvas and my email?

I am responsive to student needs for changes in the schedule, which means that the daily schedule may change during the semester. You will be responsible for checking Canvas before each of our class meetings. I will verbally note any changes in our schedule during class, as well as via Canvas announcements; therefore, be sure to check Canvas regularly for updates and announcements.

Please use email as a primary means of contact. Electronic correspondence from the University, the College, the Department of Communication, your instructors, advisors, and SONA will be sent to your official University Email Address (UEA), as defined in the UK Account Manager. It is your responsibility to regularly check this account or forward this address to an account that you will check regularly. Log-in to the account manager (<http://ukam.uky.edu>) using LinkBlue to confirm your University Email Address and delivery location. Allow 24 hours response time when emailing your instructor and use basic courtesy when emailing.

10. What is required for my written work?

Use of appropriate grammatical skills in your written work is very important. Your written work will be evaluated on both content and mechanics. Good writing should be reasonably free of mistakes and

without composition errors, which are called gross errors (sentence fragments, run-on sentences, subject-verb disagreement, misspelled words, and typographical errors which result in such errors). PLEASE proofread your papers; do not leave it up to your computer software. All of your work MUST BE TYPED (using no more than 12-point Times New Roman font with 1-inch margins on all sides) and double-spaced--unless otherwise indicated by the instructor. Failure to meet written work guidelines may result in a grade penalty.

11. What happens if I miss an assignment due date?

Even though missing class may be unavoidable, it is still your responsibility to submit all assignments on or before the designated due dates. If you know in advance that you will be unavailable on a due date, it is your responsibility to communicate with your teaching assistant PRIOR to the due date you will miss. If you experience an emergency that qualifies as an excused absence on the day an assignment is due, please contact your teaching assistant by email as soon as possible. Missing work may only be made up with a university excused absence.

12. Can I turn in a paper late for partial credit?

Late papers will be assessed a 10% deduction per day after the deadline (this includes non-class days and weekends). In the event of an unanticipated EMERGENCY - and if it is *feasible* - students who provide proper written documentation for their absence within one week of the absence will have the opportunity to make up work by the deadline determined by the instructor and the student. Please note that this policy ONLY applies to University- approved absences that have been submitted and approved no later than one week following the absence. This policy does not apply to quizzes/exams or participation.

13. What if I have a question or concern about one of my grades?

If you have a question about your grade, please first consult with me within ONE WEEK of receiving the grade in the following way: Email an explanation that contains the following: (1) name of assignment, (2) summary of why points were lost, and (3) persuasive argument why submission met criteria for the assignment (cite information as necessary). This does NOT guarantee that you will earn back points. Dr. Real will issue a response within a week of receiving a student's grade inquiry. If you have tried to resolve an issue with Dr. Real and are not satisfied, I will send you to the appropriate person who can help you.

14. Will I be recorded during class?

See <https://www.uky.edu/universitysenate/fall-2020-academic-policies-response-covid-19> The University of Kentucky Student Code of Conduct defines Invasion of Privacy as using electronic or other devices to make a photographic, audio, or video record of any person without their prior knowledge or consent when such a recording is likely to cause injury or distress. Meetings of this course may be recorded. All video and audio recordings of lecturers and class meetings, provided by the instructors, are for educational use by students in this class only. They are available only through the Canvas shell for this course and are not to be copied, shared, or redistributed. As addressed in the Student Code of Conduct, students are expected to follow appropriate university policies and maintain the security of LinkBlue accounts used to access recorded class materials. Recordings may not be reproduced, shared with those not enrolled in the class, or uploaded to other online environments. If the instructor or a University of Kentucky office plans any other uses for the recordings, beyond this class, students identifiable in the recordings will be notified to request consent prior to such use. In anticipation of such cases, students may be asked to complete an "authorization of use" form by a faculty member. Video and audio recordings by students are not permitted during the class unless the student has received prior permission from the instructor. Any sharing, distribution, and or uploading of these recordings outside of the parameters of the class is prohibited. Students with specific recording accommodations approved by the Disability Resource

Center should present their official documentation to the instructor. All content for this course, including handouts, assignments, and lectures are the intellectual property of the instructors and cannot be reproduced or sold without prior permission from the instructors. A student may use the material for reasonable educational and professional purposes extending beyond this class, such as studying for a comprehensive or qualifying examination in a degree program, preparing for a professional or certification examination, or to assist in fulfilling responsibilities at a job or internship.

15. Teacher Course Evaluation (TCE) policy: *If the response rate for the course reaches 80%, I will add 1% to everyone's grade.* Note: Instructors do not have a record of who completes the TCE. Instead, the instructor only has a record of the response rate for the TCE. In other words, instructors can monitor the percentage and number of students who complete the TCE, but they cannot monitor the names of the students who complete it.

