

THE UNIVERSITY OF TEXAS AT TYLER



1st Summer 2020

COURSE NUMBER:	MANA 3311.060
COURSE TITLE:	Fundamentals of Management
INSTRUCTOR:	Dr. Marilyn Young

COURSE DESCRIPTION: 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.

Only one: 16th, 17th, 18th

PREREQUISITE: None

REQUIRED TEXT: Organizational Behavior

Stephen P. Robbins and Timothy P. Judge,
Prentice Hall. (No Access/or MyLab)



CLASS MEETING: Online

CORE VALUES:

PROFESSIONAL PROFICIENCY
TECHNOLOGICAL COMPETENCE
CRITICAL THINKING

GLOBAL AWARENESS
SOCIAL RESPONSIBILITY
LEADERSHIP

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 slides
- Exercises/assignments
- Bonus tests (2)
- Assignments
- Video clips/YouTube
- Quizzes (5)
- Textbook
- Multiple choice exams

CONTACT INFORMATION:

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- **Census Date:** June 4, 2020. Deadline for all registrations and schedule changes.
- **Last day to Withdraw:** June 23, 2020.
- **Grades due:** July 7, 2020.

ASSIGNMENTS: Go to side bar, Assignment to submit in Canvas		Pts.	Due Date
FORMAT on all assignments: (2 points deducted for incorrect format) <ol style="list-style-type: none"> 1. Microsoft Word. 2. Title and your name at top. 3. Single-spaced, double space between paragraphs—one blank line. 4. 1" margins--full justification, right margin aligned/even. 5. 12 pt. Times Roman font. 6. Approximately one page. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;">See Example on Canvas</div>			
EXAMS Three exams. Exams will be open online within a 1.5-hour timeframe. 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 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		300	
Hybrid Quizzes (Quiz 1, Quiz 2, Quiz 3, and Quiz 4)—Each quiz 5 multiple choice--5 points.		20	
1. Myers Briggs Test: a. Take the Myers Briggs Temperament test online. http://www.humanmetrics.com/cgi-win/JTypes2.asp b. Once you have your four letters, i.e. ENTJ (16 possibilities), you may do an Internet search and 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 Library. Here is another site: http://keirsev.com/ once you know your 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.			June 5
2. Book Summary: Submit: After reading a popular and 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. You must reference/cite your book. If your desired book is not on the list, email me for approval. See example under Assignments.		10	June 15
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/analysis or video about the company (not an ad). You could mention the history, organizational culture, human resource policies, or anything you feel is important to management. Use the company's site with its mission, history, management, and organizational culture. Possible sites are: http://fortune.com/best-companies/ http://fortune.com/worlds-most-admired-companies/ 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		10	June 18
4. Movie and Concepts: Analyze a movie containing management concepts, principles, theories, etc. Examples are: Remember the Titans, Apollo 13, or even a Disney movie. Submit: A typed summary with 3 (three) concepts (in bold)—then define and discuss the management concepts, theory, hypothesis, etc. Examples are under Assignments/Movie with Concepts		10	June 29
Total		360	

Schedule

Day	<u>Topics and Assignments (Dates may be adjusted)</u>
Date	Topics and Assignments (Dates may be adjusted) Phase 1
June 1	Introduction, Organization, and Information Form. Study Canvas.
June 2	Chapter 1: Introduction to Management—History of Management Functions of Management (Planning, Organizing, Leading, and Controlling)
June 3	Chapter 2: Diversity in Organizations Due: Student Information Sheet--2 Bonus Points/Extra credit by June 3 11:59 p.m.
June 4	Chapter 3: Attitudes and Job Satisfaction Quiz 1: Closes: June 4 at 11:59 p.m. multiple attempts. No lockdown browser needed.
June 5	Chapter 5: Personality and Values Due: Myers Briggs summary—June 5 at 11:59 p.m.
June 8	Chapter 6: Perception and Individual Decision Making and Planning View: Myers Briggs Presentation from Module Chapter 5 1st Bonus Test—Closes June 8 by 11:59 (5 points multiple choice)
June 9	Chapter 7: Motivation Concepts Quiz 2: Closes: June 9 multiple attempts. No lockdown browser needed. View: Myers Briggs Presentation
June 10-11	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 12	Chapter 8: Motivation: From Concept to Applications
June 15	Chapter 9: Foundations of Group Behavior Due: Book Summary: June 15 at 11:59 p.m.
June 16	Chapter 10: Understanding Work Teams

