**Course Syllabus**

**Dr. Husain Ali**

**MGT 305-Human Resource Management**

**Fall, 2023**

**Lecture Time and Location:**

**MGT 305/01A:** Sunday, Tuesday, Thursday; 10:00 am – 10:50 am, Room D1-1006

**MGT 305/02AX:** Sunday, Tuesday, Thursday; 2:00 pm – 2:50 pm, Room C1-1005

**Contact Information:**

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**Office hours:** Sunday, Tuesday, Thursday; 12:00 pm - 1:00 pm, and/or by appointment

**Course**

**Materials:** Dessler, G. (2015). Fundamentals of Human Resource Management, Global Edition. 4th ed. Pearson.

# Course Description

One of the key functions in any organization is the Human Resource Management function. Generally speaking, A great deal of any organization’s budget goes to its employees in the form of a salary, for example. Human Resource Management can be defined as effectively using the organization’s human capital through the management of people-related activities. HRM involves a number of things such as: leadership, employment planning, recruiting, training and employee compensation, and employees’ evaluation. It also forms and influences corporate culture.

The aim of this course is to familiarize students with the basic principles and techniques of human resource management and to show that HR management is more than just accepting employment applications and keeping records. Although this course is required for students majoring in management, not everyone taking this course will become a human resource professional. Yet, you will learn a great deal about Human Resources. Even though some of you may not become managers, you still have to know about their role and function as we deal with them on a daily basis, especially in our workplace.

Accordingly, a basic understanding of human resource management is essential regardless of where the student chooses to work, being in a government agency, financial services, hotel services, high technology industry, or any other type of organization.

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# Course Objectives

This course has several objectives.

The first is to know the elements of the HR function, such as: recruitment, selection, training and development, and so on.

The second objective of the course is to apply the principles and techniques of human resource management gained throughout this course.

Graduating students should, also, be able to identify and understand the impact of favoritism on decisions of HR Management.

# Course Format

The class relies on active participation by class members and their attention to class material as well as homework assignments. The specific format of each class varies, but a representative class would involve a short lecture and a discussion of the chapter’s content. After a general question and answer session the class ends with the assignment questions for the next class.

This entire class expects active and meaningful participation in class discussions. This is only possible with thorough preparation for class.

# Academic Integrity

As in any class, all individual assignments must be written by you and contain your own thoughts and perspectives. However, collaboration with others is allowed and even encouraged. As you will see in class, discussion with others frequently leads to new insights, approaches, and understanding. When you collaborate with others, you *may* reach common conclusions. If this happens, *each person must still submit a separate assignment written in her or his own words.* If you work with anyone else when completing an individual assignment, simply note this on your paper, underneath your name: “Collaborated with**…” MLA guidelines for references** and citations are to be followed as well.

*A failure to disclose collaboration with other students will result in a “0” grade on the assignment for all parties involved.* Plagiarism and other forms of academic dishonesty will result in a “0” on the assignment and may result in an “F” for the course if the infraction occurs for a major assignment.

# Cheating and Plagiarism

Cheating and Plagiarism will not be taken lightly. The faculty will enforce university policies. Please refer to your student manual also can be found in the university website

**http://www.kuniv.edu/cs/groups/ku/documents/ku\_content/kuw055940.pdf**

**Attendance**

University Policy allows students attending:

Monday, Wednesday Classes [2|4]. You will receive First Warning after 2 absences; Second and Final Warning after another 2 which brings your total to 4;

Sunday, Tuesday, Thursday Classes [1|3|5]. You will receive First Warning after 3 absences; Second and Final Warning after another 3 which brings your total to 6.

**Assignments**

Each student in this class is responsible to handover his/her own assignment in time as instructed by the professor. Any assignment that you do should be printed (not hand written) and includes a cover page containing your name, course number and time, date, serial number, and student ID number.

12 size font is required throughout the whole assignment. As well as, writing in a question-and-answer format.

# Student Assessment Measures

There are five broad areas of evaluation include: (1) class attendance & participation; (2) homework assignments; (3) midterm exams, (4) quizzes; and (5) a final test.

Late submissions of assignments will be accepted with a penalty of one grade per day (e.g. from a B to a C). Understandably, there are circumstances (e.g., job interviews, illness, family matters, extra-curricular activities, etc.) that may cause you to miss class. However, all assignments are to be submitted by the start of class. Requests for an extension of time will be handled on a case-by-case basis and are granted only when extenuating circumstances exist.

***Class Participation***

Your class participation grade is based on your contribution, NOT ON YOUR MERE ATTENDANCE. At a minimum, you can contribute by being actively engaged, attentive to what is going on, and involved in class activities. Coming to class and participating in this manner will earn you the minimum grade for class participation. To earn a higher grade, you must contribute to class discussions. Class members should make a conscientious effort to attend everyclass and team meeting if available. While merely “coming to class” is necessary, it is not sufficient. As a matter of common courtesy, come to class on time. Generally, class discussion will proceed on a “volunteer” basis. However, if a discussion stalls, or if participation is poor, I will make use of “cold calling”. Thus, please come to class prepared.

