

BA5201 ORGANIZATION AND MANAGEMENT
Tuesday-Thursday, 9.00-10.15, G109

Instructor:	Çağrı Topal
Office:	FEAS-B, H118
Phone:	210 2036
E-mail:	ctopal@metu.edu.tr
Office Hours:	By appointment
Course Web Page:	https://odtuclass.metu.edu.tr
Course Description:	
This is an introductory course on the main areas of organization studies. The course includes the topics of organizational behavior (OB), organization theory (OT), human resource management (HRM), and strategic management (SM). It provides a basic understanding of each field, introducing students to the fundamental concepts and theories in each.	
Relevance:	
Organizational behavior (OB), organization theory (OT), human resource management (HRM), and strategic management (SM) are the building blocks of managing any organization. OB covers the topics of attitudes, affect, personality, perception, motivation, groups and teams, and leadership while OT focuses on organizational structure, design, effectiveness, environment, technology, size, life cycle, culture, change, decision-making, and power. HRM highlights the contexts of human resource management, staffing, employee development, compensation, and governance whereas SM is about the analysis of external and internal environments, cost and differentiation strategies, diversification and acquisition, integration and outsourcing, alliances, internationalization, and innovation.	
Course Student Learning Objectives: (CSLOs)	
At the end of the course, students will have developed an understanding of basic OB, OT, HRM, and SM concepts and their implications for organizations. Upon completion of the course, they will be able to <ol style="list-style-type: none">1. understand main OB concepts.2. comprehend fundamental OT discussions.3. define central HRM subjects.4. interpret key SM processes.5. relate the established theories of organization studies to real life cases.	
Learning and Teaching Methods:	
This course will use lectures, discussions, assignments, and midterms.	
Recommended Readings:	
Robbins, S.P. and Judges, T.A. 2013. Organizational Behavior, 15th edition. Prentice Hall. Daft, R.L., Murphy, J., and Willmott, H. 2014. Organization Theory and Design, 2nd edition, An International Perspective. Cengage. Gomez-Mejia, L.R., Balkin, D, and Cardy, R.L. 2016. Managing Human Resources, 8th edition. Pearson. Dyer, J., Godfrey, P., Jensen, R., and Bryce, D. 2018. Strategic Management, 2nd edition. Wiley. Any other textbook covering the topics in the course schedule can also be used by students.	
Assessment and Grading:	
Grades are not subject to change unless there is miscalculation. <u>No individual request for additional study for raising a grade will be accepted.</u> 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 exam-1	25	Essay questions, 75 minutes, closed book	1-2	Written and oral
Midterm exam-2	25	Essay questions, 75 minutes, closed book	3-4	Written and oral
Group discussion	25	Discussion, class time	1-2-3-4-5	Oral
Individual assignments	25	Individual study, 20 minutes	1-2-3-4-5	Oral
Total	100			

Course Policies:

Midterm exams

Midterm exams will measure students' degree of knowledge of the conceptual material. They will be essay type. They will be based on recorded lectures/presentations. **Students may write a make-up exam if they apply to the instructor within one week, at the latest, after the date of the exam unattended with a legitimate, documented excuse.**

Group discussion

Group discussion grade measures students' skills to discuss conceptual material in class. **In the discussion session in class, there will be no lecture; students are required to listen to the recorded lectures available at odtuclass before the session.** This is to prepare for the session, in which the instructor will guide a discussion on relevant questions and short cases. In the session, students can ask questions and provide comments on the chapters. They can share relevant personal experiences by applying the concepts in the chapters. Students are required to attend each session and participate in the discussion of the assigned chapters. **There is no make-up for this group activity.**

Individual assignments

Individual assignment grade measures students' individual skills to interpret conceptual material and relate it to real life cases and examples. The instructor will provide questions before the discussion session. For selected questions only, students are required to write short answers and submit them to the instructor (ctopal@metu.edu.tr) before the session. It is important that students listen to the recorded lectures available at odtuclass and give answers based on the lectures. This is an individual activity. **It should not be based on internet search or AI programs like ChatGPT, which is considered plagiarism.** It should reflect students' own interpretation as there are no right or wrong answers. **There is no make-up for this individual activity.** Students should always justify their answers with relevant examples or rational arguments. There will be no credit for answers without justification.

Student disabilities

Any student, who 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 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 discussion sessions; they may not be let in late. They should also not leave sessions unless there is emergency.**

Note that participation is important in grading. Students must be in class to participate. Giving credit to those students being late or leaving classroom or taking a long break during discussion sessions is unfair for those students not doing so. Late arrivals and frequent breaks also create disturbances. Thus, this is not simply a matter of respect. Rather, this is about fairness.

Academic regulations

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

Academic calendar

Please see the calendar and note the important dates at: <https://oidb.metu.edu.tr/en/academic-calendar>

Tentative Course Schedule:				
Month	Day	Subject	Topic/Reading	CSLO
October	1	OB	Attitudes and job satisfaction	1-5
October	3	OB	Affect, emotions, and moods Perception	1-5
October	8	OB	Personality	1-5
October	10	OB	Motivation	1-5
October	15	OB	Groups and teams	1-5
October	17	OB	Leadership	1-5
October	22	OT	Perspectives on organizations	2-5
October	24	OT	Goals and effectiveness	2-5
October	29		National holiday, no class	
October	31	OT	Fundamentals of organization structure	2-5
November	5	OT	Manufacturing and service technologies	2-5
November	7	OT	Organizational size, life cycle, and decline Organizational culture	2-5
November	12	OT	Organizational decision-making	2-5
November	14	OT	Organizational power	2-5
November	19	OB-OT	Midterm-1	1-2
November	21	HRM	Work flows and job analysis	3-5
November	26	HRM	Recruitment and selection Separations	3-5
November	28	HRM	Performance management	3-5
December	3	HRM	Training Career development	3-5
December	5	HRM	Compensation	3-5
December	10	HRM	Rewarding performance	3-5
December	12	HRM	Benefits Employee rights and discipline	3-5
December	17	SM	Business strategy External analysis	4-5
December	19	SM	Internal analysis	4-5
December	24	SM	Cost advantage Differentiation advantage	4-5
December	26	SM	Corporate strategy Vertical integration and outsourcing	4-5
December	31	SM	Strategic alliances International strategy	4-5
January	2	SM	Innovative strategy	4-5
Final Week		HRM-SM	Midterm-2	3-4