How to Study and Earn an "A" in the Course

The following guidelines are offered as the best way to master the material in this course and earn an "A:"

- Come to class, listen actively, and participate. This means taking good notes and participating in the discussions and in-class exercises. If you find yourself in quarantine, please participate in synchronous zoom meetings.
- Participate in-class and make use of the course canvas page and virtual zoom office hours.
- Take notes as though you will be explaining the content to a friend who missed it.
- Communicate with your instructor - about possible absences, late assignments, or anything else that will affect your performance in class.
- Ask questions if you don't understand something. Just because others aren't asking questions doesn't mean they understand everything being said. If something isn't clear to you it may not be clear to your classmates. Do them a favor and raise your hand--or ask it in an email.
- Summarize, re-write, or otherwise review your notes between classes. Don't wait for the night before an exam to re-familiarize yourself with the material covered. Mental preparation is similar to physical exercise. A little bit every day will make you stronger gradually. A strenuous workout after a long layoff will only leave you sore.
- Read the assigned readings twice. Don't wait for the last minute to read! There's no reason you can't read ahead.
- Take some action to personalize the material. Develop your own set of reading notes, summarize each reading, or write what you think would be a likely essay question.
- Don't simply highlight the readings with a marker (This can be a trap - it *isn't* true that "to highlight is to know.").
- Think about your written assignments *before* you write them. Create a detailed outline before you begin to write any assignment. Plan on at least two--and preferably more--drafts of your work (ideally written at different sittings).
- DON'T PROCRASTINATE!
- Get started early on your creative term project (the "Un-Essay"). This is ultimately a student-driven project that provides you with the opportunity to connect your individual passions to our course material. I invite you to be creative.
- Work with Dr. Lane outside of class as needed.

Syllabus References

Fisher, R., Ury, W., & Patton, B. (2011). *Getting to yes: Negotiating agreement without giving in* (3rd Ed.). New York, NY: Penguin.

Hocker, J.L. & Wilmot, W.W. (2018). *Interpersonal conflict* (10th Ed.). New York, NY: McGraw Hill.

Isaacson, K., Ricci, H., & Littlejohn, S.W. (2020). *Mediation: Empowerment in conflict management* (3rd Ed.). Long Grove, IL: Waveland.

Lewicki, R.J., Saunders, D.M., & Barry, B. (2021). *Essentials of negotiation*. (7th Ed.) New York, NY: McGraw Hill.

Littlejohn, S.W., & Domenici, K. (2007). *Communication, conflict, and the management of difference*. Long Grove, IL: Waveland.

COM 425 TENTATIVE DAILY SCHEDULE

Following is a tentative, preliminary list of topics I plan to cover. **However, the actual schedule may vary, depending on the needs of the class.** You will be responsible for knowing from week to week what we are covering in the class.

WEEK	DATE	TOPIC	READINGS (before class)	Assignments/Exercises/Notes or WRITTEN WORK
#1	01/10/23	Introduction & Overview	LSB Chapter 1	<i>Discuss Syllabus</i>
	01/12/23	The Nature of Negotiation Conflict Management	LSB Chapter 1 IRL pp. 1-27	Reading Quiz Chapter 1 LSB and IRL Due Before Class/ Ugli Orange Simulation (15 pts)
#2	01/17/23	Distributive Bargaining	LSB Chapter 2	Reading Quiz Chapter 2 Due Before Class TKCS (20 pts)
	01/19/23	Bargaining/Negotiation	LSB Chapter 2	New Truck Simulation (05 pts)
#3	01/24/23	Distributive Bargaining Integrative Negotiation	LSB Chapters 2 & 3	Prisoner's Dilemma Simulation (10 pts)
	01/26/23	Interests not Positions Mutual Gain	LSB Chapter 3	Reading Quiz Chapter 3 Due Before Class
#4	01/31/23	Strategy and Planning	LSB Chapter 3 LSB Chapter 4	Negotiation Case Introduced
	02/02/23	Planning Exam 1 Review	LSB Chapter 4	Reading Quiz Chapter 4 Due Before Class; Jeopardy Review
#5	02/07/23	Exam 1		TEST - Chapters 1-4; IRL 1; all related class materials
	02/09/23	Ethics in Negotiation Mediation Overview	LSB Chapter 5 <i>Smart Alternatives to Lying in Negotiation</i> IRL 02 pp. 29-42	Reading Quiz Chapter 5 and IRL 02 Due Before Class Druggist Dilemma (05 pts)
#6	02/14/23	Perception, Cognition, and Emotion A Mediation System	LSB Chapter 6 IRL 03 pp. 43-60	Reading Quiz Chapter 6 and IRL 03 Due Before Class Alligator River Story (05 pts)
	02/16/23	Communication Mediation Basic Skills	LSB Chapter 7 IRL 04 pp. 61-94	Reading Quiz Chapter 7 and IRL 04 Due Before Class
#7	02/21/23	Communication Communication Perspective	LSB Chapter 7 IRL 05 pp. 95-110	Work Group Conflict Mediation Simulation #1 (15 pts)
	02/23/23	Negotiation Power Exam 2 Review	LSB Chapter 8	Reading Quiz Chapter 8 Due Before Class Determine Negotiator Roles Work Conflict Mediation Simulation #2 Athletic Department (15 pts)
#8	02/28/23	Exam 2		TEST – Chapters 5-8; IRL 2-5; all related class materials
	03/02/23	Negotiation Simulation begins – Negotiation Homework #1 (20 pts)		Team Assignments Planning Issues and Sub-issues
#9	03/07/23	Planning and teamwork – Negotiation Homework #2 (20 pts)		HOMEWORK Assignment Due
	03/09/23	***Negotiation Simulation*** (16 participation points)		Provides the data for your final individual analysis paper
	3/10/23	Debriefing Homework Due in Canvas (5 pts)		Debriefing homework due in Canvas by 11:59 p.m. on 3/10/23
#10	03/14/23	Spring Vacation - No Class		Spring Vacation March 13-17

