

BA 2203 – Organizational Behavior
MW 10:35 – 12:10

Instructor:	F. Pinar Acar, PhD
Office:	FEAS Building B, H 116
Phone:	210 2008
E-mail:	pacar@metu.edu.tr
Office Hours:	By appointment
Course Web Page:	https://odtuclass.metu.edu.tr/
Course Description:	
<p>This course investigates the scientific field of study known as organizational behavior (OB). OB aims to understand and predict behavior of individuals and groups within organizations with the ultimate objective of improving organizational effectiveness and efficiency. Especially in the contemporary global business settings, it is important to take into consideration the influence of culture and, specifically the challenges of working in multi-cultural teams and organizations. To incorporate the notion of multi-cultural diversity, there will be an international collaboration with the University of Applied Sciences (Neu-Ulm, Germany).</p> <p>By the end of the semester, students will have developed a thorough understanding of concepts such as personality, attitudes, perception, motivation, teamwork, and leadership.</p>	
Course Student Learning Objectives: (CSLOs)	
<p><i>Upon successful completion of this course, students should be able to:</i></p> <p>Course Specific Skills:</p> <ol style="list-style-type: none"> 1. Understand and apply the concept of job performance <ol style="list-style-type: none"> a. Distinguish between task performance, citizenship behaviors and counterproductive behaviors b. Identify behaviors associated with each 2. Understand and apply the concept of work attitudes <ol style="list-style-type: none"> a. Define job satisfaction and organizational commitment b. Distinguish between different types commitment c. Identify different job facets d. Apply job characteristics theory to different jobs 3. Understand and apply learning and motivation theories <ol style="list-style-type: none"> a. Diagnose work situations to identify appropriate motivational approach b. Apply motivation concept to solve performance problems c. Compare and contrast different approaches to motivation 4. Understand sources of individual difference and their impact on employee performance and decision making <ol style="list-style-type: none"> a. Personality b. Values c. Abilities d. Perceptions 5. Understand factors that improve group effectiveness <ol style="list-style-type: none"> a. Intra-group conflict b. Diversity in groups c. Group norms and conformity d. Group cohesiveness 6. Understand different approaches to effective leadership <p>Discipline Specific Skills:</p> <ol style="list-style-type: none"> 7. Develop skills in analyzing the performance of individual employees 	

8. Develop skills in analyzing the performance of teams
9. Develop skills in analyzing effectiveness of organizational leaders

Personal and Key Skills:

10. Develop teamwork skills
11. Develop your capacity as a leader
12. Develop written and oral communication skills

Learning and Teaching Methods:

Lectures, Exams, Simulations

Recommended Readings:

You can use **any one** of the following books.

1. Free Online Books:
 - <https://openstax.org/details/books/organizational-behavior>
 - <https://2012books.lardbucket.org/books/an-introduction-to-organizational-behavior-v1.0/index.html>
 - <https://open.lib.umn.edu/organizationalbehavior/front-matter/publisher-information/>
2. Books available at ODTUDEN:
 - Organizational Behavior: Key Concepts, Skills & Best Practices by Kinicki et al.
 - Understanding and Managing Organizational Behavior by George and Jones

Assessment and Grading:

Form of Assessment	% Contribution	Size of the assessment	CSLOs covered by the assessment	Feedback Method
Exams	70	75 min exams	1-9	Individual debrief
Simulations	30	4hr self- and group-study 75 min inclass discussion	1-12	In-class debrief Group debrief

Course Procedures & Policies:

EXAMS: There will be **two** online exams. All of the exams will relate to the assigned topics from the recommended OB textbooks and lecture notes, class discussions of simulations and any other supplemental work (e.g. cases, exercises, videos discussed in class). There will be **NO** final exam.

Exams will be administered through ODTUCLASS. The timetable for the exams will be as follows: Midterm 1 Dec 1 and Midterm 2 Jan 19 during class hours.

SIMULATIONS: Students will participate in online simulations. The simulation materials and requirements will be provided in detail in ODTUCLASS. Simulations are group work. Students will complete their group work **outside** the synchronous class sessions. For each simulation, teams will upload two outputs at ODTUCLASS. One output is the 30-minute video of the team decision meeting. The second is the team reflection paper. The dates for the simulation outputs will be announced later.

Please note that late assignments will not be accepted.

INFORMED CONSENT: All students should sign and upload the informed consent form available on the course page at odtuclass.

WORKING IN TEAMS: It is expected that all team members participate equally in the assigned activities. To encourage that all members of a group do their part, **peer evaluations** will be performed. Peer evaluation

forms will be provided later in the semester. They should be completed by every team member privately.

