FA’18_BUS_06_76796_BURKE

**COURSE INFORMATION:**

Course #        Business 006 – F’18  
Course Title    Negotiation Principles  
Course Text(s)  Getting To Yes – Roger Fisher & William Ury  
                ISBN: 978-0-1-4311875-6  
                Getting Ready To Negotiate Roger Fisher & Danny Ertel  
                ISBN: 0-14-023531-0  
Instructor      Michael J. Burke  
Meeting Hours   M/W 10:55 am-12:20 pm  
Room Location   CHE 130  
Credit          3 Units of Credit/No Credit Option  
Office Hours    M/W by appointment

**SYLLABUS DISCLAIMER STATEMENT:**

The instructor may make changes to the syllabus during the semester. It is the student’s responsibility to stay informed of these changes. Students may contact the instructor during office hours and before class, time permitting. Students may also wish to have a study partner whom they can contact if they miss a class.

**COURSE DESCRIPTION:**

“In business you don’t get what you deserve, you get what you negotiate.” – Chester L. Karras

At any level of business and society we must, in most cases, deal with other people. How effectively we can accomplish this interaction determines our success or failure. This course will introduce you to skills and techniques used to negotiate issues that otherwise would be very difficult to resolve to one’s satisfaction.

**SKILLS ACQUIRED:**

Upon completion of this course, each student will:

1. Be familiar with the basic negotiating skills
2. Be familiar with the “closing” strategies needed in negotiations
3. Be proficient at asking good negotiating questions
4. Have the ability to recognize and interpret body language
5. Learn how to establish and maintain clarity during the negotiating process
Bus06 Student Learning Outcomes:

- Outcome: Evaluate negotiation issues and challenges arising in a variety of business settings
- Assessment: Written, oral, and practical exams
- Outcome: Apply knowledge of negotiation principles and concepts to business problems and conflicts
- Assessment: Simulated and real life negotiation(s)

RULES OF ENGAGEMENT:

1. Turn off all electronic devices, with the exception of those used for taking notes OR leave the room
2. Take notes, computer/iPad/iPhone acceptable for this purpose only
3. Be respectful to all speakers, guests, classmates and instructors
4. Relax, listen, learn, and have fun
5. Take all of this very seriously – it’s your life we’re talking about

INSTRUCTOR’S CONDITIONS OF SATISFACTION:

1. Be Punctual (Treat this class as a professional environment)
2. Participate Daily (increase your value within this class)
3. Offer No Excuses (very unattractive)
4. Be Responsible (develop expertise)
5. Be Respectful (public identity)

GENERAL CLASS FORMAT:

10:55 am - Doors close - Class meets
12:10 pm - Begin closure
12:20 pm - Adjourn

GRADING:

Class Attendance = 160 (10 x 16 Classes)
Class Participation = 160 (10 x 16 Classes)
Reading Assignments = 180 (3 x 60 Books)
Final = 120 (1 x 120 - Final)
620 Total Points

A = 90% - 100% = 558-620
B = 80% - 89% = 496-559
C = 70% - 79% = 434-495
D = 60% - 69% = 372-433
F = 59% - lower = 371 or less
CLASS PHILOSOPHY:

1. Habits (Healthy)
2. Decisions (Relevant)
3. People (Supportive)

LEARNING:

1. Listen (Inst.)
2. See (DVD)
3. Do (Student)

CLASS MEETING SCHEDULE AND ASSIGNMENTS

<table>
<thead>
<tr>
<th>Meeting #</th>
<th>Date</th>
<th>Reading Assignment</th>
<th>Speaker/topic</th>
<th>Getting Ready to Negotiate</th>
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<tbody>
<tr>
<td>1</td>
<td>08/27 &amp; 08/29</td>
<td>Orientation &amp; Introductions – Burke</td>
<td>Introduction</td>
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<tr>
<td>2</td>
<td>09/03 &amp; 09/05</td>
<td>Background &amp; discussion – Burke</td>
<td>Sudden Prep, Priority Pre</td>
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<tr>
<td>3</td>
<td>09/10 &amp; 09/12</td>
<td>Chap 1 – The Problem – Burke</td>
<td>Interests 1, 2, &amp; 3</td>
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<td>4</td>
<td>09/17 &amp; 09/19</td>
<td>Chap 2 – The Problem – Burke</td>
<td>Options 1 &amp; 2</td>
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<td>5</td>
<td>09/24 &amp; 09/26**</td>
<td>Chap 3 – Interests – Burke</td>
<td>Alternatives 1,2,3, &amp; 4</td>
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<td>6</td>
<td>10/01 &amp; 10/03</td>
<td>Chap 4 – Options – Burke</td>
<td>Legitimacy 1,2,&amp; 3</td>
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<td>7</td>
<td>10/08 &amp; 10/10</td>
<td>Chap 5 – Objective criteria – Burke</td>
<td>Communication 1 &amp; 2</td>
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<td>8</td>
<td>10/15 &amp; 10/17</td>
<td>Chap 6 – Power – Burke</td>
<td>Relationship 1 &amp; 2</td>
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<td>9</td>
<td>10/24 &amp; 10/26</td>
<td>Chap 7 – Won’t Play – Burke</td>
<td>Commitment 1 &amp; 2</td>
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<td>10</td>
<td>10/31 &amp; 11/02**</td>
<td>Chap 8 – Dirty tricks – Burke</td>
<td>Getting Ready to Agree</td>
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<td>11</td>
<td>11/07 &amp; 11/09 –</td>
<td>Three Points &amp; Fairness Burke</td>
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<td>12</td>
<td>11/14 &amp; 11/16-</td>
<td>Fairness &amp; People Burke</td>
<td>Preparation for Final</td>
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<td>13</td>
<td>11/21 &amp; 11/23</td>
<td>Tactics Burke</td>
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<td>14</td>
<td>11/28 &amp; 11/30</td>
<td>Practice exercises Burke</td>
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<td>15</td>
<td>12/05 &amp; 12/07** –</td>
<td>Review – Burke</td>
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<td>16</td>
<td>12/10 –</td>
<td>FINAL EXAM</td>
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Book Review/assignment policies and procedures:
Indicates* book review is DUE/TO BE SUBMITTED on the date indicated*

All work is to be submitted typed, single spaced, one side of one sheet of paper.
All work is to include in the upper right hand corner of assignment:
Student Name……………………
The Course number………………..BUS06
Date due…………………………
Date ACTUALLY submitted…..
Assignment title……………………

FAILURE TO COMPLY WILL RESULT IN ASSIGNMENT BEING RETURNED TO
STUDENT AND NO CREDIT WILL BE GIVEN UNTIL WORK IS CORRECTLY SUBMITTED

Revised:07/13/18
**CATEGORY ONE BOOK (PEOPLE)**

Difficult People at Work – Bell & Smith  

**CATEGORY TWO BOOK: (NEGOTIATION)**

Invictus - John Carlin  
ISBN: 978 0 14 311715 5

**CATEGORY THREE BOOK: (COMMUNICATION)**

FIERCE CONVERSATIONS - SCOTT  
ISBN:0-670-03124-0

**MAY BE OF SPECIAL INTEREST TO WOMEN IN THE CLASS:**

**WOMEN DON’T ASK** LINDA BABCOCK  
ISBN: 978-1400825691

**A WOMAN’S GUIDE TO SUCCESSFUL NEGOTIATING **– LEE E. MILLER  

**MARRIAGE RULES: A MANUAL FOR THE MARRIED AND THE COUPLED UP **– HARRIET LERNER  
Summary Sheet:

Class: Bus 006 – Fall’18  
Instructor: Michael J. Burke  
Meeting Room: CHE 130  
Class: M/W 10:55–12:20 p.m.  
Office hours: by appointment

Instructor Contact information:

Name: Michael J. Burke  
Contact number: 408-888 9434  
Email: mike.burke@westvalley.edu

Student Contact information:

Name: ___________________________  
Contact number: ___________________  
Email: ___________________________

Acknowledgement: I have received and reviewed my course syllabus and acknowledge that I have read, had the opportunity to ask questions, and understand the entire document, including disclaimers.

Honor statement: I understand that to plagiarize by representing the work of someone else as my own is not acceptable to West Valley College or Mr. Burke. I understand that to plagiarize could lead to my being dismissed from the College, dismissed from the class, my receiving a failing grade in the class, or all three.

Read, Understood, and Accepted:

Student name: ___________________  
Date: ___________________

Student comments: