



Course Syllabus
Dr. Hani A. Alsarraf
PA 255 – Human Talent Management
Spring 2022

Lecture Time and Location:

PA 255/ 01A (Mon - Wed) 11:00 – 12:15
Classroom: DG 1003

Contact Information:

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Office Hours : (2 - 4) 8:30 – 9:30 (OR by appointment)

Teaching Assistant:

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Office Hours : (2 – 4) 12:00 – 2:00

Course Description:

The course focuses on the policies and processes for dealing with governmental personnel management. It is designed to investigate key issues in public human resource management including staffing, personnel development, classification, compensation, and performance appraisal. This course addresses the role that public human resource management plays in government and modern society. By the end of this course, the students would be familiar with some fundamentals of public human resource management and their application in the State of Kuwait including recruitment, selection, promotion, job classification and evaluation, compensation, performance appraisal and sanctions.

Course Learning Outcomes:

After the completion of this course students should be able to:

1. Develop a broader and more complete understanding of the challenges encounter public human resource management and their impact on public service.
2. Explain the social and ethical dilemmas that arise from managing public personnel and how to cope with them.
3. Understand the recruitment strategies, steps, and its significance to organizations.
4. Discuss the basis and origins of selection process including criteria, phases, testing, interviewing, reviewing, and reference checks .



5. Explain the meaning of position classification and management; and how jobs are analyzed and designed with an emphasis on writing job description.
6. Evaluate and analyze the ethical dimension of decision making.
7. Show a basic understanding of the role of training, learning, and development in organizational strategies.
8. Identify the constraints that societal values place upon government institutions and their abilities to reform public human resource management.
9. Analyze a real-world cases involving the above issues and make convincing arguments to support government decisions.
10. Demonstrate an ability to make valid, reasoned arguments in support of ethical public decision-making.

Measurement of Learning Outcomes

The students will be required to learn the issues addressed in this course so that they can be able to manage public human resources in an effective way. The students will be assessed based on the quality of their written assignments, response to exam questions, and the quality of their arguments in class discussions.

Required Material:

- Berman, Bowman, West & Wart (2016). Human Resource Management in Public Service: Paradoxes, Processes, and Problems, 5th Edition, SAGE Publications.

Course Topics

See attached schedule of topics, reading assignments, and written assignments.

Course Format & Activities

The schedule of meetings and assignments is attached. Teaching/learning methods used in this course will include lectures, class presentations, discussions of actual cases, and other special assignments. The students must be prepared for a class discussion on every item – chapter or case – assigned for reading. Class participation is very important in this course. If a student misses class meeting, his/her participation grade *will* be affected. The course requirements are as follows:

1. **Three exams.** Exams will cover all class materials assigned. Exams will cover text and class materials. Midterms and the final might include a variety of assessment tools, including multiple choices, true and false, matching, and fill-ins. The final exam is comprehensive.

Exam Dates:

Exam 1:	7 th week
Exam 2:	12 th week
Final Exam:	As determined in the KU Portal.

2. **Weekly quizzes** will be given on assigned chapters. Quizzes will typically be given during the first ten minutes of the class. No make-ups will be given for quizzes. You must be in class during the designated time to take these quizzes.



3. **Effective participation** in class and case discussions will make for a more interesting and successful class. Bringing in “current events” is an easy and effective way to participate in class.
4. **Other assignments** may include a host of different class assignments given during the semester. An example might be to write out one or more questions to a case assigned. These will be announced in class. A standing assignment is to bring to class recent examples of “current events” you have noted.

Class Attendance

Class attendance is required, so students are expected to attend class regularly. A student who incurs an excessive number of absences may be withdrawn from a class at the discretion of the professor. This action may be taken once the student misses six classes. However, 1% of the final grades will be deducted for each day of absence after the third absence. Every three times the lecture is not attended on time will be considered one absence. It is the student’s responsibility to make arrangements regarding any missed materials or assignments.

Readings

You must read all the assigned chapters for the date for which it is scheduled. When a chapter is assigned for reading, you must read the *entire* chapter, including in-text boxes and all chapter case studies. You do not have to answer in writing any questions unless the instructor says otherwise. However, you must be prepared to answer all the questions you find in the chapter (including those at ends of cases) in class.

Computer Lab (E-GOV LAB)

You must attend 3 training sessions in the e-government lab. The sessions give the students a practice on the interface of the information systems used by The Civil Service Commission in Kuwait. This includes assisting students to be familiar with how the system works in regard to recruitment, promotion, compensation, performance appraisal and so on. There will be an exam by the end of the sessions.

Cheating and Plagiarism:

Plagiarizing an assignment or cheating on an exam are taken very seriously and penalized severely. You will receive a grade of “F” for the course if you are involved in plagiarism. Every student in this course must abide by the Kuwait University Policy on Cheating and Plagiarism (published in the Student Guide, Chapter 3, Section 2). A copy of the student guide can be accessed online on:

http://www.kuniv.edu/cs/groups/ku/documents/ku_content/kuw055940.pdf

Please carefully note all sources and assistance when you turn in your work. Under no circumstances should you take credit for work that is not yours. You should neither receive nor give any unauthorized assistance on any deliverable. If you have any questions about what constitutes “unauthorized assistance” please email me before the deliverable is submitted.



Writing Style:

The students must refer to APA writing style for their assignments and report writing. Refer to the English Language Unit for help.

Course Outline:

Week	Topics	Reading for the week
1 -2	The Public Service Heritage	Ch. 1
3 - 4	Recruitment	Ch. 3
5 - 6	Selection	Ch. 4
6 -7	Computer Lab (E-GOV LAB)	
8 - 9	Position Management	Ch. 5
10 - 11	Compensation	Ch. 7
12 - 13	Appraisal	Ch. 10
14	Review	

Grading:

Weight	Description
20%	Exam #1
20%	Exam #2
40%	Exam #3 (Final Exam)
5%	Quizzes
10%	Class Attendance, Participation, & Other Assignments
5%	Computer Lab
100%	TOTAL

Grade Distribution:

Grade	Range
A	≥ 95
A-	≥ 90 and < 95
B+	≥ 87 and < 90
B	≥ 83 and < 87
B-	≥ 80 and < 83
C+	≥ 77 and < 80
C	≥ 73 and < 77
C-	≥ 70 and < 73
D+	≥ 65 and < 70
D	≥ 60 and < 65
F	< 60