**Internal Regulations on the Regulation of the Activities of Western Caspian University**

# SYLLABUS

**WCU**

# INSTRUCTIONS ON THE DEVELOPMENT OF THE WORKER'S CURRICULUM (SYLLABUS)

## 1. GENERAL TERMS

This document is prepared in accordance with the state standard and program of higher education, the rules for the content and organization of undergraduate, graduate and doctoral education, and other regulatory documents.

The rules determine the general requirements for the content and structure of the working curriculum (syllabus) prepared for each subject taught by the teaching staff of the Western Caspian University, its compilation and approval process.

The syllabus is a document that reflects the description and purpose of the subject being taught, the teaching methods used, the expected learning outcomes, and the appropriate assessment criteria.

The syllabus is prepared for all subjects taught at the undergraduate, graduate and doctoral levels. The syllabus determines the requirements of teachers and the obligations of students in the teaching process for each specific subject.

## 2. 2. SYLLABUS STRUCTURE AND CONTENT

The following information should be reflected in the syllabus:

**General information**

Department, faculty, specialty, group number, level of education (bachelor or master, doctoral), form of education: (full-time or part-time), academic year, academic semester:

**General information about the subject**

According to the university catalog, the name and code of the subject taught, teaching load, teaching methods (lecture, seminar or laboratory), number of ECTS credits, type of subject (whether the subject belongs to a compulsory or elective subject block is indicated), prerequisites (if any, the subjects that must be taught beforehand are indicated), and the language of instruction of the subject is indicated.

Information about the teacher

Teacher's name and contact information (e-mail and phone number), academic degree, information about scientific activity.

**Description of the subject**

Brief information about the subject, information about the subjects that are related to it

(directly related/compatible) is indicated.

**Subject Objectives**

The purpose of teaching the subject, the methods to be applied in teaching the subject are explained in writing. What students will know, what they will achieve and what skills they will acquire by studying this subject are stated.

**Subject Learning Outcomes:**

The expected learning outcomes in accordance with the subject objectives, that is, what the student knows, understands and what skills they will acquire upon completing the learning process are stated.

**Academic Integrity**

Demonstrating commitment to honest and moral behavior in an academic environment by avoiding plagiarism and fraud, as well as other unethical behavior.

**Ethical behavior**

The teacher describes the required ethical behavior policy, guided by paragraphs 32.5.1, 32.5.1.1, 32.5.2, 32.5.3, 32.5.5 of Article 32 of the Law "On Education" and paragraphs 33.3.2, 33.3.5., 33.3.6. of Article 33.

**Required textbooks and teaching aids:**

The main textbooks, teaching aids and recommended additional sources published in recent years and in sufficient numbers in the library of Western Caspian University are indicated. The list of recommended sources includes both printed and electronic resources (databases, websites, etc.).

**Assessment:**

The maximum number of points for full credit accumulation in the subject is 100 points. The assessment is as follows:

Final grade = current assessment + interim assessment

Current assessment - 0-50 points. Including:

- seminars and colloquiums (0-30 points),

- independent work (0-10 points),

- attendance (0-10 points)

Interim assessment - is the assessment of end-of-semester exams (0-50 points).

In case of additional experimental and practical lessons in the same subject, (0-10) points are allocated for the assessment of these lessons.

Seminar and colloquium

Colloquiums are organized 3 times per semester according to the academic calendar. Each colloquium is evaluated with 0-10 points. The colloquium is mandatory. A student who does not participate in the colloquium is given 0 points.

**Independent work:**

This section contains information about the form of acceptance of independent work by the subject teacher, the requirements for accepting independent work, and the topics of independent work.

Required writing rules for free work

Font and size: Arial 12 pt

Line spacing: 1.5

Total work volume: minimum 3 pages

Deadline for submission: 2 weeks before the end of the semester.

**Attendance**:

1 point is deducted for every 10% of the hours allocated for teaching the subject during the semester. A student who misses more than 25% of the lessons in the subject will not be allowed to take the exam.

