Submit original with signatures + 1 copy + electronic copy to UAF Governance. See [http://www.uaf.edu/uafgov/faculty/cd](http://www.uaf.edu/uafgov/faculty/cd) for a complete description of the rules governing curriculum & course changes.

<table>
<thead>
<tr>
<th>TRIAL COURSE OR NEW COURSE PROPOSAL</th>
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</table>

**SUBMITTED BY:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Civil and Environmental Eng.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by</td>
<td>Robert Perkins</td>
</tr>
<tr>
<td>Email Contact</td>
<td><a href="mailto:raperkins@alaska.edu">raperkins@alaska.edu</a></td>
</tr>
<tr>
<td>College/School</td>
<td>CEM</td>
</tr>
<tr>
<td>Phone</td>
<td>474 7694</td>
</tr>
<tr>
<td>Faculty Contact</td>
<td>Robert Perkins</td>
</tr>
</tbody>
</table>

1. **ACTION DESIRED (CHECK ONE):**

   - [ ] Trial Course
   - [x] New Course

2. **COURSE IDENTIFICATION:**

<table>
<thead>
<tr>
<th>Dept</th>
<th>CE</th>
<th>Course #</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE</td>
<td>F658G</td>
<td>1</td>
<td></td>
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</table>

   Justify upper/lower division status & number of credits:
   
   Course is intended for professional students who are college graduates. Credits are based on contact minutes and content. They are roughly one-third of a regular three-credit graduate course.

3. **PROPOSED COURSE TITLE:**

   Negotiations

4. **To be CROSS LISTED?**

   - [ ] Yes
   - [x] No

   (Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)

5. **To be STACKED?**

   - [ ] Yes
   - [x] No

6. **FREQUENCY OF OFFERING:**

   - [ ] As demand warrants
   - [ ] Fall, Spring, Summer (Every, or Even-numbered Years, or Odd-numbered Years) — or As Demand Warrants

7. **SEMESTER & YEAR OF FIRST OFFERING (if approved):**

   - [ ] As demand warrants

8. **COURSE FORMAT:**

   **NOTE:** Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

<table>
<thead>
<tr>
<th>COURSE FORMAT: (check all that apply)</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6 weeks to full semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTHER FORMAT (specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mode of delivery (specify lecture, field trips, labs, etc)</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lectures</td>
<td></td>
<td></td>
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9. **CONTACT HOURS PER WEEK:**

<table>
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<tr>
<th>4.5 LECTURE hours/weeks</th>
<th>LAB hours/week</th>
<th>PRACTICUM hours/week</th>
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</table>

   Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See [http://www.uaf.edu/uafgov/faculty/cd/credits.html](http://www.uaf.edu/uafgov/faculty/cd/credits.html) for more information on number of credits.

   | OTHER HOURS (specify type) | N/A |
10. COMPLETE CATALOG DESCRIPTION including dept., number, title and credits (50 words or less, if possible):

**CE F658G, Negotiations, 1 credit**

11. COURSE CLASSIFICATIONS: (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

<table>
<thead>
<tr>
<th>H - Humanities</th>
<th>S - Social Sciences</th>
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</table>

Will this course be used to fulfill a requirement for the baccalaureate core? **YES**

IF YES, check which core requirements it could be used to fulfill:

<table>
<thead>
<tr>
<th>O - Oral Intensive, Format 6</th>
<th>W - Writing Intensive, Format 7</th>
<th>Natural Science, Format 8</th>
</tr>
</thead>
</table>

12. COURSE REPEATABILITY:

Is this course repeatable for credit? **YES**

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

How many times may the course be repeated for credit? **TIMES**

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course? **CREDITS**

13. GRADING SYSTEM: Specify only one.

**LETTER**: X
**PASS/FAIL**: 

14. PREREQUISITES

None

**RECOMMENDED**
Admission to the Graduate Certificate in Construction Management program

Classes, etc. that student is strongly encouraged to complete prior to this course.

15. SPECIAL RESTRICTIONS, CONDITIONS

16. PROPOSED COURSE FEES

Has a memo been submitted through your dean to the Provost & VCAS for fee approval? **Yes/No**

17. PREVIOUS HISTORY

Has the course been offered as special topics or trial course previously? **Yes/No**

If yes, give semester, year, course #, etc.: February 2009, CE 693

18. ESTIMATED IMPACT

**WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.**

These courses were approved by the Board of Regents for special tuition and are expected to be self-supporting

19. LIBRARY COLLECTIONS

Have you contacted the library collection development officer (kljensen@alaska.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and
 resolution. If not, explain why not.

