

BA5102 MACRO ORGANIZATION – ORGANIZATIONAL BEHAVIOR
Mondays & Wednesdays 10.40-12.15

Instructor:	Dr. Hilal Terzi
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Office Hours:	By appointment
Course Web Page:	https://odtuclass.metu.edu.tr
Course Description:	
<p>This course introduces students to the field of organizational behavior. The aim of the course is to develop an understanding of organizational behavior, to understand the organizational behavior terminology, concepts, theories and principles with respect to individual and group behavior in an organizational context as well as to evaluate contemporary approaches in designing managerial applications. The covered topics include the definition of organizational behavior concepts, diversity and inclusion in organizations, individual differences at work including work attitudes, personality, decision making, motivation concepts, group behaviors, leadership and teamwork, and organizational culture.</p>	
Relevance:	
<p>Individuals at work are the main assets of the organizations. Understanding the attitudes, behaviors and values of those employees is a fundamental core to the success of management. In increasing the effectiveness and performance of the organizations, organizational behavior grounding assist managers to enhance as a tool in utilizing their job-relevant skills.</p>	
Course Student Learning Objectives: (CSLOs)	
<p>At the end of the course, students will have acquired the knowledge of basic Organizational Behavior (OB) concepts and techniques, developed a familiarity with their application in real life situations, and improved their teamwork skills through interactive learning. Upon completion of the course, they will be able to</p> <ol style="list-style-type: none"> 1. Identify managers' challenges and opportunities in applying OB concepts. 2. Demonstrate and synthesize individual level, group level and organizational level analysis. 3. Demonstrate how workplace discrimination undermines organizational effectiveness. 4. Describe how organizations manage diversity effectively. 5. Compare the major job attitudes, their link to behavior and how employees' satisfaction/dissatisfaction with their jobs affect workplace. 6. Describe personality, the way it is measured, and the factors that shape it. 7. Contrast the rational model of decision making with bounded rationality and intuition. 8. Explain how individual differences and organizational constraints affect decision making. 9. Contrast the strengths and weaknesses of group decision making. 10. Synthesize and demonstrate the ability to integrate various theories on motivation and illustrate their impact on management practices. 11. Contrast groups and teams. 12. Comprehend and evaluate the basic approaches to determining what makes an effective leader and what differentiates leaders from non-leaders. 13. Enhance the critical thinking and problem solving skills used in managerial decision making in organizations. 14. Show improved teamwork skills through the activities. 15. Develop comprehensive and analytical skills in applying the gathered knowledge to enhancing employee, group and organizational performance and effectiveness to varying organizations. 16. Explain the cultural value dimensions and analyze their impact on work issues. 17. Develop effective written and verbal communication skills. 18. Encourage self-reflection regarding the role as a business practitioner. 	

Learning and Teaching Methods:

Online classes will be a combination of synchronous and asynchronous teaching on ZOOM environment. The course will consist of synchronous lectures, class discussions, class exercises, and supplementary audio-visual materials. Students' participation in the synchronous class meetings and in-class activities discussions is encouraged and expected. Students should take responsibility in learning and keep up with the weekly reading schedule available in the syllabus to gain a strong background that will be building blocks for courses they will take in subsequent years. It is particularly important to attend synchronous meetings since students are liable to know about knowledge not just contained in the textbook but discussed during lectures as well.

Required Reading:

Robbins, S. P., & Judge, T. A. (2019). Organizational Behavior (18th Edition). Global Edition. New York: Pearson Education Limited. A limited number of copies of the book is available through the METU Bookstore at <https://www.odtuden.com.tr>. Students can also use older editions of this text; however, they will be responsible for tracking which chapter corresponds to the material covered in class.

Assessment and Grading:

Grades are not subject to change unless there is a miscalculation. **No individual request for additional study for raising a grade will be accepted. No "extra" work other than those stated below will be accepted or credited.** No non-academic criteria will be considered in grading. The percentages applying to the coursework are seen in the following table.

Form of Assessment	Contribution %	Size of the assessment	CSLOs covered by the assessment	Feedback Method
Midterm 1	15	Essay type questions	1-2-3-4-5-6-7-8-10-18	Grade announced and oral feedback
Midterm 2	20	Essay type questions	1-2-9-11-12-13-14-15-16-18	Grade announced and oral feedback
Quizzes	10	Multiple choice quizzes	1-2-3-4-5-6-7-8-9-10-11-12-13-14-15-16-17-18	Oral feedback
Discussion, Attendance, and Participation	5	In-class discussions and activities	1-2-3-4-5-6-7-8-9-10-11-12-13-14-15-16-17-18	Oral feedback
Total	50			

Course Policies:

You are obliged to follow all e-mail announcements sent via METUCLASS on a daily basis! Once it's sent, it will be assumed that students have read it and will act accordingly!