**Exam:**

This section describes the methods and forms of the exams and the requirements for evaluating the exams.

1. Maximum - 50 points according to the exam results

- the number of points collected from the exam should not be less than 17.

2. Students whose total points collected during the semester and according to the exam results are more than 50 are considered to have mastered the subject.

**Calendar thematic plan**

This section contains the name of the topics in the subject, the date, the time allocated to the topic, and notes.

## 3. SYLLABUS DEVELOPMENT AND APPROVAL PROCESS

For each semester, the teaching staff prepares a syllabus for the subjects they teach based on the uniform form adopted by the university (Appendix 1). The prepared syllabus is presented at the department meeting, recorded in the minutes, and approved by the head of the department. The syllabus is prepared in the language in which the subject is taught.

Students must familiarize themselves with the syllabus on the first day of class, and the syllabus is added to the electronic attendance journal at the beginning of each semester..

***"I confirm"***

*Head of the Department:_____*

*Protocol No.*

Date***: 20__***

**Syllabus**

| General Information | Department | Finance and Management |
|---|---|---|
| | Faculty | |
| | Major code | |
| | Group Number | 531T ing |
| | Degree level | ☐**Bachelor** ☐ Master |
| | Study format | Full-time education |
| | Academic year/Semester | 2024/ II |
| | Year of study | 2023/2024 |
| | Academic semester | ☐**Fall** ☐ Spring ☐Summer |
| **Course Information** | Course name, code | Human resources management |
| | Credit count | 4 |
| | Study load (hours) | 45 |
| | Teaching methods | ☐ **Lecture** ☐ **Seminar** ☐ Laboratory |
| | Language of instruction | ☐ Azerbaijani ☐ English ☐ Russian |
| | Course type | ☐ **Mandatory** ☐ Elective |
| | Prerequisite course/code | |
| **Instructor Information** | Instructor's academic degree, academic title, honorary title, last name, first name, patronymic | Şəfiyeva Şəlalə Firdovsi |
| | Instructor's email address | Shelale.shefiyeva@wcu.edu.az |
| | Instructor's contact number | +994 55 859 04 08 |
| | Office hours | |
| **Course Description** | The main task of various economic entities is to obtain the maximum possible income. The solution to many problems in this direction lies precisely with management. The management structure and proper organization of large enterprises constitute the basic principle of achieving the best results. | |
| **Course Objectives** | | |
| **Learning Outcomes** | | |

| Course Requirements | |
|---|---|
| **Academic Integrity** | **Academic Integrity** - ensuring the originality of the work done, and sharing the ideas or findings of others by citing sources.<br><br>**Violations of academic integrity**<br>1. Plagiarism,<br>2. Copying,<br>3. Submitting all or part of a student's previous work, homework, or project in another class without citing the source,<br>4. Citing non-existent sources or creating a fake database,<br>5. Preparing course materials or assignments on behalf of other students,<br>6. Demonstrating behaviors to gain unfair advantage (providing a sick note when not really ill, making false excuses for an extension of time, or for other purposes),<br>7. Taking an exam for someone else or having someone else take an exam for you. |
| **Ethical Conduct** | The ethical behavior of students participating in the course aims to ensure success and respect in their educational process and future professional careers. Students must adhere to academic ethical standards by adhering to the principles of honesty and transparency in coursework and projects. They must attend classes on time, with a sense of responsibility, and take an active role in group work to ensure effective collaboration within the team. In addition, they must be sensitive to diversity and cultural sensitivity, and strive to understand different cultures and create a learning environment enriched by diversity. For professional development, they must increase their efforts to communicate with professionals in the sector and create effective networks, while improving their problem-solving and critical thinking skills. They must be aware of social media etiquette and professionalism, create a trustworthy image on online platforms, and maintain online etiquette. In terms of openness to change, innovation, and career development, students must monitor changes in the sector, be open to innovations, and regularly use relevant resources for career development. These ethical behaviors guide students to be successful and ethical both academically and professionally. |
| **Primary Reading List** | 1. Human resources management. Guliyev T.A.<br><br>2. Human resources management. M.Aliyev, H.Hamidov. |
| **Supplementary Reading List** | Human resources business partnership (with practical cases) I. Ibrahimov |
| **Online Resources** | Kitabyurdu-org-biznesde-insan-resurslarinin-idare-edilmesi.pdf |
| **Grading: 100-Point System** | The final grade is the sum of the points given for the current assessment - seminars and colloquiums (0 - 30 points), independent work (0 - 10 points), attendance (0 - 10 points) and intermediate assessment - end-of-semester exams (0 - 50 points). If additional experimental and practical lessons are planned for the same subject, (0 - 10) points are allocated for the assessment of these lessons. |

