**Unit 2 Assignment**

**Analysis Essay**

Your organization has decided to create a crisis negotiation team. You are in charge of selecting the members from your organization that will be assigned to the negotiating team. Create a memorandum or flyer to advertise for the open positions.

* Be sure to list the various negotiator team positions that will need filled.
* Explain what those positions are and what duties they entail.
* Identify the key factors required for successful negotiations.
* What personal characteristics/qualifications best compliment the factors required for successful negotiations?

Outside sources, other than the text book can be used. Recommended team positions may vary with different sources and different names may be given for the team positions other than those in the text book.

**Directions**

In addition to fulfilling the specifics of the Assignment, a successful paper must also meet the following criteria:

* Include a cover page and references page in 10–12 point font (Arial, Courier, and Times New Roman are acceptable)
* Viewpoint and purpose should be clearly established and sustained
* Assignment should follow the conventions of Standard American English (correct grammar, punctuation, etc.)
* Writing should be well ordered, logical, and unified, as well as original and insightful
* Your work should display superior content, organization, style, and mechanics
* Appropriate citation style should be followed

You should also make sure to:

* Include a title page with full name, class name, section number, and date
* Include an introductory and concluding paragraph and demonstrate college-level communication through the composition of original materials in Standard American English
* Use examples to support your discussion
* Cite all sources on a separate reference page at the end of your paper and cited within the body of your paper using APA format

Lastly, please label your projects: username-project-unit#.doc. For example, a student named Tina Allen would name her file TAllen-Anatomical Terminology-Unit 2.doc. Submit your Assignment by selecting the Unit 2: Assignment in the Dropbox by the end of Unit 2.

**Checklist for the Unit 2 Assignment**

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| --- | --- | --- |
| ***Criteria: Ask yourself the following questions.***  | **Not Yet** | **Yes** |
| **Content** |  |  |
| Did you ***identify*** four or more key factors to successful crisis negotiations and ***provide*** significant details to demonstrate a thorough understanding of the key factors? |  |  |
| Did you ***apply*** a detailed and complete understanding of key factors to successful crisis negotiations to a specific situation or example? |  |  |
| Did you ***provide*** a clear, thoroughly detailed, and accurate assessment of three or more key factors to successful crisis negotiations? |  |  |
|  |  |  |
| **Research**  |  |  |
| Is your research ***current***?  |  |  |
| Did you discuss all the required areas in a ***substantive*** manner?  |  |  |
| Did you use appropriate ***reference*** material to support major statements? |  |  |
|  |  |  |
| **Quality** |  |  |
| Is your content ***complete*** enough to address the topic and questions?  |  |  |
| Is there a logical flow to your ideas? |  |  |
| Did you present the material in a ***clear and concise*** manner to provide easy readability? |  |  |
|  |  |  |
| **Format**  |  |  |
| Did you prepare your project as a ***Microsoft Word*** document? |  |  |
| Did you ***label your file*** correctly?  |  |  |
| Did you use ***APA*** format to cite your sources?  |  |  |
| Did you check your document for ***grammar and spelling?***  |  |  |
| Does your Assignment fulfill the ***length*** requirements? |  |  |
|  |  |  |