

Submit original with signatures + 1 copy + electronic copy to UAF Governance.

See <http://www.uaf.edu/uafgov/faculty/cd> for a complete description of the rules governing curriculum & course changes.

TRIAL COURSE OR NEW COURSE PROPOSAL

SUBMITTED BY:

Department	Civil and Environmental Eng.	College/School	CEM
Prepared by	Robert Perkins	Phone	474 7694
Email Contact	raperkins@alaska.edu	Faculty Contact	Robert Perkins

1. ACTION DESIRED (CHECK ONE):	Trial Course		New Course	X
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2. COURSE IDENTIFICATION:	Dept	CE	Course #	F658G	No. of Credits	1
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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
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4. To be CROSS LISTED? YES/NO	No	If yes, Dept:		Course #	
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(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)

5. To be STACKED? YES/NO	No	If yes, Dept.		Course #	
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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
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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.

COURSE FORMAT: (check all that apply)	1	2	X	3	4	5	6 weeks to full semester
OTHER FORMAT (specify)	Two 2 hour and 15 minute lectures per week for three weeks delivered face-to-face or via video conferencing.						
Mode of delivery (specify lecture, field trips, labs, etc)	Lectures						

9. CONTACT HOURS PER WEEK:	4.5	LECTURE hours/weeks		LAB hours /week		PRACTICUM hours /week
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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> for more information on number of credits.

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

CE F658G, Negotiations, 1 credit

Introduction to negotiations with an emphasis on construction contract related issues. Basic negotiation theory and practice: types of negotiations, preparation, teamwork, tactics, goals. Application to construction: relationship to contract, technical issues – cost and schedule. Role playing and practice.

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.)

H = Humanities ☐ S = Social Sciences ☐

Will this course be used to fulfill a requirement for the baccalaureate core? **YES** ☐ **NO** ☐

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

O = Oral Intensive, ☐ W = Writing Intensive, ☐ Natural Science, ☐
Format 6 ☐ Format 7 ☐ Format 8 ☐

12. **COURSE REPEATABILITY:**

Is this course repeatable for credit? **YES** ☐ **NO** ☐

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: ☒ **PASS/FAIL:** ☐

RESTRICTIONS ON ENROLLMENT (if any)

14. **PREREQUISITES**

These will be required before the student is allowed to enroll in the course.

RECOMMENDED

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.:

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	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No library involvement
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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:

		Date	
Signature, Chair, Program/Department of:			
		Date	
Signature, Chair, College/School Curriculum Council for:			
		Date	
Signature, Dean, College/School of:			
		Date	
Signature of Provost (if applicable)			

Offerings above the level of approved programs must be approved in advance by the Provost.

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

	Date	
Signature, Chair, UAF Faculty Senate Curriculum Review Committee		

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

	Date	
Signature, Chair, Program/Department of:		

	Date	
Signature, Chair, College/School Curriculum Council for:		

	Date	
Signature, Dean, College/School of:		

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

- Strategic Leadership and Decision Making. Chapter 13. STRATEGIC NEGOTIATIONS, National Defense University, <http://www.au.af.mil/au/awc/awcgate/ndu/strat-ldr-dm/pt3ch13.html>
- **Meredith and Mantel, Project Management, a Managerial Approach, Chapter 6, Conflict and Negotiation. Pp 290-325**
- A Guide to the WSDOT Construction Change Order Process
<http://www.wsdot.wa.gov/biz/construction/pdf/guidetochangeorderprocess.pdf>
- Chester L. Karrass, *Give and Take* and *The Negotiating Game*
- Negotiation Procedures - Corps of Engineers Payne Hackenbracht & Sullivan
<http://www.phslegal.com/Fedcon/fedc016f.htm>

4. Course description

Introduction to negotiations with an emphasis on construction contract related issues. Basic negotiation theory and practice: types of negotiations, preparation, teamwork, tactics, goals. Application to construction: relationship to contract, technical issues – cost and schedule. Course includes role playing and practice.

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.

More theory. Tactics. Ethics. Telephone negotiations. Other electronic.

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.