

Business Negotiations in International Business

1 semester Syllabus

Part 1: Course Information

Instructor Information

Instructor: Dr. Nina Symaniuk

Office: Office 104a, 13b Prospekt lenina

Office Hours: 10:00 – 18:00 from Monday to Friday

Office Telephone: (343) 371-10-03

E-mail: n.v.symaniuk@urfu.ru

Course Description

The purpose of studying the discipline “Business Negotiations in International Business” is the development of students' knowledge about the psychology of communication, the specifics and features of business communication, familiarization with the features of interpersonal perception of communication and interaction in communication; development of skills of application in practice of modern communication technologies, methods of solving psychological problems of communication, organization of its various forms, correction of conflict communication; development and improvement of skills of effective communication with clients, in labor collectives, with use of special communicative technologies.

Prerequisite

- Internet communications in international sphere

Textbook & Course Materials**Required Text**

1. Stolyarenko L. D. Social psychology. - PH/D., 2009.- 476c.
2. Andreeva G. M. Social psychology: textbook. - M, 2010. - 363c. REC. MO

Recommended Texts & Other Readings

- 1. Belinskaya A. B. Conflictology in social work.- M, S. 2010-224 Rivers.

INTELLIGENCE

Course Requirements

- Internet connection
- Multimedia equipment

Course Structure

Lectures and reading materials. Participating in the lectures and reading the assigned papers are the most essential parts of the course. All enrolled students are therefore expected to participate in all lectures and read all assigned papers.

Seminars. The seminars are organized and conducted by the Instructor. The student performance at the seminars will be assessed based on three criteria: attendance, preparedness, and activity.

Assignments. For each part of the course there will be an individual assignment to write a short paper addressing a specific question. The assignments will be graded and commented by the Instructor with one paragraph of comments.

Points for participation in role-plays and discussions are awarded if the students use additional information from supplementary readings and make explicit reference to the author and to the book/article they have used.

Mid-term exam consists of a multiple choice test of 20 questions that deal with terms, ideas, and facts covered during the previous weeks and a short (not exceeding 250 words) written answer to one of two questions based on material covered within the

previous weeks.

Group presentation. A PowerPoint (or Prezi, or OpenOffice) presentation of 20-25 slides prepared by a working group (depending on the number of students in the class but not more than four students in a group) on one of the issues covered in the course. The presentation will be followed by a Q and A session. Presenters are expected to demonstrate their use of theoretical and methodological tools discussed during the course for analysis of the subject of their presentation.

Final Exam consists of an open-ended test that requires short (1-3 sentences) responses to 100 questions based on the material covered within the course and a short academic essay (200 words) on one of three suggested topics.

Part 2: Student Learning Outcomes

Part 3: Topic Outline/Schedule

- Week 01: Theoretical and applied models of social communication
- Week 02: Theoretical and applied models of social communication
- Week 03: Theoretical and applied models of social communication
- Week 04: Theoretical and applied models of social communication
- Week 05: Type of communication.
- Week 06: Type of communication
- Week 07: Type of communication.
- Week 08: Type of communication
- Week 09: Oral business strategies communications. Features of public speech
- Week 10: Oral business strategies communications. Features of public speech
- Week 11: Oral business strategies communications. Features of public speech
- Week 12: Oral business strategies communications. Features of public speech
- Week 13: Self-presentation technologies
- Week 14: Self-presentation technologies
- Week 15: Self-presentation technologies
- Week 16: Self-presentation technologies

Part 4: Grading Policy

Graded Course Activities

E C T S Grade	Points	Russian grade
A	100-91 points	“excellent”: 100–80 points
B	90-81	
C	80-71	“good”: 79– 60 points
D	70-61	
F : failed	less than 60 points: failed	“satisfactory”: 59–40 points
		“unsatisfactorily”: failed, less than 40 points

Part 5: Course Policies

Attend Class

Students are expected to attend all class sessions as listed on the course calendar.

Build Rapport

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that they can help you find a solution.

Complete Assignments

Assignments must be submitted by the given deadline or special permission must be requested from instructor *before the due date*. Extensions will not be given beyond the next assignment except under extreme circumstances.

All discussion assignments must be completed by the assignment due date and

time. Late or missing discussion assignments will affect the student's grade.

Commit to Integrity

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

Academic Dishonesty Policy

1. Academic dishonesty includes such things as cheating, inventing false information or citations, plagiarism and helping someone else commit an act of academic dishonesty. It usually involves an attempt by a student to show possession of a level of knowledge or skill that he/she does not possess.

2. Course instructors have the initial responsibility for detecting and dealing with academic dishonesty. Instructors who believe that an act of academic dishonesty has occurred are obligated to discuss the matter with the student(s) involved. Instructors should possess reasonable evidence of academic dishonesty. However, if circumstances prevent consultation with student(s), instructors may take whatever action (subject to student appeal) they deem appropriate.

3. Instructors who are convinced by the evidence that a student is guilty of academic dishonesty shall assign an appropriate academic penalty. If the instructors believe that the academic dishonesty reflects on the student's academic performance or the academic integrity in a course, the student's grade should be adversely affected. Suggested guidelines for appropriate actions are: an oral reprimand in cases where there is reasonable doubt that the student knew his/her action constituted academic dishonesty; a failing grade on the particular paper, project or examination where the act of dishonesty was unpremeditated, or where there were significant mitigating circumstances; a failing grade in the course where the dishonesty was premeditated or planned. The instructors will file incident reports with the Deputy Director for Academic Affairs. These reports shall include a description of the alleged incident of academic dishonesty, any relevant documentation, and any recommendations for action that he/she deems appropriate.