



Lincoln University COURSE SYLLABUS

Course Title: **Communications in Leadership and Negotiation**

Course Number: **BA 370**

Semester: Fall 2015

Class meetings: Thursdays, 12:30-3:15

Credit: 3 Units

Lecture hours: 45

Prerequisite(s): None

Co-requisites: None

Instructor: Dr. Sylvia Y. Schoemaker Rippel

Office hours and location: T, Th 11:45-12:30 and
by arrangement, room 308

Instructor Lincoln University email: sysr@lincolnuca.edu

Course-related email for the semester: profsylvia@gmail.com

Course blog and other content to be announced in class.

COURSE DESCRIPTION

BA 370 - COMMUNICATIONS IN LEADERSHIP AND NEGOTIATIONS

This course concentrates on critical communications skills, particularly those needed for intelligent, face-to-face interactions, for effective tactics to achieve cooperation and gain consensus. There is emphasis on various strategies used in negotiating, for both individuals and leaders. Written and oral assignments are involved. (3 units)

COURSE OBJECTIVES

Primary objectives are to:

Improve your ability to comprehend and produce effective written and oral business communications for leadership and negotiation purposes,

Evaluate business communications within appropriate contexts, and

Apply systematic communicative language processing strategies for critical thinking, problem solving, conflict resolution, decision making, goal setting and attainment.

Upon successful completion of this course, students will be able to:

Analyze the communicator, audience, purpose, context, and strategies of business

communications in functional settings. Select appropriate content, style and organization for various contexts

INSTRUCTIONAL MATERIALS AND REFERENCES

REQUIRED TEXTS:

Barrett, D. J. (2013). Leadership communication. (4th Ed.) New York: McGraw-Hill.

ISBN-13: 978-0073403205 ISBN-10: 007340320

Lewicki, R. J., et al. (2016). Essentials of negotiation (6th Ed.). New York: McGraw-Hill.

E-text: ISBN-10 1259298981, ISBN-13 9781259298981

Print: ISBN-10 0077862465, ISBN-13 978007786246

RECOMMENDED TEXT:

Business Communication Handbook.

COURSE TEXTS COMPANION SITES

Leadership Communication Text:

http://highered.mheducation.com/sites/0073403202/information_center_view0/index.html

Negotiation Text Link:

http://highered.mheducation.com/sites/0077862465/information_center_view0/sample_chapter.html

FORMAT

The course sessions will include lectures , A/V-augmented presentations (text-based and other topically related slides and relevant audio/video/web resources), written and oral classroom exercises applying course concepts, small group and classroom discussions, student presentations of individual and group assignments based on course units, with emphasis on engaging students in learning by doing.

TOPICAL OUTLINE and ASSIGNMENTS

The scope of the course involves applying and extending communication skills relevant to managerial discourse, leadership and negotiation, including the theoretical foundation and technological extensions of business communications.

For each of the units (as well as additional assignments given in class), students will do the following by the date listed on the schedule below:

Read assigned materials with care and understanding.

Respond to the main points of each chapter assigned by listing three or four key questions with answers (no more than two or three sentences each).

Reflect on the unit in writing (a brief paragraph or two).

Email your unit and chapter assignments to me at profsylvia@gmail.com, before the date on the schedule.

For midterm and final review assignments, students will present ePortfolios/PPTs adapted from the weekly assignments as individual or team projects.

STUDENT RESPONSIBILITIES

Students are expected to attend class, to participate in individual and group work in a productive manner, to complete assignments according to schedule and at a level appropriate to university rubrics, and to take personal responsibility for meeting the objectives of the course.

Assignments are due on the dates indicated in the schedule below. Additions/revisions to the schedule will be announced in class as needed. Class attendance is mandatory for content, interactions, and presentations. Researched materials must be documented using a consistent style for both in-text and end-text citations of sources using the published standards of the most recent subject-appropriate style guide, such as APA (social sciences) or MLA (humanities), for example.

