THE UNIVERSITY OF TEXAS AT TYLER
COLLEGE OF BUSINESS AND TECHNOLOGY
Fall 2015

COURSE NUMBER: MANA 3311.001 and .002
COURSE TITLE: Fundamentals of Management
INSTRUCTOR: Dr. Marilyn Young

COURSE DESCRIPTION: An understanding of the management history and functions of planning, organizing, leading, and controlling. The role of a manager is examined in promoting change, providing effective leadership, motivation, team building, communication, and decision making.

PREREQUISITE: None
CLASS MEETING: Tuesday/Thursday (MANA 3311.001 at 11:00-12:15)
(MANA 3311.002 at 12:30-1:45)

CORE VALUES
1. PROFESSIONAL PROFICIENCY
2. TECHNOLOGICAL COMPETENCE
3. GLOBAL AWARENESS
4. SOCIAL RESPONSIBILITY
5. ETHICAL COURAGE

COURSE OBJECTIVES:

1. Understand management history, concepts, and the functions of planning, organizing, leading, and controlling.
2. Explain organizational culture and its impact on managing people.
3. Compare and contrast different organizational designs and structures.
4. Recognize the role of management in communication and motivation in organizations.
5. Interpret and critique leadership theory as related to individual, group, and team behavior.
6. Explain the role of management in promoting change, diversity, globalization, and ethics in decision making.

TEACHING METHOD:
- Class lecture
- Discussion
- Case studies
- Team activities
- PowerPoint slides
- Videos/Youtube.com
- Assignments
- Multiple choice exams (3)

OFFICE HOURS AND CONTACT INFORMATION:

WEB SITE: http://www.uttyler.edu/myoung/
OFFICE: Business 113
OFFICE PHONE: (903) 566-7437--Forwarded to my iPhone
FAX: (903) 566-7372
EMAIL: myoung@uttyler.edu
OFFICE HOURS: Tues. & Thurs.: 1:50-3:30--Feel free to come by.
**ASSIGNMENTS:** Go to side bar, **Assignments,** and submit on Blackboard. **FORMAT on all assignments:** (2 points deducted for incorrect format)

1. Microsoft Word.
2. Title and your name at top.
4. 1" margins--full justification, right margin aligned/even.
5. 12 pt. Times Roman font.
6. Double space between paragraphs.
7. Approximately one page.

### EXAMS

Two exams and one final exam multiple choice (100 pts. each). Exams will be online within a 2-hour time frame. The test will be opened on due date from 8 a.m. until 11:59 p.m. and will be graded and posted immediately. The answers will be available after all have finished the exam. **Respondus Lockdown Browser** will be used. Please install. [http://www.respondus.com/lockdown/download.php?id=593832943](http://www.respondus.com/lockdown/download.php?id=593832943)

<table>
<thead>
<tr>
<th>Points</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>300</td>
<td></td>
</tr>
</tbody>
</table>

1.  **Myers Briggs Test.**
   a. Take the Myers Briggs Temperament test online.
   b. Once you have your four top letters; i.e. ENTJ (16 possibilities), you may do an Internet search and just key in the 4 letters and read about your personality. Much of the information comes from the book, Please Understand Me, which is at the circulation desk at UT Tyler.

Here is another site once you know your two letters: [http://keirsey.com/](http://keirsey.com/)

**Artisan (SP)**
**Rational (NT)**
**Idealist (NF)**
**Guardian (SJ)**

**Due to me:** A one-page summary of your personality type with agreement/or disagreement

**Example:** Course Information/Myers Briggs Information

<table>
<thead>
<tr>
<th>Points</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Sept. 8</td>
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</table>

2.  **Book summary:**

   **Due to me:** Read a popular, interesting, and current management book and submit to me a short summary of the important ideas you have read. It is not a book review—which sounds like the book cover.

A link of books in the UT Library: [http://www2.uttyler.edu/myoung/media.htm](http://www2.uttyler.edu/myoung/media.htm).

Use those highlighted in yellow. If your desired book is not on the list, email me for approval.

**Examples** are found under Course Information/Book Summary Information

**Sign up when you decide:** Course Information/Sign Up for Movie and Book.

<table>
<thead>
<tr>
<th>Points</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Oct. 13</td>
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</tbody>
</table>

3.  **Current business article summary:**

   **Due to me:** You should read an article in Bloomberg BusinessWeek or other current journal, TV special, or magazine. You must put the article’s title, journal, and date as a reference at the bottom of page.

