**BA in Management Program
Spring 2023**

**ORG 301 – Organizations and Organizing**

**Disclaimer:** We may have to revise the course plan according to the reassessment to be made country-wide, regarding higher education, at the beginning of April. The content to be delivered is certain but the method of course delivery, the number and dates of exams, and some other details are subject to change.

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| --- | --- | --- | --- |
| **Type** | **Time** | **Days** | **Where** |
| Class | 14:40 – 16:30 | Mon | FASS 1076-1078 |
| Class | 08:40 – 9:30 | Tue | FASS 1076-1078 |

**Course Objective:**

This course offers students a conceptual toolbox to approach organizational problems from ‘a high level of consciousness.’

The aim of the course is to equip students with the knowledge and skills to design well-functioning organizations. Throughout the course, students will develop self-authorship of organization theory concepts, and acquire skills to apply them in an integrated manner in various organizational contexts.

This course would be of interest to all management students as well as to the natural sciences & engineering and art & social sciences students who intend to pursue management careers.

**Learning Outcomes:**

Upon successful completion of the course, the student will be able to:

1. describe what a theory is;
2. identify basic organizational theories;
3. identify the main contingency elements;
4. identify important actors and institutions in a focal organization’s environment;
5. identify the relevance of management sciences in present day management practice;
6. develop analytical and critical thinking skills.
7. improve their oral and written communication skills.

**Course Material:**

Required Textbook:

Organization Theory & Design: An International Perspective by Richard L. Daft, Jonathan Murphy and Hugh Willmott, Cengage Learning, 2020 (4th Edition).

<https://www.homerbooks.com/urun/organization-theory-and-design>

The links for you to order the book (either in ebook or physical form) will be provided via SuCourse. In addition, the information center of our university has previous versions of this book which are quite similar to 4th edition, so do not hesitate to borrow those as well.

**Course Web:**

SuCourse+ site is the main channel of communication of the course. Assignments, slides, additional reading material, grades and announcements will be posted on the website. Assignment submissions will be made through SuCourse. Turnitin reports are required for submissions. Students should check SuCourse regularly, at least on a weekly basis.

**Instructional Design:**

This course will be delivered in the classroom, and all the materials besides the textbook will be posted on SUcourse.

Accordingly, there will be several in-class exercises, videos, case studies, presentations, debates and discussions. Required readings (the book chapters and the additional readings) and the asynchronous lecture videos serve as a basis for our in-class learning activities and discussions. I expect students come to the class prepared.

**Grading**:

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| --- | --- |
| Reflection Paper | 15 % |
| Learning Activities | 15 % |
| Term Paper | 25 % |
| Final Exam | 40 % |
| Participation | 5 % |

**Requirements:**

**Reflection Paper (15%):** You are to prepare a reflection paper in which you reflect on one real life issue (might be your experience and/or any organizational phenomenon that you think is interesting) by using the theories/approaches/terminology used in the course.

Reflection papers are meant to be an opportunity for you to do just that, reflect on issues of importance to you that have been raised in class. This may be either through your reading of the material, or because you are now thinking more about what is going on around you or the news. In this day of constant activity, assault by social media, hyper competition, managers have little time to reflect. The idea is to give you the space to do just that. And on issues that are of importance to you.

The reflection paper should not exceed 1500 words. The format is A4, 1-inch margins, Times New Roman, 12 pts, double-spaced, left-aligned. Make sure include your name and student number in the header of the essay. Add page numbers. You will submit your paper on SuCourse (no hardcopy required). Turn-it-in software is used for all your assignments, including the reflection paper.

**Final Exam (40%):** The final exam is a comprehensive exam. The subject matter for the final exam includes all material covered in the course including book chapters, additional readings, lecture slides, in-class exercises, cases, assignments, video essays and the oral information provided in the sessions.

The final exam must be taken at the scheduled time and day. Only students with university-approved excuses can take a make-up exam.

**Learning Activities (15%):** There will be several short assignments/exercises throughout the semester, including but not limited to (i) preparing short reports, (ii) making short presentations, (iii) taking quizzes, (iv) writing reflection papers, (v) handing in case analyses, (vi) participation to in-class exercises, (vii) short quizzes, and (viii) taking active part in class discussions. Some of these activities will be homework assignments and some others will be in-class exercises.

The deadlines for the homework assignments are hard deadlines. Late assignments are not accepted. You need to be present in the class to participate the in-class exercises. There are no make-ups for learning activities.

**Term Paper (25%):** You are to prepare an academic review on one of the topics in the course. In this review you will select two articles from the journals written below, on a topic covered in the class. These articles must be written in the last decade (starting from 2012 up until today).

