

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

COURSE NUMBER: MANA 3300.460
COURSE TITLE: Critical and Analytical Thinking in Business
INSTRUCTOR: Brandy Meadows, MBA
REQUIRED TEXT: *Learning to Think Through Things. A Guide to Critical Thinking Across the Curriculum.* Fourth Edition. Author – Gerald M. Nosich
REQUIRED SOFTWARE: Microsoft Word and Excel.
You will need access to a reliable internet connection and a camera to video yourself posts.

COURSE DESCRIPTION: This course focuses on critical and analytical thinking involved with business decisions. Topics include the elements of reasoning, interpretation of data, learning how to critique and construct arguments, and understanding complex business problems.

PREREQUISITES: None

CLASS MEETING: Online class

CONTACT: Email: bmeadows@uttyler.edu
Office Location: COB 350.44

OFFICE HOURS: During the summer, my office hours are by request. If you would like to meet in-person or by telephone, please request a meeting via email.

Important Information for Success in MANA 3300.460

1. **Announcements and email:** I send announcements via Canvas on a regular basis. I also communicate with you through email. You are responsible for reading and replying when necessary. Make sure your full name and class number are at the end of the email. To be successful in this online learning environment, you must regularly (several times a week) check Canvas and your Patriot email account.
2. **Assignments:** All assignments must be submitted via Canvas as a Word file or Excel attachment with your name and date on each assignment. The assignments should use 12-point font and be double spaced. All resources used in assignments must be cited in APA format.
3. **Late submission policy for assignments:** I will accept assignments for one day past the due date and assess a seven-point late penalty. The second day past the assignment due date, assignments will not be accepted and a zero will be given for the assignment.
4. **GMetrix:** GMetrix is a computer application that will help improve your skills in Excel. These skills will be used to analyze data (analytical thinking) during the last portion of the semester. You will need Excel on your home device or use the computers on campus. You will also need access to reliable and high-speed internet for GMetrix to run properly. Your goal is to be able to complete the GMetrix test by the end of the semester with a minimum score of 700. If you do not, the highest grade you can make in the class will be a C.
5. **Video Posts:** Discussion boards are a component of this course. These include both video and written discussion boards. Each student must post an initial response no later than the Friday of the week assigned. Responses to classmates must then be made no later than Sunday of the module.
6. **Extra Credit:** There is no extra credit offered for this course.

COURSE OBJECTIVES:

1. Demonstrate an understanding of the nature of critical and analytical thinking
2. Create well-written answers and opinions about a variety of topics using critical thinking skills and models
3. Detect errors in reasoning and explain how the reasoning is in error
4. Evaluate evidence and make appropriate inferences from that evidence
5. Experience group dynamics through collaborative learning activities during the semester.

EVALUATION:

Grades are determined on a straight percentage scale based on the number of points earned out of the maximum points.

Assignments:

<u>Assignments 1-3 (50 points each)</u>	<u>150 pts</u>
<i>Total possible points for Assignments</i>	150 pts

GMetrix – Excel Learning:

GMetrix Practice Tests	50 pts
GMetrix test score minimum 700*	100 pts
<u>Assignment 4 (100 points)</u>	<u>100 pts</u>
<i>Total possible points for GMetrix</i>	250 pts

Discussion Boards:

Introduction	25 pts
<u>Video Posts 2 & 3 (50 points each)</u>	<u>100 pts</u>
<i>Total possible points for Discussion Boards</i>	125 pts

Total Possible Points: 525 points

***All assignments are subject to change at the discretion of the professor. ***

90-100% of total points = A
 80-89 % of total points = B
 70-79 % of total points = C
 60-69 % of total points = D
 0-59 % of total points = F

* By the end of the semester, if you do not score above a 700 on your GMetrix exam, the highest grade you can make in the course is a C.

MANA 3300.460
Critical and Analytical Thinking in Business
Course Schedule/Due Dates-Summer 2021

MODULE 1: July 5-11

- Assignment #1 (50 pts.)
- GMetrix Practice Test (25 pts.)
- Video Post #1-Introduction (25 pts.)

MODULE 2: July 12-18

- Assignment #2 (50 pts.)
- GMetrix Practice Test (25 pts.)

MODULE 3: July 19-25

- Video Post #2 (50 pts.)
- Completion of GMetrix Exam – minimum score 700 (100 pts)

MODULE 4: July 26-August 1

- Assignment #3 (50 pts.)
- Video Post #3 (50 pts.)

MODULE 5: August 2-6

- Assignment #4 (100 pts.)

Assignments/due dates are subject to change at the discretion of the professor. **

Withdrawal deadline – July 28, 2021

ACADEMIC DISHONESTY STATEMENT

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment of the award of a degree, and/or the submission, as one's own work of material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion, and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the students' official school records. Also, please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor.

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/StudentRightsandResponsibilities.html>

GRADE REPLACEMENT/FORGIVENESS

If you are repeating this course for a grade replacement, you must file an intent to receive grade forgiveness with the registrar by the Census Date. Failure to do so will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates will receive grade forgiveness (grade replacement) for only three course repeats; graduates, for two course repeats during his/her career at UT Tyler.

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 12th day of class (See Schedule of Classes for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Registrar's Office and must be accompanied by documentation of the extenuating circumstance. Please contact the Registrar's Office 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 Cynthia Lowery, Assistant Director Student Services/ADA Coordinator. 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.

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.

CONCEALED CARRY:

"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 at <http://www.uttyler.edu/about/campus-carry/index.php>"

Taken from Handbook of Operation Procedures, section 2.10.1

WRITING AND GRAMMAR:

For additional help with written assignments students are encouraged to use the following resources for information on grammar, punctuation, style, formatting, and citation.

UT Tyler Writing Center

www.uttyler.edu/writingcenter/

Owl Purdue Online Writing Lab

<https://owl.english.purdue.edu/owl>