   **Due to me:** One-page typed summary. The article should be on some aspect of fundamentals of management. Be sure you reference the article with author, title, date. If the topic is not self-explanatory, you should explain its significance to the management class. The Bloomberg Businessweek link is: [http://Businessweek.com](http://Businessweek.com)

**Examples** are under Course Information/Article Businessweek

<table>
<thead>
<tr>
<th>Points</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>10</td>
<td>Nov. 10</td>
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</table>

4.  **Movie concept:**

   **Due To Me:** You will analyze any movie of your choice containing managing people or fundamental concepts. Use a real movie; i.e., Remember the Titans, Apollo 13, or even a Disney movie.

   **Due Me:** A typed summary with 3 (three) concepts **(in bold)** and discuss.

**Examples** under Course Information/Movie Assignment Information

**Sign up when you decide:** Course Information/Sign Up for Movie and Book

<table>
<thead>
<tr>
<th>Points</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>10</td>
<td>Dec. 1</td>
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</table>

**Total**

<table>
<thead>
<tr>
<th>Points</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>340</td>
<td></td>
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</table>

**WITHDRAW DATE:** October 26 -- Date to drop/withdraw without penalty.
<table>
<thead>
<tr>
<th>Tues./Thur.</th>
<th>Topics and Assignments <em>(Dates may be adjusted)</em></th>
<th>Yellow highlighted Hybrid No class</th>
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</thead>
<tbody>
<tr>
<td>Aug. 25</td>
<td>Organization of Class and History of Management</td>
<td></td>
</tr>
<tr>
<td>Aug. 27</td>
<td>Chapter 1: What Is Organizational Behavior Functions of Management (Planning, Organizing, Leading, and Controlling)</td>
<td></td>
</tr>
<tr>
<td>Sept. 1</td>
<td>Chapter 2: Diversity in Organizations</td>
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<tr>
<td>Sept. 8</td>
<td>Chapter 5: Personality and Values <strong>Due: Myers Briggs summary: Sept. 8 by 11:59 p.m.</strong> Myers Briggs Presentation</td>
<td></td>
</tr>
<tr>
<td>Sept. 10</td>
<td>Chapter 6: Perception and Individual Decision Making Planning Discussion</td>
<td></td>
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<tr>
<td>Sept. 15</td>
<td>Chapter 6: Perception and Individual Decision Making Hybrid--No Class <strong>Listen to PowerPoint with Sound Chapter 6 and clips.</strong> Click here to view Chapter 6 Presentation 1. Planning at McDonalds <a href="https://www.youtube.com/watch?v=qbyb0ht-dsk">https://www.youtube.com/watch?v=qbyb0ht-dsk</a> 2. Watch: SWOT Analysis: Bonus Test—Opens Sept. 15 at 8 a.m. and closes Sept. 17, 11:59 p.m. (7 points multiple choice)</td>
<td></td>
</tr>
<tr>
<td>Sept. 22</td>
<td>Chapter 7: Motivation Concepts</td>
<td></td>
</tr>
<tr>
<td>Sept. 24</td>
<td>Exam (Chapters 1, 2, 3, 5, 6, 7)—Hybrid--No Class--Exam opens at 8 a.m. until 11:59 p.m. one day only!</td>
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<tr>
<td>Sept. 29</td>
<td>Chapter 8: Motivation: From Concept to Applications</td>
<td></td>
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<tr>
<td>Oct. 1</td>
<td>Chapter 8: Motivation: From Concept to Applications Hybrid--No Class <strong>Listen to PowerPoint with Sound Chapter 8</strong> Click here to view Chapter 8 Presentation Watch: Harold Schultz, CEO, Starbucks Optional: Watch From USC Entrepreneur of the Year at Univ. of Southern California. <a href="http://lms-media.uttler.edu/fileman/myoung/Videos/starbucks/starbucks.html">http://lms-media.uttler.edu/fileman/myoung/Videos/starbucks/starbucks.html</a> Watch: Motivating Employees at KPMG</td>
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<tr>
<td>Oct. 6</td>
<td>Chapter 9: Foundations of Group Behavior</td>
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<tr>
<td>Oct. 8</td>
<td>Chapter 9: Foundations of Group Behavior Hybrid--No Class <strong>Listen to PowerPoint with Sound--Chapter 9</strong> Click here to view Chapter 9 Presentation Video Clips: 1. Groups and Teams at Kluster 2. Lessons from the geeze 4. Watch Abilene Paradox <a href="http://www.youtube.com/watch?v=Z_iGdiYO7gI">http://www.youtube.com/watch?v=Z_iGdiYO7gI</a> 5. George H.W. Bush christening of ship:</td>
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<tr>
