



THE UNIVERSITY OF TEXAS AT TYLER
SOULES COLLEGE OF BUSINESS
Summer 2021



COURSE NUMBER:	MANA 3311.060 ONLINE
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.

PREREQUISITE: None

REQUIRED TEXT: Organizational Behavior, 17th **or** 18theds.
 Stephen P. Robbins and Timothy P. Judge,
 Prentice Hall (No Access/or MyLab)



CLASS MEETING: **Online**

CORE VALUES:

- | | |
|--------------------------|-----------------------|
| Professional Proficiency | Global Awareness |
| Technological Competence | Social Responsibility |
| Critical Thinking | 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 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
Will be recorded	Go into Canvas/Conferences/Join--individual Tuesday 2:00-3:00 p.m. & day before exams.
PHONE	(903) 566-7437
FAX :	(903) 566-7372
EMAIL:	myoung@uttyler.edu

Census Date: **June 4** Deadline for all registrations and schedule changes.
Las Day to Withdraw: **June 22** <https://www.uttyler.edu/schedule/files/academic-calendar-20-21.pdf?rand=1>
Final grades Due: **July 6**

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

Points

Due Date

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

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.

**See Example
on Canvas**

<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, Please Understand Me, which is at the circulation desk at UT Tyler. 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.</p>		June 7
<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 15
<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: 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</p>	10	June 18
<p>4. Movie and 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 29
Total	360	

Dates	Schedule: Topics and Assignments <i>(Dates may be adjusted)</i>
	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 7	Chapter 5: Personality and Values Due: Myers Briggs summary—June 7 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-	Review
June 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 14	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 21	Chapter 13: Power and Politics 2nd Bonus Test (Multiple choice and fill in the blank) Closes June 21 at 11:59 p.m.
June 22	Review
June 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 28	Chapter 15: Foundations of Organizational Structure Quiz 4: Closes: June 30 at 11:59 p.m.-- multiple attempts. No lockdown browser needed.
June 29	Chapter 16: Organizational Culture Due: Movie Project June 29 at 11:59 p.m.
June 30	Chapter 18: Organization Change, Stress Management and Time Management
July 1	Review
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 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	<u>2</u>

12 Total Bonus points (extra credit) = **12** 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.

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
Discussion,
Virtual Office Hours
Email

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**. Your points will be on Canvas under Grades.

Very Important: You should check often under Grades and 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.

Here are some of the videos we will see in the modules.

- 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)

Canvas

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

- [Home](#) – will navigate back to this main page for this class.
- [Announcements](#) – Key class announcements.
- [Modules](#) –Course content can be accessed. It is organized by the date and chapters..
- [Grades](#) – Access your grades and review your feedback for any assignment submissions.
- [Zoom](#) – Virtual office Hours.
- [Conferences](#) – Individual student conferences.

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.
- **Computers with Respondus Lockdown Browser:**
 1. Library
 2. Computer Center RBN 3022
 3. Soules College 251

Writing Center Support

We are **ONLINE ONLY** for Fall 2020

You can work with our tutors LIVE or via EMAIL. You choose as you [make your appointment](#). The Writing Center at The University of Texas is a place for undergraduate and graduate students, faculty and staff to work on their writing projects and writing skills.

Contact Us

Writing Center
3900 University Blvd
CAS 212
Tyler, Tx 75799

Monday-Thursday 9 a.m. - 6 p.m.; Friday 9 a.m. - 3 p.m.

800 UT TYLER
Ph: 903.565.5995
writingcenter@uttyler.edu

Career Success & Handshake

I recommend and create an account.

<https://www.uttyler.edu/careersuccess/handshake/>

Office of Career Success Handshake

On behalf of the Office of Career Success and Alumni Engagement, we are pleased to invite you to join Handshake. Handshake is a powerful, modern recruiting platform that enables employers to search for and manage relationships with you. You are (5) times more likely to be hired by employers through Handshake than any other job board. 100% of the Fortune 500 companies recruit via the Handshake platform. This innovative platform provides you with advanced tools that are available on all devices, including a mobile app.

University Policies

Important Covid-19 Information for Classrooms and Laboratories

Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by [Procedures for Fall 2020 Return to Normal Operations](#). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

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/Accessibility Services: New

The University of Texas at Tyler has a continuing commitment to providing reasonable accommodations for students with documented disabilities. Like so many things this Fall, the need for accommodations and the process for arranging them may be altered by the COVID-19 changes we are experiencing and the safety protocols currently in place. Students with disabilities who may need accommodation(s) in order to fully participate in this class are urged to contact the Student Accessibility and Resources Office (SAR) as soon as possible, to explore what arrangements need to be made to ensure access. During the Fall 2020 semester, SAR will be conducting all appointments via ZOOM. If you have a disability, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student Application. For more information, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices> 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>.

Student Success New from Academic Affairs, The University of Texas Tyler

Writing Center: The Writing Center provides all undergraduate and graduate students a place to work on their writing projects and skills. There are tutoring options as well as workshops available to support you in your academic writing.

Math Learning Center: The Math Learning Center provides drop-in tutoring for lower-level math courses throughout the week. The MLC also has computer workstations for your use.

PASS Tutoring Center: The PASS Tutoring Center supports a variety of courses. Due to COVID-19, we are asking that you schedule an appointment for your face-to-face tutoring support. Tutoring is also available through Zoom tutoring sessions. Check the website to see the courses supported for the Fall 2020 term.

Supplemental Instruction (SI): SI is a series of weekly peer-assisted study sessions in courses identified by previous students as difficult. Due to COVID-19, SI sessions will be conducted face-to-face and via Zoom this fall. Check the website to see the support courses for the Fall 2020 term.

Upswing (24/7 Online Tutoring): Upswing is a free, confidential, and convenient way to receive help in nearly all of UT Tyler's undergraduate courses.

Robert R. Muntz Library Staff: UT Tyler has an incredible staff of librarians ready to assist you. [Discipline/major library liaisons](#) are available to support you and you can also schedule appointments for research consultations. In addition, the Robert R. Muntz library's Head of University Archives and Special Collections can assist you with scholarly communications, primary sources, and archive materials.

Canvas 101: This Canvas course provides you with a wealth of information – including how to navigate in Canvas, use ProctorU (and even take a practice test), tips for being a successful online and hybrid learner, how to use Zoom, and more!

Digital Support Toolkits: Digital Support Toolkits are supplemental materials generated by faculty to help you be successful in targeted courses typically taken by our freshman and sophomore population. Students registered in Digital Support Toolkits supported courses will find these in their Canvas dashboard. You do not have to register – just take advantage of this great resource.

UT Tyler Testing Center: The Testing Center provides securing testing opportunities to meet the needs of students and the community in an environment conducive to student and academic success.

Student Accessibility and Resource (SAR) Office: The SAR Office works to provide students equal access to all educational, social, and co-curriculum programs through the coordination of services and reasonable accommodations, consultation, and advocacy.

Student Counseling Center: The Student Counseling Center supports students in developing balance, resiliency, and overall well-being both academically and personally. They have in person and virtual counseling options. In addition, the Student Counseling Center offers **TAO**, a self-help, completely private online library of behavioral health resources. Sign into the TAO website using your UT Tyler credentials.