Scoring Criteria: Journal: During the course, the student is required to create and maintain a journal describing his/her role three (3) negotiations experiences and reflecting on learning experiences as a negotiator. Keeping a journal encourages reflection on--and analysis of--the learning-by-experience simulations of negotiation we conduct during the term. Your comments also give the instructor a sense of your individual progress, as well as some insight into your strengths and weaknesses as a negotiator. Your task, in A MINIMUM OF 4-PAGES FOR EACH NEGOTIATIONS EXERCISE, is to describe your reactions, perceptions, impressions and significant insights gained from participation in (or reflection on) the simulations. A DETAILED OUTLINE OF WHAT YOU ARE TO ADDRESS IS PROVIDED. (See below) Each exercise Journal entry should begin by stating which role you played in the negotiation. Then, for each Exercise Journal entry, examples of the subject headings you are encouraged to address include the following: 1. What you expected in the situation; 2. How you prepared for the negotiation; 3. How you and others in the group behaved; 4. What you learned about your skills; 5. What you would do differently the next time around; 6. What is your analysis and outcome of the negotiations; and 7. Theories, Concepts or Principles and course discussions (see detail below). The JOURNAL (which must be submitted in a typed form acceptable to the instructor) is regarded as a confidential communication between you and the instructor. As a result, the student is expected to be specific in identifying other people (by name) and their behavior in describing your reactions to the negotiation simulations. The final submission of your COMPLETE JOURNAL will be due by class 9. You are required to submit the journal via WorlkdClassRoom Assignments area for grading purposes. Concourse | Negotiations 12/31/15, 11:28 AM https://webster.campusconcourse.com/view\_syllabus?course\_id=58097 Page 6 of 17 Analysis of the exercises (for each submitted journal entry) should be reflective and outline the main learning points of a specific negotiation exercise. The exercise descriptive portion of your journal require a minimum of 4-pages for each exercise. The analysis should not be a transcript of every detail of the negotiation. Instead, the paper should apply your own insights and what you have learned through discussions, chat room exercises and readings and familiarity with the negotiations terminology to the particular negotiation you chose to analyze. Within the summary of the negotiation outline provided above, you should include an introspective documentation of the following: 1. Analysis: How did you prepare? What strategies did you use? Why did (or didn't) a strategy work well? (note emphasis on the why). What did you overlook? What was the consequence? What, if anything, surprised you about your behavior? How would you do things differently? How might you improve in the future? What did you learn about yourself? About the other(s)? 2. Outcome: What was the outcome? What would have improved the outcome? 3. What theories, concepts, or principles from the readings or from course discussions are useful in understanding the dynamics of this particular negotiation? Give citations to readings where appropriate. The JOURNAL will be an indication of how well you reflected upon and analyzed the negotiation interaction and your performance. The instructor will look for: Understanding: Demonstrating that you know the material learned in the course by drawing on the relevant concepts and lessons from both the readings and on-line discussions and exchange of information and insight. These should be cited in the text of your paper. Criticality: When examining anyone’s behavior, be critical. This means not only determining how a behavior was effective or ineffective and why, but also realizing the inherent tradeoffs of actions taken. Every choice is based on assumptions (which may be right or wrong) and has future implications. What were they? Takeaways: Identifying basic points or ideas drawn from the exercise that you will be able to generalize to other negotiation situations. The final Journal is due at the specific time indicated on-line of Class Journal Preparation and Formatting

It helps to have organization in order to keep your analysis and introspective insight of value and organized. The following may be of assistance with your Journal:

Below is an outline, extracted from the course syllabus of how to organize your Journal for each of the 4+ pages for each Negotiations Exercise of Journal notes. This guides you in meeting the course requirements outlined in the syllabus.

Use them as headings as you construct and write each Journal experience. Address these headings and be certain that you have compiled at least 4-pages for each Exercise...this gives you some idea.

Reference the Syllabus, **Scoring Criteria Journal section**, to be certain that your approach to each question includes the required content (i.e.. knowledge and learning from the text, use of negotiations terminology, analytical interpretation, strategic analysis and in depth personal insight, etc.-see syllabus).

Below is an extract from the syllabus.

* Outline (Table of Contents)
* My role
* Learning Points
* Expectations of the situation
* Preparation for the negotiation
* My behavior and group member’s behavior
* Knowledge and lessons learned about my skills
* Different approach for the next time
* Analysis and Outcome
* Theories, Concepts or Principles text and course discussions
* Bibliography

Address these headings and be certain that you have compiled at least 4-pages for each Exercise. As outlined in the syllabus, the instructor will look for the following as you compile the content addressing each of the headings above:

* Understanding: Demonstrating that you know the material learned in the course by drawing on the relevant concepts and lessons from both the readings and on-line discussions and exchange of information and insight. These should be cited in the text of your paper.
* Criticality: When examining anyone’s behavior, be critical. This means not only determining how a behavior was effective or ineffective and why, but also realizing the inherent tradeoffs of actions taken. Every choice is based on assumptions (which may be right or wrong) and has future implications. What were they?
* Takeaways: Identifying basic points or ideas drawn from the exercise that you will be able to generalize to other negotiation situations.

Your Journal is due at the end of week 9 (AS A SINGLE COMPLETE JOURNAL).