June 17	Chapter 11: Communication Quiz 3: Closes: June 17 at 11:59 p.m. Multiple attempts. No lockdown browser needed.
June 18	Chapter 12: Leadership Due: Organizational Analysis—June 18 at 11:59 p.m.
June 19	Chapter 13: Power and Politics 2nd Bonus Test (Multiple choice and fill in the blank) Closes June 19 at 11:59 p.m.
June 22-23	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 24	Chapter 4: Emotions
June 25	Chapter 14: Conflict & Negotiations
June 26	Chapter 15: Foundations of Organizational Structure Quiz 4: Closes: June 26 at 11:59 p.m.-- multiple attempts. No lockdown browser needed.
June 29-30	Chapter 16: Organizational Culture Due: Movie Project June 29 at 11:59 p.m.
July 1	Chapter 18: Organizational Change and Stress Management
July 2 (8:00 a.m.)-- July 3 (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 7). 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

Student Information Sheet (2 points)

1st Bonus Test (5 points)

2nd Bonus Test (5 points)

Total bonus points (extra credit) =12 and added to your total points. You have unlimited multiple attempts on bonus tests but must be completed by due date.

We will see clips of some of these and others:

Videos

- Abilene Paradox (Group Effectiveness)
- Dealing with Conflict
- Encouraging the Heart (Leadership)
- Dealing with Conflict
- Emotional Intelligence
- Ethics for Everyone
- Fairer Sex--Gender Discrimination
- Five Questions a Leader Must Ask
- FISH/Fish Sticks
- Fun is Good
- Generations: MEET for Respect
- Groupthink
- He Says/ She Says--Communication
- History of Management
- In Search of Excellence
- It's So Simple—Southwest Airlines
- Max and Max
- One Minute Manager
- Power of Listening
- Positive Disciplining
- Productivity and Self-Fulfilling Prophecy
- Resolving Conflicts
- Self-Managing Teams
- Starbucks Coffee—Harold Schultz
- Take Charge of Change
- Talking 9 to 5 (Men/Women communication differences)
- Whale Done
- Who Moved My Cheese (YouTube)
- Working with you is Killing Me
- Would I Inspire Me
- West Point: Leaders of Character
- Organizations from YouTube (Walt Disney World, Zappos, Coca-Cola, Lego, Anheuser-Bush, Google, SAS. & Apple)

CLASSROOM POLICIES AND RESPONSIBILITIES

Canvas

All assignments and tests are on Canvas. It is your responsibility to (1) submit (under Assignments & Submissions), (2) check your grades on left side bar regularly, and (3) use the grade calculator. All assignments should be submitted in **WORD** with proper format. See **Example: Modules/Getting Started/Format Example**. Communication will be through Announcements, Discussion, or email. All assignments must be submitted online. Do not email them to me.

Assignments

All four assignments should be submitted through Canvas 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**. Your points will be on Canvas under Grades.

Make-up Policy

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

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 1.5 hours.

Grade Forgiveness: (Submit to Dr. Young that you are retaking the course and the semester and year taken before). See University policy on page 7.

Support Services

Computer Support

- **Canvas Support**, go to Canvas, choose Help for a live chat or call Canvas Support Hotline (844) 214-6949.
- For Respondus Lockdown Browser, log in, or other problems, go to The University of Texas at Tyler **Campus Computing Services**. Email itsupport@uttyler.edu, or have a live chat online. [Support web page](#): Phone: 903.565.5555 or RBN 3011.
- **Computer with Respondus Lockdown Browser:**
 1. Library
 2. Computer Center RBN 3022)
 3. Soules College 251
 4. Palestine/Longview Campuses.
- **Writing Center Support**
www.uttyler.edu/writingcenter/ <https://owl.english.purdue.edu/owl>

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

Disability/Accessibility Services: In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with an Accessibility Case Manager. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

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.

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>

Concealed Handguns on Campus

We respect the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available: <http://www.uttyler.edu/about/campus-carry/index.php>.