Journals: *Organization Studies, Academy of Management Journal, Academy of Management Review, Administrative Science Quarterly, Human Relations, Journal of Management, Journal of Management Studies, Organization Science, Strategic Management Journal.*

While selecting the articles please do not try to find the exact topic of your choice. Rather than that, your topic of interest should guide you initially and the articles should be interesting for you. Following is the structure of your term paper:

Introduction: Introduce and describe your topic, why it is interesting, why it is vital for understanding the organizations, why you chose the articles in your review.

Summary of articles: Summarize each article separately. In your summary, please specify the premises, propositions (hypotheses) and conclusions of each article.

Conclusion: Based on your summaries, please indicate if you agree with the conclusions of the articles, how each article contributes to our understanding of organizations and organizing.

The term paper should be around 1500 words. The format is A4, 1-inch margins, Times New Roman, 12 pts, double-spaced, left-aligned. Make sure include your name and student number in the header of the essay. Add page numbers and references. You will submit your paper on SuCourse (no hardcopy required). Turn-it-in software is used for all your assignments, including the term paper.

**Participation (5%):** The participation for the class will have multiple angles. First, you are encouraged to ask questions and/or add comments during the sessions. Second, I will constantly post questions on the forum and expect you to not only answer the written question but also debate with your friends as the discussion evolves. Finally, you are more than welcome to arrange individual meetings (office hours) to ask me questions regarding the course or organizations in general. Your effort, not the quality in these three methods of participation will be evaluated at the end of the term and you will be graded accordingly.

**Attendance (5%):** Attendance to the lectures accounts for 5% of your overall grade.

**Academic Honesty:**

Learning is a matter of personal integrity; you should only represent your own work as yours. Any work that is submitted to be evaluated in this class should be an original piece of writing, presenting your ideas in your own words. Everything you borrow from books, articles, or web sites (including those in the syllabus) should be properly cited. Although you are encouraged to discuss your ideas with others (including your friends in the class), it is important that you do not share your writing with anyone. Using ideas, text and other intellectual property developed by someone else while claiming it is your original work is *plagiarism*. Copying from others or providing answers or information, written or oral, to others is *cheating*. Unauthorized help from another person or having someone else write one’s paper or assignment is *collusion*. Cheating, plagiarism and collusion are serious offenses that could result in an F grade and disciplinary action. Please pay utmost attention to avoid such accusations.

Please note that citing does not always prevent plagiarism. Check this link about quoting and paraphrasing <http://bit.ly/QuotingParaphrasing>.

**Classroom policies and conduct:**

Our program values participatory learning. Establishing the necessary social order for a participatory learning environment requires that we all come prepared to make helpful comments and ask questions that facilitate your own understanding and that of your classmates. This requires that you complete the assigned readings for each session before class starts. Please attend to the sessions on time.

**Course Schedule:**

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| **Week 1** | **Date:** | **February 27 – 28** |
| Topic: | Introduction |
| **Week 2** | **Date:** | **March 6 – 7** |
| Topic: | Organizations |
| Requirements: | Read Chapter 1 & 2 |
| **Week 3** | **Date:** | **March 13 – 14** |
| Topic: | Organizational Structure |
| Requirements: | Read Chapter 4 |
| **Week 4** | **Date:** | **March 20 – 21** |
| Topic: | NO CLASS |
| Requirements: |  |
| **Week 5** | **Date:** | **March 27 – 28** |
| Topic: | Organizational Life Cycle, Size and Decline |
| Requirements: | Read Chapter 10 |
| **Week 6** | **Date:** | **April 3 – 4**  |
| Topic: | Organizational Environment |
| Requirements: | Read Chapter 5 |
| **Week 7** Topic: |  **Date**:  | **April 10 – 11** Conflict, Power and Politics |
| Requirement: | Read Chapter 14 |
| **Week 8** |  **Date:** | **April 17 – 18** |
| Topic | Strategy and Organizational Performance |
| Requirement | Read Chapter 3 |
| **Week 9** | **Date:** | **April 24 – 25** |
| Topic: | Interorganizational Relations |
| Requirements: | Read Chapter 6 |
| **Week 10** | **Date:** | **May 2** |
| Topic: | Technology and Design |
| Requirements: | Read Chapter 8Reflection paper deadline: May 7th Sunday at 23:55 |
| **Week 11** | **Date:** | **May 8 – 9** |
| Topic: | Organizational Change and Innovation |
| Requirements: | Read Chapter 12 |
| **Week 12** | **Date:** | **May 15 – 16** |
| Topic: | Organizational Change and Innovation-II  |
| Requirements: | Read Chapter 12 |
| **Week 13** | **Date:** | **May 22 – 23** |
| Topic: | Organizational Culture and Ethical Values |
| Requirements: | Read Chapter 11Term paper deadline: May 28th Sunday at 23:55 |
| **Week 14** | **Date:** | **May 29 – 30** |
| Topic: | Concluding debates and wrap up |