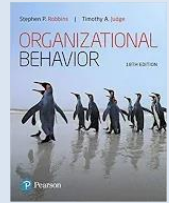




**Fundamentals of Management
MANA 3311.060--Summer 2022**

INSTRUCTOR: Dr. Marilyn Young

COURSE OVERVIEW: An understanding of 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.



REQUIRED TEXT: Organizational Behavior, 17th or 18theds.
Stephen P. Robbins and Timothy P. Judge

CLASS MEETING: **MANA 3311.060, ONLINE**

Assignments and points:

Major Exams	300
Quizzes (4)	20
Assignments (4)	<u>40</u>
Total	360

	Percent of Total (360)	Grade
324-360	90%	A
288-323	80%	B
252-287	70%	C
216-251	60%	D
< 215	<60%	F

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 analyze 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

- Narrated PowerPoint Slides
- Assignments
- Textbook
- Exercises and assignments
- Video clips/YouTube
- Multiple choice Exams (3)
- Bonus Tests (2)
- Quizzes (4)

CONTACT INFORMATION:

WEB SITE:	https://www.uttyler.edu/myoung/
OFFICE:	Soules College of Business (COB 350.27)
VIRTUAL OFFICE HOURS:	Go into Canvas/Zoom/Join T/Th 12:00-1:00
OPTIONAL	Individual Conference/Canvas by appointment
PHONE	(903) 566-7437
FAX :	(903) 566-7372
EMAIL:	myoung@uttyler.edu

Las Day to Withdraw: June 21

<https://www.uttyler.edu/schedule/files/academic-calendar-2021-2022-revised-january-2022.pdf>

ASSIGNMENTS: Go to side bar, **Assignments** to submit in Canvas

FORMAT on all assignments: (2 points deducted for incorrect format)

- Microsoft Word.
- Title and your name at top.
- Single-spaced, Double space between paragraphs—one blank line.
- 1" margins--[full justification, right margin aligned/even.](#)
- 12 pt. Times Roman font.
- Approximately one page.

**See Example
on Canvas**

Points

**Due
Date**

	Points	Due Date
<p>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 the 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 students have finished the exam—just go to Grades and click on your score. Go into Lockdown Browser first. Respondus Lockdown Browser will be used. Please install. http://www.respondus.com/lockdown/download.php?id=593832943</p>	300	
<p>Quizzes (Quiz 1, Quiz 2, Quiz 3, and Quiz 4)—Each quiz has 5 multiple choice questions--5 points.</p>	20	
<p>1. Myers Briggs Analysis: a. Take the Myers Briggs Temperament test online. http://www.humanmetrics.com/cgi-win/JTypes2.asp b. Once you have your four top letters, i.e. ENTJ (16 possibilities), just key in the 4 letters, search, and read about your personality. Much of the information comes from the book, <u>Please Understand Me</u>, which is at the circulation desk at UT Tyler. Here is another site http://keirsev.com/ once you know two letters: Artisan (SP) Rational (NT) Idealist (NF) Guardian (SJ) Submit: A one-page summary of your personality/temperament with either agreement/or disagreement See example under Assignments.</p>		June 6
<p>2. Book Summary: Submit: After reading a popular, interesting management book, 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. See approved books in Canvas/Assignments/Book Summary. If your desired book is not on the list, email me for approval. See example under Assignments.</p>	10	June 14
<p>3. Organization Analysis: Choose an organization you admire or would like to do an internship or work for. Use any organization--profit or not-for-profit. Then submit to me a one-page summary about the company. You could mention the management--history, organizational culture, human resource policies, or anything you feel is important. Be creative. Use the company's sites and not describe just the products.(not an ad). Possible sites: https://www.greatplacetowork.com/best-workplaces/100-best/2021 Best places to work in Texas 2021 You must reference/cite your sources Submit: One-page typed summary. Put your organization and your name at the top. Place sources and/or websites at the bottom. See example under Assignments: Organization for Internship.docx</p>	10	June 17
<p>4. Movie and Management Concepts: Analyze any movie containing managing people or fundamental concepts/theories. Examples are: Remember the Titans, Apollo 13, or even a Disney movie, i.e. Finding Nemo. Submit: A typed summary with 3 (three) concepts (in bold)—then define and discuss the management concepts, theory, hypothesis, etc. Examples under Assignments/Movie with Concepts</p>	10	June 28
Total	360	

