**Course Syllabus**

**Spring 2022-2023**

**Dr. Majdi A. Quttainah**

**470 – Seminar in Management & Organization**

**Days: 2, 4**

**Lecture Time 02:00pm – 3:15pm**

**Location: South Building CG-1004**

**Contact Information:**

**Location** : **Management& Marketing Department**

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**Office Hours : By appointment**

**Website :** [**http://mquttainah.com/**](http://mquttainah.com/)

**Twitter : @dr\_quttainah**

**Course Objectives:**

Course includes small group discussion, research, and presentations on a variety of management and organizations related special topics of interest. Current research, relevant issues, historical perspectives and guest speakers may be included.

The seminar supplements the core and elective courses in the area of management by focusing on issues of present time and special interest.

Course Learning Outcomes:

The objectives of this course are to help student in:

1. Developing his or her in-depth knowledge of new thoughts in the field of Management.
2. To foster his or her skills in identify and define managerial issues.
3. Building the student critical, and analytical skills

**ATTENDANCE POLICY**

It’s important that you attend and participate in class; The class meets only once a week, so if there are special circumstances requiring you to be out of class, please email me before class. You should come to class prepared and on time. Absence three times can mean you fail the class.

**OFFICE HOURS**

You can reach me any time during the week in two ways. Via email or via Virtual Office Hours in Moodle site. I accept only email from ku.edu.kw. I will do my best to respond as fast as I can to your enquiries.

**Participation:**

**Class Preparation – Readings, Videos, and Online Quizzes:**

**Attendance and Participation:** Every student in this course must abide by the Kuwait University Policy on Attendance (published in the Student Guide, Chapter 3, Section 13). A copy of the student guide can be accessed online on:

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

This course has a significant seminar component and class participation is critical to the learning experience. Participation will be assessed in each class period. Your class participation and attendance will both contribute to your score of in-class performance.

**Cheating and 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:** Students must refer to APA writing style for their assignments and report writing. Refer to the English Language Center for help.

**Grading:**

The scores in this course will be the weighted average of the following items:

|  |  |
| --- | --- |
| **Weight** | **Description** |
| 30 | Case Studies |
| 10 | X-Culture Training Module 2023 Project |
| 60 | Final Exam |
| 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 |

# ACADEMIC INTEGRITY

## Plagiarism is a serious breach of academic trust. When you use someone else’s words and ideas--whether it’s the work of a famous writer or a fellow student--without crediting the source or authorship of those words and ideas, you are plagiarizing. So here’s the bottom line: original work only, credit to ideas, writing, or words from someone other than you. Plagiarized work will automatically receive a “0” or “F” for the assignment.”

**X-Culture Project:**

X-Culture is a project designed to offer students an opportunity to work in a global virtual team (GVT) and complete a project for a real business client and, in the process, experience the challenges and learn the best-practices of global virtual collaboration and business consulting.

Just like a real business project involving people from different countries, participation in X-Culture is very demanding. You will experience problems and conflicts. There will be times you will be frustrated and upset. Some of your team members will disappoint you. However, you will also learn a lot in the process. When you work again in a GVT as part of your job, you will be much better prepared. You will know better what to expect and how to resolve problems when they arise.

You will also have many pleasant experiences, moments of discovery, personal and professional growth. You will meet people from around the world, make friends, learn about new cultures and businesses, as well as acquire new skills and qualifications that will help you in your career.

When the project is over, you will be happy you had this experience. You will also receive an X-Culture certificate and recommendation letter that will significantly improve your chances of getting a good job.

The challenges you will experience in X-Culture are precisely the same challenges you will experience when you have to work in a team as part of your future job. X-Culture is like a time machine that shows you what will happen to you when you work with people from around the world as part of your job. It will not be any different, and the better you learn now how to deal with those challenges now, the more effective you will be on a similar project in the future.

You will be working in an international team of 5-6 people for about eight weeks. Every semester, we select several companies that present their real-life international business challenges. Your team will have to select one of those challenges and present your solution in the form of a report.

Weekly Progress Surveys:

All X-Culture participants must complete weekly progress surveys. The surveys will ask you to report your progress and answer a few questions about your team. The information will be used to identify participants who may be struggling so we can provide help. The data will also be used for research purposes, so we can better understand why some teams perform better than others and how the project can be improved in the future.

Each week around Wednesday, each student will receive an email that will contain your weekly performance review and your personal progress survey link. The surveys are due every Sunday, 11:59 pm EST (New York time zone).

IMPORTANT: Please do not wait until you receive the email with the survey link to start working on that week’s task. All weekly tasks are listed in the Challenge Instructions, and the email will provide no new information, only the link to the survey. You can complete the work at any time and submit your progress survey between Wednesday and Sunday of each week.

Evaluation (Grading/Marking):

Most X-Culture participants are university students who participate in the project as part of a course. For most students, the project constitutes 20-50 percent of the course grade/mark. There are also a few teams comprised of non-student professionals. They are completing the project for international business training and experience and are not receiving academic grades/marks for their work.

We track the performance of all X-Culture participants and teams, including university students and non-student professionals. The following information is collected and used to (1) identify problems and provide help when needed, (2) select the best teams at the end of the project, and (3) provide the instructors with the necessary information to give their students project grades/marks:

* Performance on the Readiness Test (percent of the correctly answered questions, must get at least 80%to be placed on a team).
* Ability to meet weekly deadlines as per the completion of weekly progress reports.
* Weekly peer evaluations (if participating in a team):
  + Effort
  + Intellectual contribution
  + Leadership and help with team coordination
  + Friendliness and collegiality
  + Help with writing the report
* Quality of the report (as evaluated by expert appraisers):
  + Quality of each report part
  + Creativity and novelty of the teams
  + Depth of analysis, the strength of the arguments
  + Formatting and presentation
  + Plagiarism (reports are automatically checked for plagiarism)

IMPORTANT: Students who receive negative peer evaluations (below 2.0 on a 5.0 scale) will receive a warning. If the peer evaluations do not improve (below 2.0 two weeks in a row), the person will be excluded from the team.