The **quality** of class participation is more important than the **quantity**, and the following points tend to characterize effective ‘participation’. Criteria used to assess the quality of your comments and questions are as follows:

* Do comments make **substantive and relevant** points to the discussion? Do they **link** to the comments of others?
* Do comments show the participant has been listening?
* Do comments **clarify and highlight** the important aspects of earlier comments and lead to a clearer statement of the concept under consideration?
* Is the participant willing to **interact** with other class members?
* Do comments **show evidence** of analysis, synthesis, or integration?
* Do comments **add** to our understanding of the situation?
* Does the participant distinguish among different **kinds of data** (i.e., facts, opinions, beliefs, etc.)?
* Is there a **willingness** to test new ideas or are all comments “safe?”

You are encouraged to disagree with expressed opinions, but it is not OK to be disagreeable. Be professional, business-like and constructive with your comments. We must all learn to maturely and constructively deal with dissenting opinions.

There is a rare possibility at the end of the semester to have you rate each classmate’s contribution to the class discussion. The specific criteria that will be used in the evaluation are selected by students, accepted by the instructor, and agreed to in writing by all members. Your grade in this area will be the average of your classmates’ rating of you.

***Homework Assignments (15%)***

There will be homework assignments for students to complete at the end of every other week (unless otherwise specified). Once again, late submissions of assignments will be accepted with a penalty of one grade per day (e.g. from a B to a C). Understandably, there are circumstances (e.g., job interviews, illness, family matters, extra-curricular activities, etc.) that may cause you to miss class. However, all assignments are to be submitted by the start of class. Requests for an extension of time will be handled on a case-by-case basis and are granted only when extenuating circumstances exist.

***Midterm Exams (25%)***

You will be given two midterm exams that will primarily assess your understanding of the factual knowledge covered in this course. Adequate performance on this exam will require that you carefully read and thoroughly comprehend all assigned readings for the course. The precise format for the exam will be discussed approximately one week before the exam. To make things easier on you, I will take the best grade out of the two midterm exams and count it towards your final grade.

***Final Test (40%)***

Your “final exam” for this class will take the form of a normal classical test. The specific time for this test will be given towards the end of the semester and at least one week before the exam. Similar to the midterm test, the final will assess students’ understanding of the factual knowledge covered in this course.

***Extra Credit (10%)***

There is a possibility for an extra credit assignment given to students later towards the end of the semester. Yet, this is only a possibility not a guaranteed thing to happen. So DO NOT RELY ON THIS JUST YET.

**Summary of Evaluation Criteria**

|  |  |
| --- | --- |
| **Detailed Evaluation Areas** | |
| **Class Attendance & Participation** | **10%** |
| **Home Work** | **10%** |
| **Quizzes** | **15%** |
| **2 Midterm Exams**  Best out of two | **25%** |
| **Final** | **40%** |

**Grading Distribution:**

|  |  |
| --- | --- |
| Grade | Range |
| A | 95.00 – 100.00 % |
| A- | 90.00 – 94.99 % |
| B+ | 87.00 – 89.99 % |
| B | 83.00 – 86.99 % |
| B- | 80.00 – 82.99 % |
| C+ | 77.00 – 79.99 % |
| C | 73.00 – 76.99 % |
| C- | 70.00 – 72.99 % |
| D+ | 65.00 – 69.99 % |
| D | 60.00 – 64.99 % |
| F | <60 |

**Class Rules**

Treat each person in the class with respect and compassion, in the same way that you would like to be treated. Speak clearly in a voice that can be heard by everyone in the room. Listen actively to comments made by others. I will not tolerate any disrespectful conducts or gestures such as shouting of any sort in the class room.

