

BA5201 MICRO ORGANIZATION – ORGANIZATIONAL BEHAVIOR

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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 emotion and moods, work attitudes, personality, decision making, motivation concepts, group behavior and teams and leadership.</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. Identify and apply the concepts about emotions and moods to specific OB issues. 8. Explain the cultural value dimensions and analyze their impact on work issues. 9. Contrast the rational model of decision making with bounded rationality and intuition 10. Explain how individual differences and organizational constraints affect decision making 11. Identify different groups and contrast the strengths and weaknesses of group decision making. 12. Synthesize and demonstrate the ability to integrate various theories on motivation and illustrate their impact on management practices. 13. Contrast groups and teams. 14. Comprehend and evaluate the basic approaches to determining what makes an effective leader and what differentiates leaders from non-leaders 15. Enhance the critical thinking and problem solving skills used in managerial decision making in organizations. 16. Relate the established concepts and theories of OB to real life cases. 	

17. Show improved teamwork skills through the activities
18. Develop comprehensive and analytical skills in applying the gathered knowledge to enhancing employee, group and organizational performance and effectiveness to varying organizations.
19. Develop effective written and verbal communication skills
20. Encourage self-reflection regarding the role as a business practitioner.

Learning and Teaching Methods:

This course will use online lectures, leading discussions, class discussions, individual assignments, in-class (online) examination.

Required Reading:

Robbins, S. P., & Judge, T. A. (2017). Organizational behavior (17th Edition). Global Edition. New Jersey: Pearson Education.

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 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
Examination	20	Essay	1-2-3-4-5-6-7-9-10-11-12-13-14-15	Written
Assignment-1	5	Short essay	16-18-19-20	Written
Assignment-2	5	Short essay	16-18-19-20	Written
Assignment-3	5	Short essay	16-18-19-20	Written
Assignment-4	5	Short essay	16-18-19-20	Written
Participation in online discussions	10	Online discussion on cases, articles and self-assessment	1-2-3-4-5-6-7-9-10-11-12-13-14-15	Oral
Total	50			

Course Policies:

Assignments

There will be four assignments at oduclass. The students will be responsible for preparing and submitting short essays on the related week's assignment subject. The submissions will be made until the next class hour. The answers will be discussed during the course. There is no make-up for this activity. Students should always justify their answers and comments with relevant examples or rational arguments. There will be no credit for answers or comments without justification.

Participation in online discussions

Participation in online discussions include discussing the pre-read or related material (case, article provided by the instructor) and participating in self-assessments. 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 should look at the questions first, listen to the lecture then, and try to develop answers for the questions. The instructor will guide a discussion with provoked questions during the session. In the session, students can also ask questions and provide comments on the chapter for additional explanation or clarification. Within the scope of self-assessment, they can share relevant personal experiences by applying the concepts in the chapter.

Examination

The examination will be in-class/odtuclass (will be decided upon pandemic conditions). The questions will measure students' degree of knowledge of the conceptual material. The exam will be composed of short essay questions. If the student misses the exam with a documented health excuse, the instructor will offer only one make-up exam. There will be no additional make-ups. If students miss the exam, they will get no credit for that part of the course. All the course materials including the textbook, lectures, and related discussions are included in the examination.

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 (METU Library, Solmaz İzdemir Hall, phone: 2107196, e-mail: engelsiz@metu.edu.tr, website: <http://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 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. Students observed cheating in their homework assignments will receive a score of zero for the portion of the semester grade 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."

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. **They are to be on time for participation sessions.** They should also not leave sessions unless there is emergency.

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>

Tentative Course Schedule:			
Month	Day	Topic/Reading	CSLO
October	20	Introduction	
October	20	Chapter-1: What is Organizational Behavior	1-2-3-4
October	27	Chapter-2: Diversity in Organizations	1-2-3-4
October	27	Assignment-1	
November	3	Chapter-4: Emotions and Moods	7
November	3	Assignment-2	
November	10	Chapter-5: Personality and Values	6-8
November	17	Chapter-3: Attitudes and Job Satisfaction	5
November	17	Assignment-3	
November	24	Chapter-6: Decision Making	9-10
December	1	Chapter-7 & 8: Motivation and Motivating Employees	12
December	1	Assignment-4	
December	8	Chapter-9: Foundations of Group Behavior	11-13
		Chapter-12: Leadership	14
		Examination	