

DRAFT SYLLABUS (July 2005)—SUBJECT TO CHANGE

**University of Pennsylvania
The Wharton School
Legal Studies 206-406; MGMT 291-406; OPIM 291-406
Negotiation and Dispute Resolution
Fall 2005 Syllabus
Dr. Andy Zelleke**

Classroom: Huntsman Hall 370
Class times: Monday 3-6 p.m.
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Office Hours: Tuesday 1-2:30 p.m., or email to make appointment
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COURSE OBJECTIVE AND FORMAT: This course is designed to help you become a better negotiator, as well as an expert negotiation analyst and strategist. Its premise is that you will learn best by *negotiating*—and by *reflecting on your negotiations upon their completion*. The course will revolve around a series of negotiations you conduct with your classmates, with each of you playing assigned negotiating roles. These negotiations will generally take place during class hours; however, several will require that you prepare for your role, meet with teammates, or conduct a portion of the negotiation prior to class. In addition to conducting the negotiations, class time will be allocated to negotiation debriefs, lectures and discussions on the assigned readings, and occasional analysis of negotiations in the news.

ATTENDANCE POLICY: Given this course's emphasis on learning by negotiating, absences would seriously disrupt the learning of one's classmates, and not simply one's own. **Accordingly, attending every class is mandatory. Moreover, it is essential that you arrive at class on time. Each class missed** (except for verified illness, religious holiday, death in the family, or other serious situations that you have, wherever possible, cleared with me in advance) **will result in a course grade reduction of one level** (e.g., from B to B-). **Note, in particular, that missing class because of a job interview, or because you are leaving town early for/returning late from a break, or because of extracurricular activities, will not excuse you from this course grade reduction.**

CONFIDENTIALITY: You will be asked to sign a non-disclosure agreement that will bind you not to discuss the negotiations, or share any information or materials relating to them, with others (including, without limitation, other Wharton students who are concurrently taking, have taken in the past, or may take in the future, another section of LGST 206).

BOOKS/READINGS TO PURCHASE: You are strongly advised to purchase three paperback books: G. Richard Shell, *Bargaining for Advantage: Negotiation Strategies for Reasonable People* (Penguin 1999); Roger Fisher, William Ury & Bruce Patton, *Getting to Yes* (Penguin 1991); and Max Bazerman & Margaret Neale, *Negotiating Rationally* (Free Press 1994). There will also be a Bulk Pack of additional readings to be purchased from Wharton Reprographics. Note that additional readings will be distributed in class from time to time, for which Wharton Reprographics will assess an aggregate fee at the end of the semester.

COURSE REQUIREMENTS/GRADING

1. Class Participation (35% of the course grade). Contributing to the collective learning enterprise is a central course requirement. This portion of the grade will be based on your preparedness and the quality of your contributions to class discussions; your attendance and punctuality; and your classmates' assessments of (i) the quality of your class participation and (ii) your effectiveness/level of preparedness and your ethical standards as a negotiator. Note that I will "cold-call" in the course of class discussions.

2. Graded Negotiations (20% of the course grade). Four of your negotiations will be graded (each counting for 5% of the final course grade). You will be graded based on your outcomes as compared with others negotiating in the same role as you. Note that an unexcused absence during a graded negotiation will BOTH (i) trigger the automatic one-full-grade course reduction described under "Attendance Policy" on p. 1, AND (ii) result in a "0" grade for that graded negotiation. Note also that it is possible that the date on which one or more of the graded negotiations will take place will change from what is presently indicated on the syllabus.

3. Short Paper (15% of the course grade). You will write a short paper on an assigned topic. The paper will be limited to 1250 words (about 5 pages, double-spaced).

4. Final Analytical Paper (30% of the course grade). Your final paper will be in lieu of a final exam. The paper may not exceed 2500 words in length (about 10 pages, double-spaced). Your final paper topic—which you must clear with me—will be due via email by 10:00 a.m. on Monday, November 21st. **The paper itself will be due at the beginning of class on Monday, December 5th.** This is your chance to demonstrate your ability to analyze negotiations as a consultant, advisor or strategist. You have two options for the paper: 1) an analytical paper on a current or past complex negotiation in the news (e.g., a labor strike, failed merger, hostage situation, or war/peace negotiation) using course models, additional readings, and original thought; or 2) a research paper investigating a thematic topic (such as the role of gender or culture in negotiation). You may NOT use the paper to write about a personal negotiation you face or have faced in the past.

5. Journal Entries (ungraded, but mandatory!). You are required to submit a one-page Journal entry (ungraded) after each of your negotiations. A handout with suggested Journal format will be distributed at the first class meeting on September 12th.

GUEST SPEAKERS: There will be two guest speakers on negotiation this semester. (Speakers and locations TBA.) Attendance at these talks, which will be discussed in class, is strongly encouraged.

CLASS TOPICS AND ASSIGNMENTS (TENTATIVE)

Class 1, September 12th. Introduction to negotiation; organizational matters

Class 2, September 19th. Foundations #1 (Bargaining Styles) and #2 (Goals & Expectations);
Distributive Bargaining: the “Zone of Possible Agreement”; elements of fraud

Readings and Class Negotiations TBA

Class 3, September 26th. Foundation #3 (Standards), and the Role of Agents

Readings and Class Negotiations TBA

Class 4, October 3rd. Foundations #4 (Relationships) and #5 (Other Party’s Interests)

Readings and Class Negotiations TBA

Class 5, October 10th. Foundation #6 (Leverage)

Readings and Class Negotiations TBA

Class 6, October 24th. Negotiation Analysis and Preparation

Readings and Class Negotiations TBA

Class 7, October 31st. Trust and Commitment; Bargaining Ethics

Readings and Class Negotiations TBA

Class 8, November 7th. Multi-Party Negotiations

Readings and Class Negotiations TBA
Short paper due

Class 9, November 14th. Multi-Issue Negotiations

Readings and Class Negotiations TBA

Class 10, November 21st. Bargaining Teams

Readings and Class Negotiations TBA
Final paper topic due

Class 11, November 28th. Multi-Party Negotiations

Readings and Class Negotiations TBA

Class 12, December 5th. Conclusion

Readings and Class Negotiations TBA
Final paper due