Peer evaluations will be held strictly confidential

All members of the team will receive the same grade for all of the activities, except in such instances as there is a consensus in the team that a certain individual or individuals have not contributed equally to the group work. In such cases, I reserve the right to make a judgment regarding the percentage of the team grade that will be received by such individuals.

PROFESSIONALISM & COURTESY: Important in any class, but especially in this class emphasizing managerial behavior critical to short and long-term organizational performance, are the same kinds of demonstrated in-class maturity and professionalism that one exhibits on the job. I will reward students based on his or her level of class demeanor and attitude; I will refer to it as a student's "P&C" score." At the beginning of the semester, every student has an extra-credit of 5 points. This score may be decreased during the semester depending on the student's behavior.

P&C score will be influenced by the following factors:

1. Class attendance Every class period has something to offer you and is designed to present specific information and learning exercises that enable you to develop a well-rounded approach to organizational behavior. This course is one of several preparing you for the world of work. Poor attendance is not tolerated in the business world and will not be in the classroom.
2. Coming to class fully prepared. Much of the learning in this course takes place during classroom discussions. When students are not prepared, they cannot contribute to the learning process. This affects not only the individual but also the classmates who count on them.
3. Students respect the views and opinions of their colleagues. Disagreement and debate are encouraged; however, intolerance for the views of others is unacceptable
4. Giving one's fellow classmates and the instructor the floor when they are speaking.
5. Being courteous and supportive of one's classmates and instructor to enhance the learning climate of the class.
6. Coming to class on time and staying for the complete class until excused.

Note that P&C score is extra-credit and it will be based upon my evaluation of your performance. My perception of your behavior may be different than yours. I will be very **selective** in giving extra-credit.

STUDENT DISABILITIES: Any student, who, because of a disabling condition, may require special arrangements in order to meet course requirements, should contact the instructor as soon as possible. Students should present the appropriate documentation from the university's Disability Support Office (Engelsiz ODTÜ Birimi, ODTÜ Kütüphanesi, Solmaz İzdemir Salonu, Tel: 210.7196; engelsiz@metu.edu.tr) verifying their disability, and outlining the special arrangements required. Please note that no accommodations will be provided to the disabled students prior to the completion of this approved University process.

ACADEMIC DISHONESTY: The Department of Business Administration has no tolerance for acts of academic dishonesty. Such acts damage the reputation of METU, the department and the BA/MBA/MS degree and demean the honest efforts of the majority of the students. The minimum penalty for an act of academic dishonesty will be a zero for that assignment or exam.

CHEATING: All university, faculty/institute, and department principles on academic honesty will be strictly enforced. The usual consequence for academic dishonesty is failure of the course and referral of the case to the Dean of the Faculty/Institute for additional disciplinary action. Examinations are individual and are to be completed without outside assistance of any sort. Persons observed cheating during examinations will receive a failing grade in the course. Homework assignments are individual, unless otherwise specified by the instructor, and are to be completed without outside assistance of any sort, as well. Persons observed cheating in their homework assignments will receive a score of zero for the portion of the semester grade that is allocated to such assignments.

PLAGIARISM: The instructor assumes that students will do their own work. By placing their names on assignments (individual or team), students are affirming that the contents are their original work. Any previous work available from files or past students, as well as materials available on the internet may be used only as a suggestive model. Violation of this provision will be considered as unethical behavior, subject to disciplinary action. If you have any doubt about the use of a specific material, see the instructor ahead of time. Any material used from outside sources should be referenced appropriately.

The following table gives the tentative schedule for the synchronous class sessions. The lectures will stress the most important and/or most difficult material. The topics are discussed in all the recommended books, but in a different order. Therefore, I do not give chapter numbers. But, I expect you to read the relevant chapters from the book of your choice and watch the video lectures provided at odtuclass before attending synchronous class sessions.

Tentative Course Schedule			
Month	Day	Topic	CSLO
Oct	18	Course Syllabus	
	20	Introducing OB & Job Performance	1-12
	25-27	Task Performance, Citizenship and Counter-Productive Behaviors, Withdrawal	1-12
Nov	1-3	Defining Attitudes, Job Satisfaction	1-12
	8-10	Organizational Commitment	1-12
	15-17	Individual Differences - Personality	1-12
	22-24	Individual differences – Values and Abilities	1-12
Dec	29-1	Perception & Midterm 1	1-12
	6-8	Attribution	1-12
	13-15	Learning	1-12
	20-22	Need Theory & Equity Theory of Motivation	1-12
	27-29	Expectancy Theory Goal Setting Theory, Job Design	1-12
Jan	3-5	Groups in Organizations	1-12
	10-12	Teamwork	1-12
	17-19	Course wrap up & Midterm 2	1-12