<td>Date</td>
<td>Chapter(s)</td>
<td>Due(s):</td>
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<tr>
<td>Oct. 15</td>
<td>Chapter 11: Communication</td>
<td>Hybrid No Class</td>
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<tr>
<td></td>
<td>Listen to PowerPoint with Sound--- Chapter 11</td>
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<tr>
<td></td>
<td>Fun Clips: 1. Non-verbal communication Stretching after jogging 2. Would you have invested</td>
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<td></td>
<td>3. Video Clips: He Says, She Says, based on the book Talking 9 to 5</td>
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<td></td>
<td>4. Listen to Power of Words—Positive</td>
<td>YouTube URL: <a href="http://www.youtube.com/watch?v=H0jzim5m70U">http://www.youtube.com/watch?v=H0jzim5m70U</a></td>
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<td>5. Listen to The Power of Words - The Red Balloon—Negative</td>
<td>YouTube URL: <a href="http://www.youtube.com/watch?v=ZPZR5PzP8HM">http://www.youtube.com/watch?v=ZPZR5PzP8HM</a></td>
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<tr>
<td>Oct. 20</td>
<td>Chapter 11: Communication</td>
<td></td>
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<tr>
<td>Oct. 22</td>
<td>Chapter 12: Leadership</td>
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<tr>
<td>Oct. 27</td>
<td>Chapter 12: Leadership</td>
<td>Bonus Test—Oct. 27 Opens at 8 a.m. and closes Oct. 29 at 11:59 p.m.</td>
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<tr>
<td>Oct. 29</td>
<td>Chapter 13: Power and Politics</td>
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<tr>
<td>Nov. 3</td>
<td>Exam (Chapters 8, 9, 10, 11, 12, &amp; 13)</td>
<td>Open 8 a.m. until 11:59 p.m. Open one day-- Hybrid No Class</td>
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<tr>
<td>Nov. 5</td>
<td>Chapter 4: Emotions and Moods-- Hybrid No Class</td>
<td>See Chapter 4 Slides and Information</td>
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<td></td>
<td>Listen PowerPoint--Chapter 4</td>
<td>Watch video Emotional Intelligence</td>
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<tr>
<td>Nov. 10</td>
<td>Chapter 14: Conflict &amp; Negotiation</td>
<td>Due: article summary: Nov. 10 by 11:59 p.m.</td>
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<tr>
<td>Nov. 12</td>
<td>Chapter 14: Conflict &amp; Negotiation</td>
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<tr>
<td>Nov. 17</td>
<td>Chapter 15: Foundations of Organization Structure</td>
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<tr>
<td>Nov. 19</td>
<td>Chapter 15 Foundations of Organizational Structure-- Hybrid No Class</td>
<td></td>
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<tr>
<td></td>
<td>Listen PowerPoint--Chapter 15</td>
<td>Chapter 15 Presentation Web Version (Flash Required) Chapter 15 Presentation Mobile Version (MP4) Watch Apple Computers Management <a href="http://www.youtube.com/watch?v=f60dheI4ARg">http://www.youtube.com/watch?v=f60dheI4ARg</a></td>
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<tr>
<td>Nov. 24</td>
<td>THANKSGIVING BREAK</td>
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<td>Nov. 26</td>
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<tr>
<td>Dec. 1</td>
<td>Chapter 16: Organizational Culture</td>
<td>Movie Summary Due: Dec. 1 by 11:59 p.m.</td>
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<td>Video Clip: PTC: Employee Engagement FISH Philosophy Zappos Family Culture</td>
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<tr>
<td>Dec. 3</td>
<td>Chapter 18: Organizational Change and Stress Management</td>
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<td></td>
<td>Watch: Who Moved My Cheese</td>
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<td>Office Stress 01 Office Stress 02 Office Stress 03</td>
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<td>Angry Professor <a href="http://www.youtube.com/watch?v=FYwpxU_G4Z0">http://www.youtube.com/watch?v=FYwpxU_G4Z0</a></td>
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<tr>
<td>Tues., Dec. 8 (8:00 a.m.)---through Thurs. Dec. 10 (11:59 p.m.)</td>
<td>Final Exam (Chapters 4, 14, 15, 16 &amp; 18 plus all tapes) Skip Ch. 17. Hybrid No Class. The final will be opened 3 days.</td>
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</table>
**TAPES/DVDs**