Class Format: Spring semester will start with online synchronous lectures. Unless the Council of Higher Education makes any changes in April, we will meet synchronously twice a week—Mondays and Wednesdays—on Zoom. I will be lecturing live during those times and encourage you to attend the live lectures just as you would if class were in-person. During live class sessions, you'll have a chance to ask questions or receive clarification that you otherwise won't have. Class meetings will consist of lectures, videos, activities, and discussions. Because exams will include information that is covered in class that is NOT in the reading material, I strongly recommend attending every lecture. You should attend all lectures 5 minutes before the lecture starts and remain connected throughout the meeting. Preferably, arrange yourself a silent corner at home which will prevent distraction.

Civility: Civility is a requirement. Developing and maintaining a course environment that is conducive to learning is the responsibility of students as much as instructors. Inappropriate behavior in offline or online course settings will result, minimally, in a request to leave the setting. Students are required to use an impersonal, professional language in discussions and avoid offensive remarks.

Class Participation: A significant portion of the class will be spent discussing the related readings. Please note that attendance does NOT mean participation. You are encouraged to demonstrate your knowledge of the assigned material or make comments during class. You may also be called on randomly. The participation grade measures students' skills to discuss the conceptual material in the class setting. The students should join the class prepared by reading the provided material. They can share relevant personal experiences by applying the concepts in the chapter.

Quizzes: The lowest 3 quiz grades will not be taken into account. There will be no make-ups for the missed quizzes.

Midterm Exams: There will be two exams in this class: Midterm Exam 1 and 2. This course does not have a final exam. The exams will be during class hours. The questions will measure students' degree of knowledge of the conceptual material. The exams will be composed of essay type questions. The midterm exams will cover everything since the beginning of the term. All the course materials including the textbook, lectures, and class discussions are included in the examinations. You will not be allowed to use class material, dictionaries, cellular phones, etc. during the exams. **The tentative date for the first midterm exam is May 15 and the second midterm is June 7, 2023.** If students miss the exam, they will get no credit for that part of the course. **If you must miss an exam, you need to inform the instructor via e-mail before the exam starts and ask for a make-up exam.**

Make-up Exams: All make up exams will be "essay" type and will be given upon reports provided from METU Health Care Center (or equivalent) as soon as the student recovers! Make-up exams will be scheduled within the week following the exam that was missed. **There will be no make-up for the make-up exams.**

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: 2107196; engelsiz@metu.edu.tr) verifying their disability, and outlining the special arrangements required. **Please note that no accommodations will be provided prior to the completion of this approved University process.**

Academic Regulations: See the regulations for graduate studies at: <http://oidb.metu.edu.tr/en/middle-east-technical-university-rules-and-regulations-governing-graduate-studies>

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 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 in 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. Students 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 affirm 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.

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."

Tentative Course Schedule

The following table gives the tentative schedule for the semester. The lectures will stress the most important and/or most difficult material. We have a lot of topics to cover so based on our pace, adjustments may be required in the schedule. The students are required to read the chapters before they are covered in class.

Week	Month	Day	Topic/Reading	CSLOs
8	April	24	Introduction Chapter 1: What is Organizational Behavior	1-2
	April	26	The Individual Chapter 2: Diversity in Organizations Chapter 3: Attitudes and Job Satisfaction	1-2-3-4-5
9	May	1	No Class (Labor and Solidarity Day)	
	May	3	Chapter 4: Personality and Values Chapter 5: Perception Individual Decision Making	1-2-6-7-8-18
10	May	8	Chapter 7: Motivation Concepts	1-2-10-18
	May	10	Chapter 8: Motivation: From Concepts to Applications	1-2-10-18
11	May	15	Midterm Exam 1	
	May	17	The Group Chapter 9: Foundations of Group Behavior Chapter 10: Understanding Work Teams	1-2-3-9-11-14-18
12	May	22	Chapter 12: Communication	1-2-15-18
	May	24	Chapter 13: Leadership Chapter 15: Organization Structure	1-2-11-12-15-18
13	May	29	The Organization System Chapter 16: Organizational Culture	1-2-15-16
	May	31	Chapter 17: Organizational Change	1-2-13-18
14	June	5	Chapter 18: Conflict and Negotiation	1-2-17-18
	June	7	Midterm Exam 2	