No  x  Yes  [ ]  No library involvement

20. IMPACTS ON PROGRAMS/DEPTS

What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)

The Graduate Certificate in Construction Management and its courses was approved by the CEE faculty and the CEM dean.

21. POSITIVE AND NEGATIVE IMPACTS

Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.

This course follows the New Degree Program Request which examined the growth in the CEE department. No additional positive or negative impacts from this course are likely.

JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

This course is part of a UAF CEE outreach to package our graduate classes in a way that is convenient to students and their employers. This outreach was formalized in a New Degree Program Request for a Graduate Certificate in Construction Management which was approved by the UA Board of Regents in September 2009. The courses in this program grew out of a needs assessment by UAF CEE of Alaska engineering employers, including governments, consultants, and contractors, that indicated that courses of about one credit's intensity were best. The classes are being taught by UAF faculty, emeritus faculty, or appropriate adjuncts approved by the CEE faculty and Chair. All classes feature an assessment process: tests, reports, presentations, and/or graded homework.

APPROVALS:

<table>
<thead>
<tr>
<th>Signature, Chair, Program/Department of:</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Signature, Chair, College/School Curriculum Council for:</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Signature, Dean, College/School of:</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Signature of Provost (if applicable)</th>
<th>Date</th>
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</table>
Offerings above the level of approved programs must be approved in advance by the Provost.

<table>
<thead>
<tr>
<th>ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature, Chair, UAF Faculty Senate Curriculum Review Committee</td>
</tr>
</tbody>
</table>

**ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)**

<table>
<thead>
<tr>
<th>Signature, Chair, Program/Department of:</th>
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<th>Date</th>
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</thead>
</table>

| Signature, Dean, College/School of: | Date |
Course Syllabus – Negotiations

1. **Course Information**

Negotiation Basics for Construction Managers, CE 658G. 1 credit. Prerequisites (recommended): BS in engineering, science, or any college degree with construction experience. Location: UAF Center for Distance Education. Meeting time: 3:00 to 5:15 (6 meetings @ 135 minutes)

2. **Instructor**

Dr. Robert A. Perkins, PE. Office: Duckering 253 Office hours: 2:00 to 3:00 PM Monday & Wednesday 907-474-7694 ffrap@uaf.edu

3. **Course readings/materials**

- Meredith and Mantel, Project Management, a Managerial Approach, Chapter 6, Conflict and Negotiation. Pp 290-325
- Chester L. Karrass, *Give and Take* and *The Negotiating Game*

4. **Course description**


5. **Course Goals (General):**

Introduce construction managers to basic negotiation science and methods of principled negotiations. Recognize the place of negotiations within the legal framework of public procurement, construction contracts, and other stakeholders. Learn how to apply negotiations skills to engineering and construction situations including bidding, pricing of change orders, and variations in the project management parameters: cost, schedule, and production.
6. **Instructional Methods**

The course will utilize a combination of lecture, discussion, student role playing exercises. Guest speakers will be invited to make presentations on topics within their areas of professional expertise and experience.

7. **Course Calendar**

Class 1
Introduction. Theory.
What is negotiation?
Who are the parties?
Preparation and teams.

Class 2.
Government Negotiations, legal procedures and constraints
Negotiations and the administrative review process.
Guest Speaker, owner’s lawyer

Class 3.
Teams and parties
Project matrix
Guest speaker, contracting officer
Negotiation practice, individuals

Class 4
Goal setting, negotiation objectives
Analyzing and using power,
Guest Speaker, contractor’s lawyer
Negotiation practice, testing assumptions

Class 5
Critique of negotiations so far.
Team negotiations

Class 6
Class presentations

8. **Course Policies**

Plagiarism will not be tolerated. Attendance is expected and will be considered in determining the final grade.
9. Evaluation

The final grade will be determined on the following basis:

- Final presentation (written: 10%; oral: 15%) 25%
- Contribution to role playing exercise 50%
- Class participation 13%
- Attendance (6 @2%) 12%

10. Support Services

No special support services will be required.

11. Disability Services

We will work with the Office of Disability Services to provide reasonable accommodation to students with disabilities.