Dates	Schedule: Topics and Assignments <i>(Dates may be adjusted)</i>
Phase 1	
May 31	Introduction, Organization, and Information Form. Study Canvas.
June 1	Chapter 1: Introduction to Management—History of Management Functions of Management (Planning, Organizing, Leading, and Controlling)
June 2	Chapter 2: Diversity in Organizations
June 3	Chapter 3: Attitudes and Job Satisfaction Due: Student Information Sheet--2 Bonus Points/Extra credit by June 3 at 11:59 p.m. Quiz 1: Closes: June 9 at 11:59 p.m. multiple attempts. No lockdown browser needed.
June 6	Chapter 5: Personality and Values Due: Myers Briggs summary—June 6 at 11:59 p.m.
June 7	Chapter 6: Perception and Individual Decision Making and Planning
June 8	Chapter 7: Motivation Concepts View: Myers Briggs Presentation
June 9	1st Bonus Test—Closes June 9 by 11:59 (5 points multiple choice) Quiz 2: Closes: June 9 multiple attempts. No lockdown browser needed. Review
June 10	Exam 1 (Chapters 1, 2, 3, 5, 6, 7) Exam open: June 10 at 8 a.m. until June 11 at 11:59 p.m.
Phase 2	
June 13	Chapter 8: Motivation: From Concept to Applications
June 14	Chapter 9: Foundations of Group Behavior Due: Book Summary: June 14 at 11:59 p.m. Extra Credit- 5 pts. Due June 15
June 15	Chapter 10: Understanding Work Teams 2nd Bonus Test—Closes June 21 by 11:59 (5 points multiple choice)
June 16	Chapter 11: Communications
June 17	Chapter 12: Leadership Due: Organizational Analysis—June 17 at 11:59 pm Quiz 3: Closes: June 21 at 11:59 p.m. Multiple attempts. No lockdown browser needed.
June 20	Chapter 13: Power and Politics

June 21	Review
June 22	2nd Exam (Chapters 8, 9, 10, 11, 12, & 13) Open 8 a.m. June 22 until June 23, 11:59 p.m.
Phase 3	
June 23	Chapter 4: Emotions
June 24	Chapter 14: Conflict & Negotiations
June 27	Chapter 15: Foundations of Organizational Structure
June 28	Chapter 16: Organizational Culture Due: Movie Project June 28 at 11:59 p.m.
June 29	Chapter 18: Organization Change, Stress Management and Time Management
June 30	Quiz 4: Closes: June 30 at 11:59 p.m.-- multiple attempts. No lockdown browser needed. Review
July 1 (8:00 a.m.)-- July 2 (11:59 p.m.)	Final Exam (Chapters 4, 14, 15, 16 & 18 plus selected tapes (See Study Guide). Skip Ch. 17. The final will be open 2 days. (Grades are due July 6). Use Grade calculator.

EVALUATION AND GRADE POLICY

	Percent of Total (360)	Grade
324-360	90%	A
288-323	80%	B
252-287	70%	C
216-251	60%	D
< 215	<60%	F

Bonus Points/Extra Credit

1 st Bonus Test	5
2 nd Bonus Test	5
Information Sheet	2
Survey	<u>5</u>

17 Total Bonus points (extra credit) = 17 and added to your total points, making 360. You may have unlimited multiple attempts on the 4 quizzes and bonus tests but must be completed by due date.s

CORE VALUES OF SOULES COLLEGE OF BUSINESS

Professional Proficiency

Global Awareness

CLASSROOM POLICIES AND RESPONSIBILITIES

Canvas

All assignments and tests are on Canvas. It is your responsibility to

- Submit (under Assignments & Submissions).
- Check your grades on left side bar regularly.
- Use the grade calculator.