| | Final grade = *current assessment + intermediate assessment* | |
|---|---|---|
| **Seminars and Colloquiums** | Colloquiums are organized 3 times per semester according to the academic calendar. Each colloquium is evaluated with 0 - 10 points. The colloquium is mandatory. A student who does not participate in the colloquium is given 0 points. | **0-30** |
| **Assignments** | **Writing guidelines required for assignments**<br>Font and size: Arial 12 pt<br>Line spacing: 1.5<br>Total length of work: minimum 3 pages<br>Deadline for submission: 2 weeks before the end of the semester | **0-10** |
| | **Assignment topics:**<br>1.<br>2.<br>3. | |
| **Attendance** | 1 point is deducted for every 10% of the hours allocated for teaching the subject during the semester. A student who misses more than 25% of the lessons in the subject will not be allowed to take the exam. | **0-10** |
| **Examination** | | **0-50** |

*Assessment of student knowledge based on the total accumulated semester points is conducted as follows:*

*Grading Scale:*

| Points | Letter-Grade Assessment | Performance Level |
|---|---|---|
| 100 – 91 | A | "excellent" |
| 90 – 81 | B | "very good" |
| 80 – 71 | C | "good" |
| 70 – 61 | D | "sufficient" |
| 60 – 51 | E | "satisfactory" |
| Less than 51 points | F | "unsatisfactory" |

| | | **Course Schedule and Thematic Plan** | | | |
|---|---|---|---|---|---|
| **N** | **Date** | **Subject Topics** | **Lecture Hours** | **Seminar Hours** | **Textbook/Assignments** |
| **1** | **22.02.24** | The concept and essence of human resource management | 2 | 2 | |
| **2** | **29.02.24** | The main functions of human resource management | 2 | 2 | |
| **3** | **07.03.24** | The main management characteristics and behaviors of a human resource manager | 2 | 2 | |
| **4** | **14.04.24** | Human resource planning | 2 | 2 | |

| 5 | 21.04.24 | Selection and placement of personnel | 2 | 2 | |
|---|---|---|---|---|---|
| 6 | 28.04.24 | Business process management | 2 | 2 | |
| 7 | 04.04.24 | Labor motivation in business | 2 | 2 | |
| 8 | 11.04.24 | Some legal aspects of the formation of labor relations | 2 | 2 | |
| 9 | 18.04.24 | Payment and organization of labor | 2 | 2 | |
| 10 | 25.04.24 | Labor protection | 2 | 2 | |
| 11 | 02.05.24 | Personnel education (training) and specialization | 2 | 2 | |
| 12 | 09.05.24 | Business adaptation of personnel (orientation) | 2 | 2 | |
| 13 | 16.05.24 | Content and main objectives of job analysis | 2 | 2 | |
| 14 | 23.05.24 | Evaluation of service activities | 2 | 2 | |
| 15 | 30.05.24 | Repetition of past courses and preparation for the exam | 2 | 2 | |

**Lecturer:    Şəfiyeva Şəlalə**