***Tentative Schedule***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Week*** | ***Class*** | ***Day/Date*** | ***Chapter*** | ***Other Comments*** |
| ***1*** | ***1*** | ***Sunday, September 17, 2023*** |  | ***Introductions*** |
| ***2*** | ***Tuesday, September 19, 2023*** | ***1*** |  |
| ***3*** | ***Thursday, September 21, 2023*** | ***1*** |  |
| ***2*** | ***4*** | ***Sunday, September 24, 2023*** | ***1*** |  |
| ***5*** | ***Tuesday, September 26, 2023*** | ***1*** |  |
| ***6*** | ***Thursday, September 28, 2023*** |  | ***Birthday of the prophet Mohammad (S)*** |
| ***3*** | ***7*** | ***Sunday, October 1, 2023*** | ***1*** |  |
| ***8*** | ***Tuesday, October 3, 2023*** | ***4*** |  |
| ***9*** | ***Thursday, October 5, 2023*** | ***4*** |  |
| ***4*** | ***10*** | ***Sunday, October 8, 2023*** | ***4*** |  |
| ***11*** | ***Tuesday, October 10, 2023*** | ***4*** |  |
| ***12*** | ***Thursday, October 12, 2023*** | ***4*** |  |
| ***5*** | ***13*** | ***Sunday, October 15, 2023*** | ***5*** |  |
| ***14*** | ***Tuesday, October 17, 2023*** | ***5*** |  |
| ***15*** | ***Thursday, October 19, 2023*** |  | ***Review*** |
| ***6*** | ***16*** | ***Sunday, October 22, 2023*** | ***1,4*** | ***Midterm I*** |
| ***17*** | ***Tuesday, October 24, 2023*** | ***5*** |  |
| ***18*** | ***Thursday, October 26, 2023*** | ***5*** |  |
| ***7*** | ***19*** | ***Sunday, October 29, 2023*** | ***5*** |  |
| ***20*** | ***Tuesday, October 31, 2023*** | ***6*** |  |
| ***21*** | ***Thursday, November 2, 2023*** | ***6*** |  |
| ***8*** | ***22*** | ***Sunday, November 5, 2023*** | ***6*** |  |
| ***23*** | ***Tuesday, November 7, 2023*** | ***6*** |  |
| ***24*** | ***Thursday, November 9, 2023*** | ***6*** |  |
| ***9*** | ***25*** | ***Sunday, November 12, 2023*** | ***7*** |  |
| ***26*** | ***Tuesday, November 14, 2023*** | ***7*** |  |
| ***27*** | ***Thursday, November 16, 2023*** | ***7*** |  |
| ***10*** | ***28*** | ***Sunday, November 19, 2023*** | ***7*** |  |
| ***29*** | ***Tuesday, November 21, 2023*** | ***7*** |  |
| ***30*** | ***Thursday, November 23, 2023*** | ***TBA*** |  |
| ***11*** | ***31*** | ***Sunday, November 26, 2023*** | ***TBA*** |  |
| ***32*** | ***Tuesday, November 28, 2023*** |  | ***Review*** |
| ***33*** | ***Thursday, November 30, 2023*** | ***5,6*** | ***Midterm II*** |
| ***12*** | ***34*** | ***Sunday, December 3, 2023*** | ***TBA*** |  |
| ***35*** | ***Tuesday, December 5, 2023*** | ***TBA*** |  |
| ***36*** | ***Thursday, December 7, 2023*** | ***TBA*** |  |
| ***13*** | ***37*** | ***Sunday, December 10, 2023*** |  | ***Workshop*** |
| ***38*** | ***Tuesday, December 12, 2023*** |  | ***Workshop*** |
| ***39*** | ***Thursday, December 14, 2023*** |  | ***Workshop*** |
| ***14*** | ***40*** | ***Sunday, December 17, 2023*** |  | ***Practical*** |
| ***41*** | ***Tuesday, December 19, 2023*** |  | ***Practical*** |
| ***42*** | ***Thursday, December 21, 2023*** |  | ***Practical*** |
| ***15*** | ***43*** | ***Sunday, December 24, 2023*** |  |  |
|  | ***305/01A***  ***305/02AX*** | ***December 30, 2023 (8 am)***  ***January 3, 2024 (11 am)*** | ***TBA*** | ***Final Test*** |

**CBA Competency Goals**

1. **Analytical Competency:** A CBA graduate will be able to use analytical skills to solve business problems and make a well-supported business decision.

**Student Learning Objectives:**

* 1. Use appropriate analytical techniques to solve a given business problem.
  2. Critically evaluate multiple solutions to a business problem.
  3. Make well-supported business decisions.

1. **Communication Competency:** A CBA graduate will be able to communicate effectively in a wide variety of business settings.

**Student Learning Objectives:**

* 1. Deliver clear, concise, and audience-centered presentations.
  2. Write clear, concise, and audience-centered business documents.

1. **Information Technology Competency:** A CBA graduate will be able to utilize Information Technology for the completion of business tasks.

**Student Learning Objectives:**

* 1. Use data-processing tools to analyze or solve business problems.

1. **Ethical Competency:** A CBA graduate will be able to recognize ethical issues present in business environment, analyze the tradeoffs between different ethical perspectives, and make a well-supported ethical decision.

**Student Learning Objectives:**

* 1. Identify the ethical dimensions of a business decision.
  2. Recognize and analyze the tradeoffs created by application of competing ethical perspectives.
  3. Formulate and defend a well-supported recommendation for the resolution of an ethical issue.

1. **General Business Knowledge:** A CBA graduate will be able to demonstrate a basic understanding of the main business disciplines’ concepts and theories.

**Student Learning Objectives:**

* 1. Acquire a fundamental understanding of knowledge from the main business disciplines (e.g. finance, accounting, marketing, and management information systems, among others).