

# COURSE SYLLABUS



COURSE TITLE: Negotiations & Contracts – BUS 281

CLASS SECTION: 001

TERM: Fall 2024

COURSE CREDITS: 3

DELIVERY METHOD: Face-to-face from 12:30-2:20 on Tuesdays (CBA 209) and Thursdays (CBA 271)

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

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

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## INSTRUCTOR DETAILS

NAME: Denelle Lambert

EMAIL: [lambertd@camosun.bc.ca](mailto:lambertd@camosun.bc.ca)

OFFICE: CBA 231A

HOURS: Tuesdays & Wednesdays 2:45pm to 3:30 pm 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

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- (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

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

<b>S e p t e m b e r</b>	
3 / 5	Course Welcome / Introduction (Ch. 1)
10 / 12	Distributive Bargaining (Ch. 2) / Integrative Bargaining (Ch. 3)
17 / 19	Getting Ready to Negotiate (Ch. 4) / <b>Negotiation #1</b>
24 / 26	Differences in Negotiation Technique (Ch. 5) / <b>Negotiation #2</b>
<b>O c t o b e r</b>	
1 / 3	<b>EXAM #1</b> / Communication Process and Outcomes (Ch. 7)
8 / 10	Negotiation Power and Persuasion (Ch. 8) / <b>Negotiation #3</b>
15 / 17	Ethics in Negotiation (Ch. 10) / <b>Negotiation #4</b>
22 / 24	Multiparty, Coalitions, and Team Negs (Ch. 11) / Negotiation #5 Preparation
29 / 31	<b>Negotiation #5</b> / Managing Difficult Negotiations (Ch. 12)
<b>N o v e m b e r</b>	
5 / 7	Best Practices in Negotiation (Ch. 13) / Negotiation #6 Preparation
12 / 14	<b>Negotiation #6</b> / <b>EXAM #2</b>
19 / 21	Contracts: Introduction
26 / 28	Contracts & Final Project is Assigned
<b>D e c e m b e r</b>	
3 / 5	Final Project - Feedback Sessions & <b>Final Project is Due</b>

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 notice is required. Deadlines can 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

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- a) Negotiations\* – 25% of total course marks as follows:
- Negotiation Plans (best 5 of 6) – 13%
  - Negotiation Reports\*\* (best 5 of 6) – 12%

\*Students only need to complete 5 of the 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 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

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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

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### Assignments

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 Library Citation Guides retrieved from:

<https://camosun.libguides.com/apa7>

- Submit all assignments into the D2L assignments by your last and first name.
- In-text citations for quotes, paraphrasing, and references must be consistent with APA standards. In house-rules that in-text citations require a direct link to the source. ([Grav, 2023](#))
- Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- All submitted work must be properly referenced to sources.

Unless otherwise specified, you are to submit your own work. Any work collaborated on (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 by 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.

EXAM DATES WILL NOT BE RESCHEDULED. Non-attendance on scheduled exam dates will result in a zero grade. All exams must be written at the scheduled times with the exception of students requiring an accommodation by CAL. It is understood that emergency circumstances do occur (e.g. severe illness or family emergency); for such circumstances accommodation may be granted at the discretion of the instructor, provided the student:

- a) notifies the instructor *in advance* of the exam (not after), and
- b) provides documented evidence of the circumstance (e.g. medical certificate).

In most cases of an excused absence for an exam, an alternate exam will be scheduled for the student at the end of term.

Do not make travel plans until the final exam schedules are finalized and posted. Please ask any family members who might make travel plans on your behalf to consult you before booking tickets. Travel plans are not an acceptable reason to miss an exam.

Students registered through the [Centre for Accessible Learning \(CAL\)](#) should discuss timelines with their instructors at the beginning of each semester.

### **STUDENT RESPONSIBILITY**

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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**

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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 [camosun.ca/services](https://camosun.ca/services).

Support Service	Website
Academic Advising	<a href="https://camosun.ca/services/academic-supports/academic-advising">camosun.ca/services/academic-supports/academic-advising</a>
Accessible Learning	<a href="https://camosun.ca/services/academic-supports/accessible-learning">camosun.ca/services/academic-supports/accessible-learning</a>
Counselling	<a href="https://camosun.ca/services/health-and-wellness/counselling-centre">camosun.ca/services/health-and-wellness/counselling-centre</a>
Career Services	<a href="https://camosun.ca/services/co-operative-education-and-career-services">camosun.ca/services/co-operative-education-and-career-services</a>
Financial Aid and Awards	<a href="https://camosun.ca/registration-records/financial-aid-awards">camosun.ca/registration-records/financial-aid-awards</a>
Help Centres (Math/English/Science)	<a href="https://camosun.ca/services/academic-supports/help-centres">camosun.ca/services/academic-supports/help-centres</a>
Indigenous Student Support	<a href="https://camosun.ca/programs-courses/iecc/indigenous-student-services">camosun.ca/programs-courses/iecc/indigenous-student-services</a>
International Student Support	<a href="https://camosun.ca/international">camosun.ca/international</a>
Learning Skills	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>
Library	<a href="https://camosun.ca/services/library">camosun.ca/services/library</a>
Office of Student Support	<a href="https://camosun.ca/services/office-student-support">camosun.ca/services/office-student-support</a>
Ombudsperson	<a href="https://camosun.ca/services/ombudsperson">camosun.ca/services/ombudsperson</a>
Registration	<a href="https://camosun.ca/registration-records/registration">camosun.ca/registration-records/registration</a>
Technology Support	<a href="https://camosun.ca/services/its">camosun.ca/services/its</a>
Writing Centre	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>

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 <https://camosun.ca/sites/default/files/2021-05/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

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a

student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines: <https://camosun.ca/cal>

### Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.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 <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

### Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### 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 (see [Medical/Compassionate Withdrawals policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence

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 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 Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/services/sexual-violence-support-and-education](https://camosun.ca/services/sexual-violence-support-and-education).

To contact the Office of Student Support: [oss@camosun.ca](mailto: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

<https://camosun.ca/sites/default/files/2021-05/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.

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