All assignments should be submitted online in **WORD** with proper format. See [Example: Modules/Getting Started/Format Example](#).

Communication will be through:

Announcements

Discussions

Virtual Office Hours

Email

Chat

Assignments

All four assignments should be submitted online according to guidelines. You have until 11:59 p.m. on the night due. Submissions after the due date will **not** be accepted. Points will be deducted for **incorrect format**. Check your grade and comments under Canvas.

Very Important: Record in the **grade calculator** under **Modules/Getting Started/Grade Calculator**.

Make-up Policy

Exams should be taken on dates and according to the schedule. If you have an illness or emergency, a makeup exam may be given. Being unprepared or having to work is not an excuse.

If you have a connection or outage problem, let me know **immediately to make arrangements before the due date.**

Ethics on Exams

You may use books, notes, and slides. However, you must take the exam **alone**. It would be highly unethical for others to help. Do not copy the exam. Although these resources are available, my advice is to already know the material as you are timed for 2 hours.



Videos—Modules 1-18

- Abilene Paradox
- Change Management
- Conflict Resolution
- Emotional Intelligence
- Evolution of Management
- Gen Y –Millennial Generation
- Generations: MEET for Respect
- Groupthink
- He Says/ She Says--Communication
- Max and Max
- One Minute Manager
- Organization Structure
- Pygmalion--Self-Fulfilling Prophecy
- Situational Leadership
- SWOT Analysis
- Talking 9 to 5 (Men/Women communication differences)
- Thinking outside the Box
- West Point: Leaders of Character
- Whale Done
- Who Moved My Cheese?
- Would I Inspire Me

Organizations

- 3M
- Anheuser-Bush, Google
- Apple
- Brookshire's
- Coca-Cola
- Google
- HEB
- Southwest Airline—It's So Simple
- John Deere
- Lego
- Pike Street Fish Market--FISH
- SAS
- Starbucks—Harold Schultz
- Tesla
- Walt Disney World--Culture
- Zappos.com

Canvas Navigation

The navigation bar on the left-hand side of this Canvas page will provide quick access to different aspects of our class:

- [Home](#)
- [Announcements](#) – Key class announcements.
- [Modules](#) –Course content by date and chapters..
- [Grades](#) – Grades and review your feedback for any assignment submissions.
- [Zoom](#) – Classes and Virtual Office Hours.
- [Big Blue Button for Conferences](#) – Individual student conferences.
- [Discussions](#)—Discussion for all the class.

Technology Support

1. **Main Office Canvas Support**, go to Canvas, choose Help for a live chat or call Canvas Support Hotline (844) 214-6949.
Hours: 24/7
2. [Canvas—UT Tyler](#) canvas@uttyler.edu
Hours: 903-566-6200
3. **UT Tyler Technology Support**: <https://www.uttyler.edu/it/support/student-support.php>

(For Respondus Lockdown Browser, log in, password, etc.)

Zoom:

Email: itsupport@uttyler.edu for a zoom meeting

Phone: 903.565.5555

Walk in: RBN 3011

Hours: Monday-Thursday (8:00 AM – 9:30 PM)

Friday (8:00 AM- 5:30 PM)

Saturday-Sunday (12:00 PM – 7:30 PM)

4. **Computers with Respondus Lockdown Browser:**

Library Hours:

Mon-Thurs. 7:30 a.m.- 2 a.m.;

Friday 7:30 a.m.- 5 p.m.

Saturday 9 a.m.- 6 p.m.

Sunday 1 p.m.- 2 a.m.

Computer Center: RBN 3022

Soules College: COB 251—When no classes are there.

Career Success & Handshake

Create an account. <https://www.uttyler.edu/careersuccess/handshake/>

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>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. More information is available at:

<http://catalogs.uttyler.edu/en/UTTyler/HOP/Series-400-Business-Affairs/4-4-2-Tobacco-Free-Campus>