

BA5202 MACRO ORGANIZATION - ORGANIZATION THEORY
Tuesday-Thursday, 8.40-10.15, Room TBA

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Office Hours:	By appointment
Course Web Page:	https://odtuclass.metu.edu.tr
Course Description:	
This is an introductory course on organization theory (OT). It provides a general understanding of the field of OT. The course is composed of macro organizational topics including organizational structure, strategy, design, effectiveness, environment, technology, size, life cycle, culture, change, decision-making, and power.	
Relevance:	
OT complements OB or organizational behavior. OB is more concerned with the behaviors of individuals and groups. Individuals and groups seem to be less constrained by organizational context in their decisions, behaviors, and actions. OB thus is a micro discipline based mostly on psychology. Unlike OB, OT is more concerned with the behaviors of organizations as a whole. It assumes that organization is more than the sum total of its individual members or groups. It emphasizes the power or influence of the context over the behaviors of individuals and groups. OT thus is a rather macro perspective based mostly on sociology. This perspective is important to understand the interdependency of the components of business and public organizations and its implications.	
Course Student Learning Objectives: (CSLOs)	
At the end of the course, students will have developed a critical understanding of basic OT concepts and their implications for organizations as well as improved their teamwork skills through interactive learning. Upon completion of the course, they will be able to	
<ol style="list-style-type: none">1. appreciate organization as an entity in itself.2. understand organizational structure, strategy, design, and effectiveness.3. analyze the external environment of organizations.4. define the internal components of organizational technology, size, life cycle, and culture.5. interpret the processes of change, decision-making, and power.6. relate the established concepts of OT to real life cases.7. show improved teamwork skills developed through the group project and activities.	
Learning and Teaching Methods:	
This course will use lectures, discussions, individual assignments, and a group project.	
Required Reading:	
Daft, R. L., Murphy, J., and Willmott, H. Organization Theory and Design, 2nd edition, An International Perspective, Cengage, 2014 (Available in the book store).	
Assessment and Grading:	
Grades are not subject to change unless there is a 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	20	Essay questions, 75-90 minutes	1-2-3-4-5	Written and oral
Individual participation	10	Individual study, 30 minutes	1-2-3-4-5-6	Oral
Group participation	10	Discussion	1-2-3-4-5-6-7	Oral
Group project	10	Group study, 6+ hours	1-2-3-4-5-6-7	Written and oral
Total	50			

Course Policies:

Midterm exam

The midterm exam will measure students' degree of knowledge of the conceptual material. It will be essay type. **It will be given face-to-face in class.** All the course materials including the textbook, cases, lectures, and related discussions are included in the exam. **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.**

Individual participation

Individual participation grade measures students' individual skills to interpret the conceptual material and relate it to real life cases and examples. It is important that students read the assigned chapter and listen to the lecture on the chapter at oduclass. In each lecture, the instructor explains the key points of the topic and provide some examples where needed; there are also a number of questions to discuss. For selected questions only, students are required to write short answers and submit them to the instructor before the online session. This is an individual activity. **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.**

Group participation

Group participation grade measures students' skills to team up and discuss the conceptual material in the class setting. **In the participation session in class, there will be no lecture; students are required to listen to the lecture available at oduclass before the session.** Students are supposed to think about the questions in the lecture. They should look at the questions first, listen to the lecture then, and try to develop answers for the questions. This is to prepare for the participation session, in which the instructor will guide a discussion on the questions and possibly relevant short cases provided by the instructor before or during the session. In the session, students can also ask questions and provide comments on the chapter for additional explanation or clarification. They can share relevant personal experiences by applying the concepts in the chapter. Students are required to attend each session and participate in the discussion of the assigned chapter. **There is no make-up for this group activity.**

Group project

The project study will measure students' skills to relate the established theories and practices of OT to real life cases and to work as a team. In a group of students (group size depending on class size), students are required to find and apply conceptual material to an organization. It can be any private or public organization with enough empirical material to analyze. Students will directly contact with the organization and talk with the people who might provide relevant information about the organization. **Documentary analysis using only the internet material of organizations is not acceptable. One or two interviews are required. The project report of 10 pages at most will be submitted to ctopal@metu.edu.tr on April 25, 2022 before 12.00 (noon).** Please see the project guide for the details.

In order to determine that students put enough effort into the group work, students are required to fill in a peer evaluation form, which includes the following options for each group member:

4: The contribution of group member to the project is above average.

3: The contribution of group member to the project is fair.

2: The contribution of group member to the project is below average.

1: The contribution of group member to the project is almost nonexistent.

Accordingly, if a student's average is between 1.5 and 2.5 (close to below average), s/he will lose 3 points subtracted from the group mark. If a member's average is below 1.5 (close to almost nonexistent), s/he will lose 6 points subtracted from the group mark.

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 the instructor. 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
March	8	Introduction What are organizations	1-6-7
March	10	Perspectives on organizations	2-6-7
March	15	Strategy, organization design, and effectiveness	2-6-7
March	17	Fundamentals of organization structure	2-6-7
March	22	Fundamentals of organization structure	2-6-7
March	24	The external environment	3-6-7
March	29	The external environment	3-6-7
March	31	Manufacturing and service technologies	4-6-7
April	5	Organizational size, life cycle, and decline	4-6-7
April	7	Organizational culture	4-6-7
April	12	Organizational change	5-6-7
April	14	Organizational decision-making	5-6-7
April	19	Organizational power	5-6-7
April	21	MIDTERM	1-2-3-4-5-6-7