

Professional Communication & Negotiation

Tal Zarankin, Ph.D.

Spring 2023

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Out of Class Availability and Best Ways to Contact: Email

Course Credits: 3 TAU Semester Credits

Course Description (Summary)

The goal of this class is to teach students fundamental skills that will be necessary in their future careers, regardless of the industry they will turn to. Having such a foundation will facilitate their progress in our ever-changing environment. Specifically, in this course students will gain practical knowledge and skills in communicating professionally in various context critical to one's professional success. Topics include:

- Interpersonal Communication usage, style, and tone
- Job search related communication (resume, job interviews)
- Constructing and delivering effective presentations
- Negotiation styles, tactics, and techniques

Course Requirements and Expectations

Due to the nature of the topics discussed in this class, the style is discussion based rather than straight lecture. Therefore students are kindly requested and expected to participate meaningfully in class discussions. Students are also kindly requested to show up to class on time and avoid distractions from devices such as cellphones and laptops.

Learning Outcomes

At the conclusion of the course, the student will be able to:

1. Analyze and design communication strategies for different audiences.
2. Select the appropriate communication medium for different types of communications.
2. Plan and deliver effective oral presentations.
3. Structure and write effective memos, letters, e-mail correspondence, and reports.
4. Identify important issues relevant to preparing for common professional negotiations.
5. Identify and plan appropriate strategies for common professional negotiations.



Evaluation Criteria

Students will be evaluated according to the following criteria:

1. Two negotiation role-play papers 10% each (20% total).
2. One presentation worth 10%.
3. A final exam: 70%

Absence Policy

In addition to the TAU International Absence Policy, students must attend all negotiation role plays. The dates for these activities are listed in this syllabus.

Course Schedule

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| Week 1 | Introductions (Students, Instructor, Course) Introduction to Professional Interpersonal Communication |
| Week 2 | Succeeding in Job Interviews |
| Week 3 | Strategies for Creating Effective Written Business Messages |
| Week 4 | Planning and delivering effective Business pitches |
| Week 5 | Student in-class Presentations (may continue next week as needed) |
| Week 6 | Intro to Negotiation and Conflict Management |
| Week 7 | Distributive Negotiations |
| Week 8 | Negotiation Role Play 1 |
| Week 9 | Integrative negotiations |
| Week 10 | Negotiation Role Play 2 |
| Week 11 | Wrap up and Review, Discussion about Final Exam |

Course Readings and/or Required Materials

Professional Communication and Negotiation: McGraw Hill Create book edited for this class by Dr Tal Zarankin.

Instructor Biography

Dr. Tal Zarankin started his career as an attorney in Tel Aviv, Israel. He transitioned to academia in the U.S. earning a Master's degree in Alternative Dispute Resolution (LL.M) (2003) and then a Ph.D. in Business Administration (2008), specializing in the area of Organizational Behavior. He has over 13 years of experience teaching various management topics (e.g. Organizational Behavior and Leadership) and professional communication skills (e.g. Negotiation and Presentations). He is also active in research with publications in numerous peer-reviewed journals. His main research interests relate to human behavior in organizational settings, such as: conflict management, individual decision-making, and teaching in higher education.

TAU International Academic Guidelines

Tel Aviv University International

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www.international.tau.ac.il



Students may only attend classes which they are officially registered for. No auditing of courses is permitted. Students are responsible for reading and adhering to all policies and procedures in the TAU International Academic Handbook [posted here](#) at all times. Below is a summary of some of these relevant policies and procedures.

Learning Accommodations

In accordance to University guidelines, TAU International may be able to accommodate students with learning disabilities or accommodation requests if these requests are also honored at the student's home university or home school. To be considered, students must submit official documentation from their home school or university (if not in English, a notarized official copy translated into English is required) to TAU International in advance of arrival describing in detail any specific needs and how these are accommodated at the home school or university. Students must also bring a copy of this documentation with them on-site and give it to their faculty on the first day of class while introducing themselves so that the faculty know who they are and what sorts of needs or accommodations they may have.

Without official documentation from the home school submitted on or before the first day of courses, TAU will not be able to honor accommodation support.

With supporting documentation and by following the correct procedure as outlined above, TAU International and its faculty will do the best it can to make any suitable accommodations possible. However, we cannot guarantee that all accommodations received at the home school can be similarly met at TAU. For example, TAU is usually not able to offer note-taking services in English, private testing rooms, or advance viewing of classroom presentations, exams, or assignments.

It may be an option to provide a student with additional tutoring or support outside the classroom as needed. Students should be aware that this additional support cannot be guaranteed and is based on teacher availability in the subject as well as the specific student level. If available, the cost of additional tutoring or support will be the sole responsibility of the student.

In-Class Exams

TAU does not permit, under any circumstances, taking any in-class (including mid or final) exams early or later than the scheduled exam day. When selecting courses, it is thus very important to note if there is an in-class midterm or final exam as this date/exam cannot be changed. It is also the student's responsibility to clarify exam dates with the professors at the beginning of a course, with the understanding that not all exam dates can be decided up front as it can sometimes depend on the pace of the course and class learning. It is the student responsibility to plan to be present for all courses including the final day of class for this reason. Early departures from the program are not approved, nor are early or exception in-class exams.



TAU International Absence Policy

Attendance is mandatory in all of the courses including Hebrew Ulpan. Faculty can and will take attendance regularly. Missing classes will be reflected in the final grade of the course. Up to three justified and properly documented absences from classes may be accepted (for example: emergency matter or illness, both of which will require a doctor's note). Such cases of absence should be reported to the faculty immediately and again, a doctor's note is required. Teachers are entitled to treat any lateness or absence without documentation as unexcused. Some of our courses such as Service Learning or the Internship Seminar require more practical in-class work; thus, attendance policies may be stricter in some courses and students then must adhere to the stricter attendance policy as outlined by the faculty/syllabus.

Students are required to arrive on time for classes. Teachers are entitled to treat any single case of lateness and/or repeated lateness as an unjustified absence.

Please note that according to official TAU Academic Policy, if a student's behavior or attendance during is disagreeable his/her course participation may be cancelled at the discretion of TAU with no due refund.

Grade Appeals

Students are responsible for checking grades once posted or distributed by faculty. The limited grade appeals window and the detailed procedure for appealing a grade – whether a graded assignment, exam or final grade – is outlined clearly in the policies and procedures in the TAU International Academic Handbook [posted here](#).