- Attitude Virus
- Abilene Paradox (Group Effectiveness)
- Dealing with Conflict
- Encouraging the Heart (Leadership)
- Dealing with Conflict
- Emotional Intelligence
- Even Eagles Need a Push
- Ethics for Everyone
- Fairer Sex--Gender Discrimination*
- Five Questions a Leader Must Ask
- FISH/Fish Sticks
- Flight of the Buffalo
- Fun is Good
- Generations: MEET for Respect
- Groupthink
- He Says/ She Says--Communication*
- In Search of Excellence
- It's So Simple—Southwest Airlines
- Max and Max
- Non Verbal Communication
- One Minute Manager
- Power of Listening
- Positive Disciplining
- Productivity and Self-Fulfilling Prophecy
- Resolving Conflicts
- Self-Managing Teams*
- Harold Schultz on Starbucks Coffee*
- Take Charge of Change
- Time Management
- Whale Done
- Working with you is Killing Me
- Talking 9 to 5 (Men/Women communication differences)
- Would I Inspire Me
- Managing Diversity
- Leaders of Character: West Point
- Leadership Challenge

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**EVALUATION AND GRADE POLICY:**

<table>
<thead>
<tr>
<th>Percent of Total (340)</th>
<th>Grade</th>
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<tbody>
<tr>
<td>306-340</td>
<td>A (90%)</td>
</tr>
<tr>
<td>272-305</td>
<td>B (80%)</td>
</tr>
<tr>
<td>238-271</td>
<td>C (70%)</td>
</tr>
<tr>
<td>204-237</td>
<td>D (60%)</td>
</tr>
<tr>
<td>&lt; 203</td>
<td>F (&lt;60%)</td>
</tr>
</tbody>
</table>

**Classroom Policies and Responsibilities:**

**Blackboard:**

All assignments and tests are on Blackboard. It is your responsibility to submit (under Assignment tab) and check your grades (My Grades) regularly. All assignments should be submitted in **WORD** with proper format as mentioned earlier. Communication will be in class, discussion board, or email.

**Assignments**

All 4 should be submitted online according to guidelines given. You have until 11:59 p.m. on the night due. One point will be deducted for each day thereafter. Also, points will be deducted for **incorrect format**. Your points will be on Blackboard under My Grades. No student will receive an A or B if assignments and/or tests are not completed and submitted. You should check often and record in the **Course Information/Grade calculator**.

**Participation:**

You are expected to come to class and give meaningful comments. You should read the chapters ahead of time in order to give meaningful participation in class discussions.

**Absenteeism Policy:**

Students are expected to attend class each time. If you are not engaged (using cell phone, computer, tapes, talking, doing work for other classes, etc.), you will be counted absent. A sign-up sheet will be passed around each class meeting. If your final grade is on the borderline, your attendance must be 80% (miss only 4 classes out of 18 classes) to be rounded up. No student will make an A or B if he/she has missed more than 50% (9) of classes or does not turn in an assignment or take an exam.
Classroom Civility and Professionalism:

1. Be prepared and alert.
2. Understand syllabus.
3. Be on-time and in attendance.
4. Not using cell phones.
5. Not talking to classmates, texting, using Internet, and listening to music with speakers.
6. Listening and not doing homework for other classes.
7. No eating in class.

Make-up Policies:

Exams should be taken when assigned. If you have an illness or emergency, a makeup exam may be given. Being unprepared, having to work, or being out of town is not an excuse, as you can take a computer with you. If you miss seeing a DVD or tape, please go to the Library at the Circulation Desk at UT Library with the title of tape to check it out. Some tapes belong to me and may be borrowed. Most tapes are on Blackboard or YouTube.

Assignments

All should be submitted online according to guidelines and dates given. You have until 11:59 p.m. on the due date. One point will be deducted for each day thereafter as well as points for incorrect format. Your points and will be on Blackboard under My grades. You should check often and record in the grade calculator under Course Information.

Bonus Points/Extra Credit:

Questions before the 1st exam. (7 points).
Questions before the 2nd exam (8 points).
Total-15 only to add to your total points. You may have unlimited multiple attempts but must be done by due date.

Blackboard Administrator Information--Important Click below!!

http://lms-media.uttyler.edu/fileman/OID/Resource/

University Policies

Students Rights and Responsibilities
To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: http://www.uttyler.edu/wellness/rightsresponsibilities.php

Grade Replacement/Forgiveness and Census Date Policies:

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at http://www.uttyler.edu/registrar. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

**State-Mandated Course Drop Policy:**
Texas law prohibits a student who began college for the first time in fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

**Disability Services:**
In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria apply to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

**Student Absence due to Religious Observance:**
Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

**Student Absence for University-Sponsored Events and Activities:**
If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

**Social Security and FERPA Statement:**
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

**Emergency Exits and Evacuation:**
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

This page was updated on 13-May-14

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