

**MIDDLE EAST TECHNICAL UNIVERSITY**  
**FALL 2024**  
**DEPARTMENT OF BUSINESS ADMINISTRATION**

**BA 4217 – Cases in Human Resources Appraisal and Management**  
**Course Schedule: THU 12:40-16:15**

<b>Instructor:</b>	Burçak Özoğlu
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<b>Office Hours:</b>	
<b>Course Web Page:</b>	Link to ODTUClass Course Page
<b>Course Description:</b>	
The course is designed to provide students with experiences from real world problems related to people in different organizations. The issues related with the human resources appraisal and the course will be conducted in class with a “participant centered” approach. The case method will be used in all the classes.	
<b>Course Student Learning Objectives: (CSLOs)</b>	
<b>Upon successful completion of this course, students should be able to:</b>	
<b>Course Specific Skills:</b>	
1. acquire a clear understanding of the various concepts of employee appraisal in the context of Human Resources Management.	
2. explore the issues regarding HRM by assessing the “real life” examples .	
3. Identify the country specific characters of recruitment and appraisal functions of HRM	
4. Analyze the contemporary and current issues of the work environment and be able to discuss the impact on these on HRM.	
<b>Discipline Specific Skills:</b>	
5. Learn HR performance appraisal specific concepts and relevant theories like	
6. Identify the interdisciplinary character of the HRM as being a complementary area for General Management, Operations Management and Strategic Management.	
<b>Personal and Key Skills:</b>	
7.demonstrate individual wisdom and opinion on real life examples by using their theoretical and conceptual background.	
8. use Cases to discuss and critically analyze the HRM concepts.	
<b>Learning and Teaching Methods:</b>	
The course will be conducted in class, via interactive methods with a “participant centered” approach. For the course content, ODTUClass platform and youtube links will be used. Assessment will be covered by the assessment of the specific contemporary cases and examples in relation with the HR/personnel management.	
<b>Required Reading:</b>	
Chapters One, Two and Three from <i>The Case Study Handbook: A Student’s Guide</i> By William Ellet (A Harvard Business Review Press Book) Selected Cases from Harvard Business Publishing. All will be available on ODTUClass.	
<b>Suggested Reading:</b>	
Case analysis coach, tutorial by HBR <a href="https://hbsp.harvard.edu/product/4380-HTM-ENG">https://hbsp.harvard.edu/product/4380-HTM-ENG</a>	

Assessment and Grading:				
Form of Assessment	% Contribution	Size of the assessment	CSLOs covered by the assessment	Feedback Method
online Midterm assessment	30	Short reflective paper, online submission	1-8	on ODTÜclass via four level scaled assessment rubrics
Participation	30	in-class discussions and Case worksheets	1-8	on ODTÜclass via four level scaled assessment rubrics
online Final paper	40	Short reflective paper, online submission	1-8	on ODTÜclass via four level scaled assessment rubrics

Course Policies:
<p><b>STUDENT DISABILITIES:</b> 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 <u>Disability Support Office</u> (<u>Engelsiz ODTÜ Birimi, ODTÜ Kütüphanesi, Solmaz İzdemir Salonu, Tel: 210.7196; <a href="mailto:engelsiz@metu.edu.tr">engelsiz@metu.edu.tr</a></u>) 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.</p> <p><b>ACADEMIC DISHONESTY:</b> 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.</p> <p><b>CHEATING:</b> 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.</p> <p><b>PLAGIARISM:</b> 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.</p>

## METU HONOR CODE

Every member of METU community adopts the following honor code as one of the core principles of academic life and strives to develop an academic environment where continuous adherence to this code is promoted.

"The members of the METU community are reliable, responsible and honorable people who embrace only the success and recognition they deserve, and act with integrity in their use, evaluation and presentation of facts, data and documents."

<b>Tentative Course Schedule</b>			
<b>Week</b>	<b>Topic</b>	<b>Reading/ Assignment</b>	<b>CSLO</b>
1&2	Introduction to Case method	Chapters One, Two and Three from <i>The Case Study Handbook: A Student's Guide</i>	1-6
3&4	CASE 1: People Management (Abridged) by Boris Groysberg (2013)	CASE1	1-8
5&6	CASE 2: Fresh to Table by Gautam Mukunda; Brooks C. Holtom (2017)	CASE2	1-8
7&8	CASE 3: SOUTHFIELD PACKAGING Michael Beer; Alisa Zalosh (2013)	CASE3	7-8
9	MIDTERM Assignment	CASES 1&2&3	1-8
10&11	CASE 4: When Diversity Management Meets Diversity DUYGU ACAR ERDUR & MEHLİKA SARAÇ 2018, CAT- Case Study Alliance Turkey	CASE4	1-8
12&13	Final CASE	CASE5	1-8
14	FINAL Assignment		