**Course Syllabus**

**Fall 2023-2024**

**Dr. Majdi A. Quttainah**

**470 – Seminar in Management & Organization**

**Days: 2, 4**

**Lecture Time 02:00pm – 3:15pm**

**Location: South Building C1-1019**

**Contact Information:**

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

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**Course Objectives:**

Because this course is designed to help change your behavior and improve your management skills, it focuses more on active involvement and student teaching of conceptual material than most courses. Social science research has found that a powerful way to change behavior and internalize information is to turn students into teachers. People learn material better and become more competent in demonstrating and applying it if they are given an opportunity to teach it. Students in this course, therefore, will be given opportunities to become teachers of management skills. Most class periods will be spent in practice exercises, structured interaction, and student involvement. The instructor will play the role of coach or facilitator more than intellectual guru. Among the desired outcomes of this course will be the following:

1. To increase your understanding of core behavioral principles upon which important management skills are based.
2. To help prepare you to transfer this learning and improvement to real-life, out-of-class settings.
3. There are certain skills that most businesses want their employees to possess. Specifically, they hire people who can think and speak on their feet and write well. They also want employees who know how to use a computer and do research. We will thus attempt to help you learn to do the following:

* Acquire and improve both traditional and computer research skills.
* Develop individual writing skills and learn to make a “professional looking” report.
* Improve communication skills and become comfortable in speaking before a group.
* Practice in making group presentations. o Gain the ability to answer questions on an extemporaneous basis. o Practice in working as a team to produce a final report.
* Learn the importance of professional dress when before an audience.

To accomplish these objectives, the following characteristics will be typical of this class:

1. Teamwork. Each student will become a member of a two-person team. The performance of teams in at least three major areas will be evaluated, and this performance will be a part of your grade.
2. Individual and Team Exams. Much of the core conceptual material will be presented in an examination format. For each chapter a ten-question multiple-choice exam will be given to everyone in the class. To answer the exam questions, you will need to have read the assigned material. You will take the exam yourself, and then you will retake the exam with your team. Time will be given in class for your teams to discuss answers and come to a consensus. These discussions will provide the mechanism whereby you teach each other and explain to other team members what you understand about the material. You will receive a grade for both the individual (30% of final grade) and team (10% of final grade) scores.
3. Class Presentations by Teams. Each team will make one formal presentation during the semester. The presentation, approximately 30-45 minutes long, should focus on supplementary information not covered in the textbook or readings. Audiovisual materials, case studies, games, and/or class discussions can be included. The team oversees identifying the extra material, organizing it, and presenting it to the class. Your fellow students and the instructor will evaluate these presentations.

To make it easier for everyone to get to know each other and for presentation members to call on class members we will ask everyone to place a name card on the desk in front of their seat during each class period. Even though many of you already know each other it will help to avoid the embarrassment of having to ask a name should you forget.

1. Homework Assignments. Several assignments during the semester will be assigned and some should be accomplished in teams. Sometimes these will require analyses and sometimes they will require that you assist or coach one another.

**Course Learning Outcomes:**

The objectives of this course are to help student in:

1. Identify and explain the major tasks of the manager.
2. Discuss and apply major theories concerning the behavior of people in modern business organizations.
3. Identify and discuss alternative theories concerning the role of business in society and the implications of these theories.
4. Identify and discuss key issues involved in international management.
5. Identify and discuss key issues in the relationship between workers and managers.
6. Work with others to identify issues and prepare solutions in the practical management of business.
7. Present analysis of and solutions to management problems.

**REQUIRED TEXTBOOK**

TEXT: Developing Management Skills, by David Whetten & Kim Cameron, 8th Edition, Pearson Education, Inc. ISBN: 978-0-13-312747-8. You should also check half.com and other such websites for less expensive copies of the text. We have used this book for several semesters and so used copies of the older 8th edition should be available and should work. You will need to bring the book to class each lecture.

**ATTENDANCE POLICY**

It’s important that you attend and participate in class; The class meets only twice 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 teams’ 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.

**Grading:**

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

|  |  |
| --- | --- |
| **Weight** | **Description** |
| 30 | Individual Case Studies |
| 20 | Team Case Study Presentation of Findings |
| 10 | Attendance and Participation |
| 40 | 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.