

COURSE SYLLABUS



COURSE TITLE: Negotiations & Contracts – BUS 281

CLASS SECTION: 001

TERM: Winter 2023

COURSE CREDITS: 3

DELIVERY METHOD: Face-to-face from 12:30-2:20 on Tuesdays and Thursdays in CHW 341

For COVID-19 information please visit <https://camosun.ca/about/covid-19-updates>

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: Denelle Lambert

EMAIL: lambertd@camosun.bc.ca

OFFICE: CBA 231A

HOURS: Tuesdays/Thursdays 2:30-3:30pm in CBA 231A & virtual meetings available by appointment

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

The first part of this course will be skill based and provide the learner with skills in mediation and negotiation. The second part of the course will provide the learner with skills in contract negotiation and drafting simple business contracts in plain language. Legal and liability issues related to various business industries will also be covered.

PREREQUISITE(S), CO-REQUISITE(S), EXCLUSION(S):

C in BUS 150 - Must be completed prior to taking this course.

COURSE LEARNING OUTCOMES / OBJECTIVES

1. Describe the nature of power struggle between people and among groups.
2. Describe the difference between talking and communicating.
3. Describe the four basic principles of interest-based bargaining.
4. Describe why position-based bargaining doesn't work.
5. Enhance your ability to be an effective listener.

6. Enhance your ability to track cognition and affect in inter-personal communication.
7. Increase your sensitivity to non-verbal communication.
8. Be able to correctly analyze the sources of conflict and understand potential solutions in organizations.
9. Learn to manage the emotional climate in a conflict situation.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

- (a) Software: iDecisionGames account. iDecision games provides education and training simulations and materials, which we will use in BUS 281
- (b) Lewicki: Essentials of Negotiation 4/ce (Canadian Edition), published Feb 2020
 - Students choose ONE of the following:
 - Electronic text w/ access to accompanying online materials (NO physical textbook): - ISBN – 9781260332919
 - Electronic text, access to accompanying online materials, with physical textbook: ISBN – 9781260333305
 - Other assorted supplementary information (posted on D2L)

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice as deemed appropriate by the instructor.

January	
10 / 12	Course Welcome / Introduction (Ch. 1)
17 / 19	Distributive Bargaining (Ch. 2) / Integrative Bargaining (Ch. 3)
24 / 26	Getting Ready to Negotiate (Ch. 4) / Negotiation #1
31	Differences in Negotiation Technique (Ch. 5)
February	
02	Negotiation #2
07 / 09	EXAM #1 / Communication Process and Outcomes (Ch. 7)
14 / 16	Negotiation Power and Persuasion (Ch. 8) / Negotiation #3
21 / 23	Reading Break - NO CLASSES
28	Ethics in Negotiation (Ch. 10)
March	
02	Negotiation #4
07 / 09	Multiparty, Coalitions, and Team Negotiations (Ch. 11) / Negotiation #5
14 / 16	Managing Difficult Negotiations (Ch. 12) / Best Practices in Negotiations (Ch. 13)
21 / 23	EXAM #2 / Negotiation #6
28 / 30	Contracts: Introduction, Requirements, Kinds, Ending and Enforcing Contracts
April	
04 / 06	Contracts: Interpretation, Standard Terms, Plain Language Contracts & Final Project is Assigned
11 / 13	Final Project - Feedback Sessions & Final Project is Due

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines scan be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>.

EVALUATION OF LEARNING

a) Negotiations* – 25% of total course marks as follows:

Negotiation Plans (best 4 of 6) – 13%

Negotiation Reports** (best 4 of 6) – 12%

*Students only need to complete 4 of the 6 negotiations – however students *must* complete ONE of Negotiation 5 or Negotiation 6. It is the student's responsibility to ensure that they attend class ready to negotiate for all negotiations that they participate in. Students should consult the schedule in 4. above to ensure they are aware of the negotiation dates.

**Students must participate in the negotiation in class in order to complete and receive marks for Negotiation Reports.

b) Final Project – 25% of total course marks

c) Exams – 50% of total course marks as follows:

Exam #1 – 25%

Exam #2 – 25%

COURSE GUIDELINES & EXPECTATIONS

As your instructor you can expect me to:

- Reply to e-mails within one business day.
- Provide assessments that are relevant to the learning objectives.
- Be available for appointments when scheduled in advance.
- Grade all assessments within a reasonable amount of time.
- Be kind, courteous, and professional.

As a student I expect you to:

- Attend class regularly and arrive on time.
- Listen during lectures and avoid distractions (i.e. smartphones).
- Not film or record me without my prior written consent.
- Ask if you need help or if you have questions.
- Read the syllabus and abide by all policies/expectations/guidelines.
- Only hand in work that is your own and not share your work with others.
- Hand in all assessments on time.
- **Any requests for extensions should have a good reason for the request and the request must be made in writing before the assessment is due or takes place.** Requests for extension are only granted in exceptional circumstances.
- **No request for extensions will be granted once final grades have been entered.**
- Be kind, courteous, and professional.

NOTE: Additional requirements for individual assessments (such as projects, negotiations, or exams) are provided in the assessment instructions. From time to time, dates may need to be changed for projects, negotiations or exams. Such requirements and changes are deemed incorporated into this syllabus.

SCHOOL OR DEPARTMENTAL INFORMATION

Assignment formatting. The School of Business uses APA style for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College (2021) Library Citation Guides retrieved from: <http://camosun.ca.libguides.com/apa7>.

- In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- All submitted work must be properly referenced to sources where required by your instructor.
- Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the college's Academic Integrity policy. See Camosun College (2021) Academic Integrity Policy

Deadlines and exams. You must submit your assignments on the due date or as announced. A grade of zero will be assigned to late submissions. There are no additional assignments or make-up exams of any kind if you performed poorly on an assignment, midterm or final exam.

- a) **EXAM DATES WILL NOT BE RESCHEDULED.** Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for medical reasons or extenuating circumstances that must be submitted and then accepted by the instructor. Please advise your instructor promptly.
- b) Students registered through the Centre for Accessible Learning (CAL) should discuss timelines with their instructors at the beginning of each semester.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous

Support Service	Website
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc.). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

Academic Progress

Please visit https://www.camosun.ca/sites/default/files/2021-05/e-1.1_0.pdf for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (<https://camosun.ca/registration-records/policies-and-procedures-students/registration-policies-students>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <http://www.camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.