

Management 463 – Introductions to Organizations

Fall Semester 2018

CRN 41665

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Course Prerequisite:

MGMT 340

Course Introduction

Management 463 is a **3 credit hour** course that will require approximately **10-12 hours** of work per week. This time commitment will vary depending on each student's input, needs, and personal study habits.

Students are required to log on to the course a minimum of **4 times per week**.

As discussions develop, you will likely log on more often.

The course applies the strategies and techniques for successful agreement, negotiation, and business conflict resolution. It includes applications to classic situations such as content negotiations, interpersonal relations, and stakeholder concerns.

Objectives of Course

The course objective is to prepare students to:

- explain the essential steps of negotiations
- detail the art of negotiating effectively
- understand their personal approach to negotiations: matching their personal style with the right negotiating strategy and tactic

Course Material

Required texts:

Book 1:

Title: Conflict Management: A Practical Guide to Developing Negotiation Strategies

Author: Budjac Corvette, Barbara A.

Publisher: Prentice Hall

Edition/Year: 2007

ISBN: 9780131193239

Book 2:

Title: 100 Effective Persuasion Techniques

Author: Glasgow, Helen

Publisher: CreateSpace Independent Publishing Platform

Edition/Year: 2017

ISBN: 9781544670614

Book 3:

Title: Getting to Yes
Authors: Fisher, Roger and Ury, William
Publisher: Penguin Books
Edition/Year: 2011
ISBN-13: 9780143118756

Course Requirements

- It is very important to stay current with discussions and assignments.
- ***At the deadlines, any missing submissions will result in a grade of zero.***
- Students should begin each week by completing the required readings.
- Individual assignments must be posted to the group's Discussion Board **and** submitted for grading no later than **Thursday evening**.
- By the end of the day on **Saturday** you are to have made **two response posts** in the discussion to your classmates. **A minimum of three posts** (one your assignment and two responses) **are required each week for possible full credit**, however you are encouraged to post as much as you would like to fully engage in the discussion. Your **initial post is to include at least one scholarly reference** when developing your response to the weekly questions. This can be your textbook or other 'reputable' resource. Note: Wikipedia, Twitter, etc. are not considered reputable.
- Your team assignment is due by the end of the day on **Sunday**.
- You will find the weekly course materials in the **Assignments** folder.
- You will begin the term with access to Week 1 and subsequent week folders and discussions will open on Sunday morning for the following weeks and remain open throughout the course.
- You are to stay current with the week's content and your team assignments.
- While this is an online course, you still have due dates that must be adhered to.

Course Point Totals

The course has a total of 800 points:

- 8 Weekly Individual Assignments (50 points each): 400
- 8 Weekly Discuss and Debate Assignments (20 points each): 160
- 8 Weekly Team Assignments (30 points each): 240

Grade Allocations

A = 90% + **B** = 80 – 89% **C** = 70 – 79% **D** = 60 – 69% **F**=59% & below

Course Annotations

1. ***Readings.*** Please review the required weekly readings. Each week will have an assigned reading from our textbook. In addition, several weeks will have an added case from our coursepack (one with video accompaniments). Please complete the readings by Wednesday of each week.

2. ***Plagiarism & the Honor Code.*** This course and its associated coursework are being administered under the policies of the University of Illinois at Chicago (UIC) College of Business Administration Honor Code. All students are expected to respect and uphold the Honor Code found at this link: <http://catalog.uic.edu/ucac/colleges-depts/business-administration/#j4>
 - In keeping with CBA policy, evidence of academic dishonesty may result in a failing grade for the course and disciplinary review by the University. Academic dishonesty includes, but is not limited to, cheating (giving or receiving aid), fabrication/falsification, plagiarism (including not accurately referencing source material), bribes, favors or threats, examination by proxy (taking an exam for someone else), grade tampering and submitting non-original works authored by someone other than the student. Refer to the student handbook or Student Disciplinary Procedures for definitions and details:
 - <http://www.uic.edu/depts/dos/docs/Disciplinary%20Actions.pdf>
 - For a complete review of UIC policies regarding intellectual integrity and academic honesty, please visit: <http://dos.uic.edu/conductforstudents.shtml>

