

HRM 4490 – S1 2023

Negotiations for Human Resources Management

Administration

Instructor: Lisa Violo
Email: violole@yorku.ca
Course location: Blended - Ross South 105 or Zoom from 2:30 p.m. to 5:30pm on Wednesdays
Office Hours: By appointment only, email instructor to schedule

Course Information

Course Objectives The main objective is to learn how to analyze the critical factors of a negotiation and be able to prescribe a course of action that provides a reasonable chance for beneficial outcomes. There is no 'one size fits all' approach to successful negotiation; by understanding and analyzing a negotiation situation, you will learn skills that help you to manage a new situation and to decide which strategies are most effective.

Another objective is to gain appreciation for the importance of negotiation as a means for resolving disputes in business and other situations. While a manager needs analytical skills to develop optimal solutions to problems, a broad array of negotiation skills is needed to gain acceptance for and to implement these solutions. Thus, this course is designed as hands-on to complement the technical and diagnostic skills learned in other courses you have taken in the HR program.

Class Format Instructor led discussion followed by a negotiation exercise and debrief

Course Resources

Textbook *Essentials of Negotiation, 4th Canadian Edition*, by Lewicki, Tasa, Barry, and Saunders.

Negotiation Exercises We will be using negotiation exercises each week, many of which are proprietary. You have paid a supplementary course fee, which covers the copyright permissions.

Additional Readings Required readings are listed in the outline below. These readings are mandatory. For the articles that are available through the library, you will need to be on York's network, or logged in through the library's proxy server, to access the articles.

Course Assessments

Weightings	Participation & Preparedness	35%
	<i>Attendance 5%</i>	
	<i>Verbal Class Participation 20%</i>	
	<i>Negotiation Planning Sheets 5%</i>	
	<i>Negotiation Agreement Sheets 5%</i>	
	Online Quizzes	30%
	Final Negotiation Paper	35%

Participation and Professionalism We will negotiate in class every week. Because of this format, full attendance and participation is crucial to your own and your classmates' learning and success. If you must miss a class due to an emergency, you must let me know at least 3 hours in advance as I will need to find a solution for your negotiation partner(s).

Valuable contribution includes diligent application of your skills and knowledge in negotiation exercises and class discussions each week. When the negotiation is distributed online each week, read it, and complete the **Negotiation Preparation Worksheet**. Some weeks, at random, the instructor will grade the worksheets. Every week, there will be an online quiz to test on weekly readings (10 questions or fewer). Quiz questions are primarily multiple choice and true/false. Quizzes must be

Online Quizzes completed individually. The time limit to complete each quiz is typically 1 minute per question. Once you launch the quiz, it must be completed – you cannot return to it later. To ensure that you are not kicked out of the quiz, please use a wired internet or very reliable wireless connection. **No grade adjustments will be made if a wireless connection is used and it cuts out during your quiz.**

Final Negotiation Paper Students will be placed into groups of three (3) to five (5). You will negotiate to arrive at the best outcome possible for all parties. You will also complete a final negotiation paper based on questions provided by the instructor. Details about this assignment will be posted on the course website closer to the deadline.

Class Protocol

Academic Integrity Please be reminded of York University's policies with respect to academic integrity. Violations of academic integrity are considered very serious and will be investigated in accordance with policy. The policy can be found at: <https://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>

Assignment Submission Assignments should be submitted digitally via the course website by the deadline provided on the course outline.

Deadlines Late assignments will not be accepted and will result in a grade of zero. Exceptions for extreme circumstances such as severe illness and family emergency will be dealt with on a case-by-case basis. If approved, the missed grade weighting will be added to another element of the course. If you are ill, have the doctor that first-hand witnessed your symptoms complete the **Attending Physician's statement**. Submit this fully completed form within 48 hours of missing the course work.

Assignment Formatting & Citation style The final negotiation paper should follow the formatting and citation guidelines listed on the document named "Formatting Guidelines for all Assignments" (on the course website). Formatting instructions that are not followed will lead to grade deductions.

Grades and Grading Assignments will be returned roughly two weeks after submission or less. Contact me to discuss questions about grading, or grading errors, but grades are not negotiable.

Email Correspondence All emails sent to the instructor should include your full name and course name in order to receive a response. Anonymous emails will not receive a response.

Responsibility to Classmates Each week, you are assigned a role as part of a negotiation exercise. Your colleagues expect you to be prepared for it and attend class on-time. Otherwise, your counterpart(s) may be unable to participate in a negotiation, which impacts grades in the course. If you are late for class or miss class without at least 3 hours advanced notice and approval, you will lose all participation grades for that class.

Confidentiality For each negotiation, you will receive a set of confidential instructions. You may not show your confidential role instructions to other students. Showing role instructions to other students could be considered a violation of academic integrity, because it would be giving someone an unfair advantage in the class. Class discussions are also confidential and should not be shared with students outside of class.

Misrepresentation and Negotiation Strategy You may use any strategy to reach an agreement. However, you cannot make up facts that materially change the negotiation. For example, you can't say that your family has just bought the company with which you are currently negotiating. Reputational impacts of misleading colleagues are real, in class and in business.

Artificial Intelligence In this course, all work should be completed by you and you alone. As such, you are not allowed to use generative artificial intelligence (AI), such as ChatGPT, to help you complete any of your work in this course (e.g., tests, papers, assignments, presentations, essay outlines, presentation scripts, etc.). If you do not know whether

an online resource or tool can be used in this course, please contact me for guidance. Any use of generative AI in this course will be considered a breach of the Senate Policy on Academic Honesty. For more information, please review AI Technology & Academic Integrity: Information for Students.