



**Instructor:** Dr. Benjamin Manyindo  
**Office:** CAB 3014    **Phone:** 973-596-6378  
**Email:** benjamin.manyindo@njit.edu  
**Class Time & Location:** Online Asynchronous  
**Prerequisites:** N/A

**Virtual Office Hours:** Tuesdays 2:00pm – 3:00pm & Thursdays 5:00pm – 6:00pm  
[Click Here](#) to access Virtual Office Hours

**Managing Organizational Behavior in  
Technology-Based Organizations**  
**HRM 601**  
**Fall 2023**

---

### **Course Overview**

Analysis of key organizational components; individual perception; learning ability; conflict resolution models; group processes in decision making; motivation; problem diagnosis, and the organization as the mechanism for joining into a coherent productive system. Organizational assessment for innovation, leadership styles, and environmental interaction.

### **Required Course Materials**

#### *Required Reading:*

All required readings are on Canvas. They are available for download free of charge. An open access textbook is also offered for download free of charge for students who wish to use a reference book.

### **Learning Outcomes**

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

- Identify key elements of bureaucratic organizations and the policies associated with bureaucratic structures.
- Model individual and coalitional politics in organizations and analyze how power is attained, maintained, and lost.
- Articulate a clear conception of emerging organizational forms.
- Explain the importance of leadership in organizations and its role in shaping organizational culture.
- Identify key issues in motivating individual employees and know which techniques are effective in doing so.
- Analyze perceptual processes in organizations and their role in shaping the dominant logic of an organization.
- Utilize the core elements of career planning and use them to develop a meaningful career plan.
- Analyze the current and projected business environment and what it means for companies, managers, and employees.

## Expected Learning Outcomes

In addition to content specific course objectives, the course intends to help students develop a wide range of analytical, communication, interpersonal, and technology skills, namely:

Competencies	Outcome
<b>LC 1</b> Develop an Understanding of Business Concepts and the Technical Knowledge to Solve Business Problems	<b>LO 1.1</b> Our students will demonstrate the knowledge and application of business fundamentals
	<b>LO 1.2</b> Our students will demonstrate the ability to solve business problems using current technology
	<b>LO 1.3</b> Our students will demonstrate the ability to use technology for effective project management
<b>LC 2</b> Develop Effective Communication Skills	<b>LO 2.1</b> Our students will demonstrate the ability to deliver effective presentations enhanced by technology
	<b>LO 2.2</b> Our students will demonstrate the ability to write clear and concise reports based on relevant information
<b>LC 3</b> Interact Effectively in Teams	<b>LO 3.1</b> Our students will demonstrate the ability to understand and use team building behaviors to accomplish group tasks
<b>LG 4</b> - Develop Ethical Reasoning Skills	<b>LO 4.1</b> - Our students will demonstrate the ability to identify ethical dilemmas and make decisions grounded in ethical principles

## Accessing the Course:

Please go to CANVAS. The Canvas site is where most course materials are posted. Make sure you have an NJIT UCID and password so that you are able to access Canvas. I will use Canvas to post announcements and supplemental materials throughout the semester. **So, please be sure to check the site (canvas.njit.edu) frequently. Please contact helpdesk (973-596-2900) for problems associated with Canvas.**

## Grading

Your grades for this course are determined by performance on analysis and application assignments, self-development assignments, a group project, and an online discussion forum to present and share take-ways from the course. Weighting as follows:

- 35% - Analysis & Application Assignments
- 20% - Self-Development Assignments
- 35% - Group Project
- 10% - Course Take-Aways

## Scale for Determining Final Grades

90-100 =	A
87-89.99 =	B+
80-86.99	B
77-79.99	C+
70-76.99	C
less than 70	F

## Final Grades

Grades are a reflection of your level of understanding of course content. Therefore, to achieve the grade of A or B in this class expect to:

- Be prepared. This means actively participating in discussions, exercises, and activities to demonstrate understanding.
- Turn in all course deliverables in a timely and professional manner.

With less preparation and participation expect a grade of C or lower.

On rare occasions, I have had students take a very casual approach towards a graduate-level course during the first part of the semester. Then, as the course nears the end, the student realizes a bad grade is imminent and proceeds to ask for an extra-credit opportunity or extensions to due dates. This is usually done with a **sad face, a soft voice, and a remorseful heart**. Please know now that such opportunities are not fair to the other students. So, the grading system established in this syllabus is final and no other opportunities exist. This means that each student should take this course seriously from the first week.

## Late Assignments

Late assignments will not be accepted for grading unless there is a severe illness or an emergency situation. In these cases, legitimate documentation of the emergency must be presented and approved by the office of the Dean of Students before extensions will be granted.

**Penalties for late submissions are one letter grade per day for three days, after which the assignment will not be accepted and a grade of "zero" will be assigned.** (*Special circumstances can be accommodated provided that extensions are requested before assignments are due.*)

**Participation in group activities for the group project is required and will be assessed at the end of the term. Non-participation will result in a grade of "0" for the group project.**

## Academic Integrity

Learning is both an individual and a cooperative experience. Asking for and giving help freely in appropriate settings helps you learn. However, you should present only YOUR work as your own. University rules and standards define and prohibit “academic misconduct” by all members of the academic community including students. You are asked and expected to be familiar with these standards and abide by them.

Academic Integrity is the cornerstone of higher education and is central to the ideals of this course and the university. Cheating is strictly prohibited and devalues the degree that you are working on. As a member of the NJIT community, it is your responsibility to protect your educational investment by knowing and following the academic code of integrity policy that is found at: <http://www5.njit.edu/policies/sites/policies/files/academic-integrity-code.pdf>.

Please note that it is my professional obligation and responsibility to report any academic misconduct to the Dean of Students Office. ***Any student found in violation of the code by cheating, plagiarizing or using any online software inappropriately will result in disciplinary action. This may include a failing grade of F, and/or suspension or dismissal from the university.*** If you have any questions about the code of Academic Integrity, please contact the Dean of Students Office at [dos@njit.edu](mailto:dos@njit.edu).

### **Email Etiquette**

This is a business course, and the expectation is that you will conform to appropriate business letter writing practice in all of your email to me. The following are the basics.

- Put the course name (e.g. course name or course number) in the subject line
- Identify the subject of the e-mail with a brief but descriptive summary of the topic: include a proper salutation and the assignment details such as the title, homework, or test.
- Proofread your e-mail for proper sentence structure, capitalization, spelling and punctuation.
- Conclude the e-mail message with a proper closing (e.g. Regards, Sincerely) and your full name.

(Note: Do not e-mail requests for additional grade points unless there is an error in the grading. Please note that any grade discrepancies must be addressed within 2 weeks of the assignment due date. Grades are not ‘given out’ by the professor; they are ‘earned’ by the student. So, make sure that you ‘earn’ a grade that you can live with.)

### **Accommodations**

Educational access is the provision of classroom accommodations, auxiliary aids and services to ensure equal educational opportunities for all students regardless of their disability. If you are in need of accommodations due to a disability please contact the Office of Accessibility Resources & Services at [oars@njit.edu](mailto:oars@njit.edu). You may also visit them in person at Kupfrian Hall 201, to discuss your specific needs. A Letter of Accommodation Eligibility from the OARS authorizing your accommodations will be required. Accommodations need to be requested in advance and will not be granted retroactively.

### **Final Comments**

**The instructor reserves the right to change any aspect of this syllabus or the course schedule at any time**, as the need arises. Students registered for this course assume full responsibility for reading and understanding the course policies as stated above.