

# Business Administration

Course Number:

**BUAD 201**



**Notes**

The individual participation mark includes multiple term work components such as class activities, reflection papers, contribution to classroom discussions (including negotiation reputation), and demonstrated dedication to your own learning through class preparation.

Peer evaluations are required for the Group Negotiation Analysis and will be submitted along with the team's report via a peer appraisal form. The peer evaluation can have a significant impact on an individual's mark, and it is intended to reduce *social loafing* in group work. A student may be assigned 0% on a team deliverable if the professor deems this necessary.

All assignments must be submitted via the appropriate Moodle dropbox on or before the due date. Late assignments will not be graded.

Final exam is cumulative and can comprise cases and/or scenarios analysis, multiple choice questions, true-false-why questions and development questions.

**Required Texts/Resources****Mandatory:**

Mind and Heart of the Negotiator, The, Second Edition, By Leigh Thompson, Published by Pearson Copyright © 2000 ISBN-0130179647

**The second edition (e-book) we will be using is available to students, free of charge, through Okanagan College library.**

<https://learning.oreilly.com/library/view/mind-and-heart/0130179647/>

Alternatively, students can purchase the 6<sup>th</sup> edition that was used in previous years:

Mind and Heart of the Negotiator, The, 6<sup>th</sup> Edition, By Leigh Thompson, Published by Pearson Copyright © 2015 ISBN-13: 978-0133571776 ISBN-10: 0133571777

Selected exercises from: Dispute Resolution Research Centre(2018), Negotiation Exercises. Retrieve from: <https://new.negotiationexercises.com>.

**Recommended:**

Getting to Yes: Negotiating Agreement Without Giving In / Fisher & Ury / Publisher: Penguin (1991) / ISBN-13: 978-0140157352

Beyond Reason / Roger Fisher & Daniel Shapiro / Publisher: Viking Adult (2005) ISBN-13:978-0670034505



## **SKILLS ACROSS THE BUSINESS CURRICULUM**

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The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

## **STUDENT CONDUCT AND ACADEMIC HONESTY**

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### **What is the Disruption of Instructional Activities?**

At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

### **What is Cheating?**

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.”

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless