



SYLLABUS

Tutorial International and Intercultural Human Resource Management

Summer Semester 2024

Instructors

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Tutor

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Course objective and contents

The tutorial has two main objectives. First, it adds more detail to select topics covered in the lecture and second it improves the student's ability to read, discuss and write scientific papers. In order to reach these goals, students will employ top tier literature to analyse empirical cases in the field of international and intercultural HRM.

Communication and Enrolment

The tutorial will be taught in a hybrid form, relying on the GRIPS eLearning platform where you will find the material, interact with the instructors, and post your assignments combined with in-person tutorials.

Monday 18:00 – 20:00, Room H7

Tuesday 16:00 – 18:00, Room ZH4

Please make sure you are **enrolled in GRIPS** until **April 15, 2024**. The name of the GRIPS class is "*International and Intercultural Human Resource Management (Tutorial)*" ([Link](#)). Enrolment does not require a password. Communication takes place on the GRIPS platform. If you have any questions regarding the tutorial in general, the literature, or an assignment there are specific forums for each of these matters in GRIPS. The communication via forums is more inclusive since everyone will be notified, and it reduces redundancies. Emails should be reserved for personal matters and should be sent from your students account or otherwise they may get caught in spam filters.

Course structure

The course timeline presents tasks for every week of the summer semester. All graded assignments (excluding the exam) are teamwork. You may look for team members in the "Matching Forum". You will be asked to **form teams of four students until May 21st**. You have to register your team in the "Team Registration" forum. Your team will be assigned a number which should be stated in your communication and your assignments. Calendar weeks 17 to 20 are *reading weeks*. You will have to *read four high-quality journal articles* which will be provided on GRIPS. In week 21 students have to take an *online quiz* dealing with the content of the scientific texts. Throughout the weeks 22 to 27 students will use the theories and concepts presented in the literature in order to analyse empirical cases in *two case studies*.

Literature

Calendar weeks 17 to 20 are reading weeks where students will read the literature provided in GRIPS. If you have questions regarding the literature during the reading weeks, you may use the designated forum on GRIPS. Questions should refer to a specific section or point out a particular problem. Questions which do not meet these criteria (e.g. "*Could you please give a summary of text XY?*") will not be answered.

Quiz

The reading time should prepare you for the quiz on May 21st. The quiz contains multiple choice questions about the literature. The test ensures the success of the preceding reading time and that everyone is equipped to work on the case studies. **Successful participation is mandatory!** The quiz will not be graded but results can be linked to each participant. If you do not pass or complete the test before the deadline you will be given an additional assignment!

Assignments (Case studies)

In week 22 (May 27th and May 28th) we will examine a sample case to showcase how the case studies may be prepared. During weeks 22 to 27 students will apply the literature to analyse empirical cases. Every team of students has to **select and analyse two out of four cases**. Each team has to make two choices. Your first choice will be between case 1 and case 2. Your second choice will be between case 3 and case 4. You will be provided with questions for the analysis of each case. Additionally, you will find instructions for analysing your cases on our GRIPS page (including the formal criteria).

Each case study analysis has to meet the following **formal criteria**:

- Title page with the following information: course, case/title, date, team member's names, matriculation number and email addresses.
- Line spacing: 1,5, big fonts (e.g. Arial) 11pt, small fonts (e.g. Times) 12pt, headlines +1pt and bold, 2 cm margins
- Length: 4 pages of case analysis (excluding the title page, contents, literature etc.)
- File format PDF!
- File name: team_number_case_number.pdf (e.g. if you are team 11 hat and you are handing in the 4th case, the file name is: team_11_case_4.pdf)

Grades

The assignments account for 50 % of the overall grade in IHRM. The assignments are weighed as follows:

- Case study 1: 20%
- Case study 2: 30%

The remaining 50 % are based on the exam at the end of the semester, which includes contents from the lecture and the literature.

In total: 20% (Case study 1) + 30% (Case study 2) + 50% Final exam = 100% (6 Credits)

Timeline

All **deadlines** are placed **on Tuesdays**. You have to upload all assignments until **23:59 h** to the respective upload folders in GRIPS on the due date. If (but only if) the upload via GRIPS platform is not possible, you may send your documents to the instructors of the tutorial via email (see above).

Week	Topic	(Due) Date
16	Introduction	April 15/16
17	Reading Week	
18	Reading Week	
19	Reading Week	
20	Reading Week	
21	Online Quiz & Registration	May 21
22	Q&A Sample Case	May 27/28
23	Case 1	June 4
24	Case 2	June 11
25	Q&A Case 1 & 2	June 17/18
26	Case 3	June 25
27	Case 4	July 2
28	Q&A Case 3 & 4	July 8/9
29	Reading Week (exam preparation)	