SCHEDULE

| Session | Date | Unit | Chapter- Read, Reflect, Respond – Email due by date on this schedule |
|----------------|-------------|--------------------------------------|---|
| 1 | 8/27/2015 | Introduction | L01: What is Leadership Communication? N01: Nature of Negotiation |
| 2 | 9/3/2015 | Strategy | N02: Strategy and Tactics of Distributive Bargaining N03: Strategy and Tactics of Integrative Negotiation |
| 3 | 9/10/2015 | Document Language | L02: Leadership Communication Purpose, Strategy, and Structure L03: The Language of Leaders |
| 4 | 9/17/2015 | Strategy, Ethics, and Perception | N04: Negotiation: Strategy and Planning N05: Ethics in Negotiation |
| 5 | 9/24/2015 | Leadership Presentations | L04: Using Social Media and Creating Other Leadership Correspondence L05: Creating Leadership Documents and Reports L06: Leadership Presentation in Person and Online L07: Graphics with a Leadership Edge |
| 6 | 10/1/2015 | Communication, EI, Cultural Literacy | N06: Perception, Cognition, and Communication N07: Communication |

| | | | |
|----|------------|----------------------------------|--|
| 7 | 10/8/2015 | Power, Ethics, Relationships | N08: Finding and Using Negotiation Power N09: Relationships in Negotiation L8: Emotional Intelligence and Interpersonal Skills for Leaders |
| 8 | 10/15/2015 | Midterm | |
| 9 | 10/22/2015 | Teams | N10: Multiple Parties and Teams L10: High Performance Team Leadership L11: Meetings: Leadership and Productivity |
| 10 | 10/29/2015 | Strategic Internal Communication | L12: Leadership Communication in an Organizational Context L13: Transformational Leadership through Effective Internal Communication |
| 11 | 11/5/2015 | Global Negotiation | N11: International and Cross-Cultural Negotiation |
| 12 | 11/12/2015 | External Relations | L14: Leadership through Effective External Relations |
| 13 | 11/19/2015 | Best Practices | N12: Best Practices in Negotiation |
| | 11/24-28 | Fall Recess | |
| 14 | 12/1/2015 | Review | Review - ePortfolio 2 |
| 15 | 12/8/2015 | Final | |

ASSESSMENT CRITERIA & METHOD OF EVALUATING STUDENTS

Students will demonstrate their level of achievement through appropriate and accurate application of classic and contemporary principles and best practices in communication for leadership and negotiation. Students attaining the higher levels of course goals will show successful application of critical and creative communication skills in approaching and solving academic and real-world examples, individually and as group participants. The following tables quantify assignment areas and grade distribution scales.

GRADING GUIDELINES

| Items | Points |
|---|------------|
| Exercises / Daily Assignments: Oral and Written | 10 |
| Midterm | 30 |
| ePortfolio I, II | 10 |
| Presentation of Assignments | 10 |
| Final Exam | 40 |
| Total | 100 |

| | |
|---------|----|
| 100-95 | A |
| 94-90 | A- |
| 89-87 | B+ |
| 86-84 | B |
| 83-80 | B- |
| 79-77 | C+ |
| 76-74 | C |
| 73-70 | C- |
| 69-65 | D+ |
| 64-60 | D |
| 59 or < | F |

PLEASE NOTE:

Revisions to the schedule will be announced in class as needed. Class attendance is required. Required textbooks should be obtained as soon as possible and brought to class for each session. Class participation is encouraged for enhanced learning through applied content, group interactions, and individual and small group presentations. Plagiarized content is strictly prohibited: Researched materials must be documented using a consistent style for both in-text and end-text citations of sources using the published standards of the most recent subject-appropriate style guide, such as APA (social sciences) or MLA (humanities), for example. Missed exams and assignments require certified excuses (signed documentation by an appropriate medical or other official representative). With documentation, a makeup exam may be scheduled. Electronics are not allowed during exams. Cell phones should not be active during class sessions.

Revised 08/15