

BA5201 ORGANIZATON AND MANAGEMENT
DAY-DAY, HOUR-HOUR, GXXX

Instructor:	Çağrı Topal
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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 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:	
The following textbooks are recommended but not required: 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. Other textbooks 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	15	Essay questions, 60 minutes at most, closed book	1	Written and oral
Midterm exam-2	15	Essay questions, 60 minutes at most, closed book	2	Written and oral
Midterm exam-3	15	Essay questions, 60 minutes at most, closed book	3	Written and oral
Midterm exam-4	15	Essay questions, 60 minutes at most, closed book	4	Written and oral
Group discussion	25	Discussion, class time	1-2-3-4-5	Oral
Quizzes	15	Short question-answer, 2-3 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 the class. **In the class, there will be no lectures; students are required to listen to the recorded lectures available at oduclass before the class.** This is to prepare for group discussion in the class where the instructor will guide a discussion on relevant questions and short cases. In the class, students can ask questions and provide comments on the lectures. They can share relevant personal experiences by applying the concepts in the lectures. Students are required to attend each class and participate in the discussion of the assigned lectures. **There is no make-up for this group activity.**

Quizzes

Quizzes will complement midterms to measure students' conceptual knowledge as well as encourage participation. They will cover the material in the assigned lectures. Note that **quizzes are an exam**; side conversations during quizzes, not stopping writing when instructed, or any other attempt to cheat will not be tolerated, **resulting in a zero mark without warning.** In quizzes, **students are required to use a pen not pencil and not to change their answers once written.** Changed answers will be given zero. **There is no make-up for quizzes.**

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 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 mark 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. 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 past files or students as well as materials available on the internet may be used only as a suggestive model.** The violation of this provision will be considered as unethical behavior subject to disciplinary action. If you have any doubts about the use of a specific material, please see the instructor ahead of time. Any material used from outside sources should be referenced appropriately.

Metu honor code

Every member of the 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 and/or may lose participation points. They should also not leave sessions unless there is emergency.** Note that participation is important in grading. Students must be in the class to participate. Giving credit to those students being late or leaving classroom or taking a long break during discussion sessions is unfair to those students not doing so. Late arrivals and frequent breaks also create disturbances. Thus, this is not simply a matter of respect; 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
September	28	OB	Attitudes and job satisfaction Affect, emotions, and moods	1-5
	30	OB	Perception Personality	1-5
October	5	OB	Motivation	1-5
	7	OB	Groups and teams	1-5
	12	OB	Leadership	1-5
	14	OB	Midterm-1	1
	19	OT	Perspectives on organizations	2-5
	21	OT	Goals and effectiveness Fundamentals of organization structure	2-5
	26	OT	Manufacturing and service technologies Organizational size, life cycle, and decline	2-5
	28	OT	Organizational culture	2-5
	29		Republic Day	
November	2	OT	Organizational decision-making	2-5
	4	OT	Organizational power	2-5
	9	OT	Organizational change	2-5
	10		Commemoration of Atatürk	
	11	OT	Midterm-2	2
	16	HRM	Work flows and job analysis Recruitment and selection	3-5
	18	HRM	Separations Performance management	3-5
	23	HRM	Training Career development	3-5
	25	HRM	Compensation	3-5
	30	HRM	Rewarding performance Benefits	3-5
December	2	HRM	Employee rights and discipline	3-5
	7	HRM	Midterm-3	3
	9	SM	Business strategy External analysis	4-5
	14	SM	Internal analysis Cost advantage	4-5
	16	SM	Differentiation advantage Corporate strategy	4-5
	21	SM	Vertical integration and outsourcing Strategic alliances	4-5
	23	SM	International strategy Innovative strategy	4-5
	28	SM	Midterm-4	4