#11	03/21/23	Relationships in Negotiation	LSB Chapter 9 IRL 06 pp. 111-126	Reading Quiz Chapter 9 and IRL 06 Due Before Class
	03/23/23	Multiple Parties and Teams Completing the Mediator Toolkit	LSB Chapter 10 IRL 07 pp. 127-138	Reading Quiz Chapter 10 and IRL 07 Due Before Class
#12	03/28/23	International and Cross-Cultural Negotiation	LSB Chapter 11	Reading Quiz Chapter 11 Due Before Class
	03/30/23	Cross-Cultural Negotiation Best Practices	LSB Chapter 11 LSB Chapter 12	Reading Quiz Chapter 12 Due Before Class
#13	04/04/23	Mediation Simulation #3 The Conference Room Conflict (15 pts)	IRL pp. 139-148	
	04/06/23	Exam Study Session		
#14	04/11/23	Exam 3		TEST - Chapters 9-12; IRL 06-07; all related class materials
	04/13/23	Writing Day - Available for feedback		
	04/14/23	Negotiation Analysis Paper Due		Negotiation Analysis Paper due in Canvas by 11:59 p.m. on 4/14/23
#15	04/18/23	Presentations (TCE FEEDBACK) (6pts)		
	04/20/23	Presentations (6pts)		
#16	04/25/23	Presentations* (6pts)		LAST DAY OF CLASS
	04/27/23	Reading Day - No Class This class has no final exam.		

*** Prep Week policies:** "No project/lab practical/paper/presentation deadlines or oral/listening examinations may fall during the Prep Week unless it was scheduled in the syllabus AND the course has no final examination (or assignment that acts as a final examination) scheduled during finals week. (A course with a lab component may schedule the lab practical of the course during Prep Week if the lab portion does not also require a Final Examination during finals week.) Class participation and attendance grades are permitted during Prep Week. The *Senate Rules* permit continuing into Prep Week regularly assigned graded homework that was announced in the class syllabus." <https://www.uky.edu/universitysenate/acadpolicy#Prep>

	Maximum Points	%
Exams (3 X 150)	450	45.0%
Reading Quizzes (12 X 10; drop lowest 2 quizzes)	100	10.0%
Content Application Exercises (Engagement)	60	06.0%
Ugli Orange Simulation [1-12-23]	15	
Conflict Management Style Preferences/Reaction [1-17-23]	20	
New Truck Simulation [1-19-23]	05	
Prisoner's Dilemma Simulation [1-24-23]	10	
Druggist Dilemma Simulation - Moral Development [2-09-23]	05	
Alligator River Story Simulation - Values Clarification [2-14-23]	05	
Mediation Simulations	45	04.5%
Work Group Conflict Mediation Simulation #1 [2-21-23]	15	
Work Conflict Mediation Simulation #2 (Athletic Dept.) [2-23-23]	15	
Conference Room Conflict Mediation Simulation #3 [4-04-23]	15	
Negotiation Simulation and Analysis Paper	245	24.5%
Planning Homework #1 [3-02-23]	20	
Planning Homework #2 [3-07-23]	20	
Debriefing Homework [3-10-23]	05	
Final Analysis Paper [4-14-23]	160	
Analysis Presentation [4/18/23; 4/20/23; 4/25/23]	40	
Participation/Attendance (29 days total)	100	10.0%
25 class periods (+ 3 exam days + 1 writing day) X 3 pts)	75	
Negotiation Simulation Participation (+16 pts) [3/09/23]	16	
Negotiation Analysis Presentation Attendance (+3 X 3 pts)	09	
[4/18/23; 4/20/23; 4/25/23]		
Total Points Available	1000	100.0%