3. ***Important information:***
 - *Student Legal Service* <http://www.uic.edu/depts/dos/studentlegalservices.shtml>
 - *DRC* - Concerning disabled students, the University of Illinois at Chicago is committed to maintaining a barrier-free environment so that individuals with disabilities can fully access programs, courses, services, and activities at UIC. Students with disabilities who require accommodations for full access and participation in UIC Programs must be registered with the Disability Resource Center (DRC). Please contact DRC at (312) 413-2183 (voice) or (312) 413-0123 (TDD). More information may be found at the DRC Website located at <http://drc.uic.edu/>
 - Students requesting accommodation must provide each instructor with a letter outlining the specific accommodations requested for a specific course. These letters are developed by the DRC in coordination with the student and presented to the instructor by the student prior to the start of each semester.
 - List of registration and records policies found on *Registrar's website* - http://www.uic.edu/depts/oar/current_students/campus_policies.html
 - *Religious Holidays.* Please notify instructors as soon as possible if you a religious holiday conflicts with an assignment or exam. <http://oae.uic.edu/docs/ReligiousHolidaysAY20162018.pdf>
 - *Grievance procedures.* UIC is committed to the most fundamental principles of academic freedom, equality of opportunity, and human dignity involving students and employees. Freedom from discrimination is a foundation for all decision making at UIC. You as students are encouraged to study the University's "Nondiscrimination Statement". You are also urged to read the document "Public Formal Grievance Procedures". Information on these policies and procedures is available on the University web pages of the Office of Access and Equity: www.uic.edu/depts/oae.
 - *Illinois Small Business Development Center* <https://ies.uic.edu/sbdc/>

Course Outline All assignments are due at 11:59 PM CST of the day listed.

Week	Activity	Due	Date
Week 1:	Get to know your classmates	Wednesday	October 24
	Become familiar with the course	Wednesday	October 24
	Complete Reading Assignments	Thursday	October 25
	Complete Individual Assignment	Thursday	October 25
	Discuss and Debate	Saturday	October 27
	Complete Team Assignment	Sunday	October 28
Week 2:	Complete Reading Assignments	Thursday	November 1
	Complete Individual Assignment	Thursday	November 1
	Discuss and Debate	Saturday	November 3
	Complete Team Assignment	Sunday	November 4
Week 3:	Complete Reading Assignments	Thursday	November 8
	Complete Individual Assignment	Thursday	November 8
	Discuss and Debate	Saturday	November 10
	Complete Team Assignment	Sunday	November 11
Week 4:	Complete Reading Assignments	Thursday	November 15
	Complete Individual Assignment	Thursday	November 15
	Discuss and Debate	Saturday	November 17
	Complete Team Assignment	Sunday	November 18
Week 5:	Complete Reading Assignments	Thursday	November 22
	Complete Individual Assignment	Thursday	November 22
	Discuss and Debate	Saturday	November 24
	Complete Team Assignment	Sunday	November 25
Week 6:	Complete Reading Assignments	Thursday	November 29
	Complete Individual Assignment	Thursday	November 29
	Discuss and Debate	Saturday	December 1
	Complete Team Assignment	Sunday	December 2
Week 7:	Complete Reading Assignments	Thursday	December 6
	Complete Individual Assignment	Thursday	December 6
	Discuss and Debate	Saturday	December 8
	Complete Team Assignment	Sunday	December 9
Week 8:	Complete Reading Assignments	Thursday	December 13
	Complete Individual Assignment	Thursday	December 13
	Discuss and Debate	Saturday	December 15
	Complete Team Assignment	Sunday	December 16
	Complete course evaluation	Sunday	December 16

Required Weekly Readings are from course textbook unless otherwise noted

Required Video viewings are found on youtube.com

Week	Required Reading
Week 1:	Chapters 1, 2, and 3
	Watch: https://www.youtube.com/watch?v=IBeCStVHhtU
Week 2:	Chapters 4, 5, and 6
Week 3:	Chapters 7, 8, 9, and 10
	Watch: https://www.youtube.com/watch?v=dVLERJ5IdrA
Week 4:	Chapters 11, 12, 17, and 18
Week 5:	Chapters 13 and 14
	BOOK - 100 Effective Persuasion Techniques (pages 1-44)
Week 6:	Chapter 16
	BOOK - 100 Effective Persuasion Techniques (pages 45-80)
Week 7:	BOOK – Getting to Yes!
	Watch: https://www.youtube.com/watch?v=PFlydyH2H8Y
Week 8:	Chapter 20
	Watch: https://www.youtube.com/watch?v=bnPtff_Kcs8

Conflict Management a Systematic Approach By: Donald Hambelton I believe that Conflict Management is a systematic process in developing negotiation strategies. When dealing with conflict management this simply involves negotiating and I believe that everyone is different in means when it comes to personalities, egos, attitudes, and background knowledge when dealing and negotiating with conflict management. I realize that conflict is all around in every culture, nation and in every part of the world in which people live in. However, the basic conflicts that arise are when two or more strongholds, values, perspectives and opinions that have or have not been reached due to an unsettlement of understanding and negativity within negotiations. Conflict Management: A Practical Guide to Developing Negotiation Strategies [Barbara A. Budjac Corvette Ph.D.] on Amazon.com. *FREE* shipping on qualifying offers.

Well honed negotiating skills can benefit everyone both personally and professionally. This book explores how to develop critical negotiation skills using a very individual. This read is to the point and concise. I actually used it for a negotiations class to receive my MBA. Read more. Helpful.