

THE UNIVERSITY OF TEXAS AT TYLER
COLLEGE OF BUSINESS
Summer II 2023

COURSE NUMBER:	MANA 3300.460 & 461
COURSE TITLE:	Critical and Analytical Thinking in Business
INSTRUCTOR:	Brandy Meadows, MBA
REQUIRED TEXT:	<i>Learning to Think Through Things. A Guide to Critical Thinking Across the Curriculum.</i> 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 record your 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:	COSC 1307, MATH 1342, and MANA 3370
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.

General Information for Success in MANA 3300.460 & 461

1. **Announcements and email:** I send announcements via Canvas on a regular basis. 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. **Assignment format:**
 - i. Word or Excel File Attachment in Canvas
 - ii. 12-point font
 - iii. Word documents – double spaced
 - iv. Name and date typed on each Word assignment.

3. **Late submission policy:**
 - i. **Assignments 1-5:** Submitted one day past due date – 10-point late penalty. Two days or more past the due date, not accepted for grading.
 - ii. **Assignment 6:** No late work accepted for grading.
 - iii. **Idea Posts 1-4:** Submitted one day past due date – 5-point late penalty. Two days or more past the due date, not accepted for grading.

4. **GMetrix:** GMetrix is a computer application that will help improve your skills in Excel. These skills are 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 in the SAP lab (COB 251).
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.
If you are using an Apple/MAC computer, you will need to access GMetrix through the UT Tyler Virtual Desktop. Instructions are in Canvas.

5. **Idea Posts:** Idea posts are a component of this course. These are video recordings, posted in Flip, answering the given prompt. You are not required to respond to classmates, but I encourage you to watch other videos to see what others are thinking. If you choose to respond to others (via video response), you can earn up to five bonus points. The responses must be more than “good job” or “I agree”.

COURSE OBJECTIVES

1. Apply the elements of reasoning and standards of critical thinking to think through concepts and issues. Some applications in this class include:
 - a. Creating well-written answers and opinions about a variety of topics using critical thinking skills and models
 - b. Detecting errors in reasoning and explaining how the reasoning is in error
 - c. Evaluating evidence and making appropriate inferences from that evidence
 - d. Providing thoughtful feedback to peers and participating effectively in group collaborative learning activities
2. Demonstrate the ability to analyze and interpret data
3. Demonstrate the decision making and problem-solving skills needed in a business environment
4. Cite all sources used in your class work correctly using APA style. Meeting this objective will ensure that:
 - a. it is clear what thoughts and ideas in your work are the results of your own critical and analytical thinking
 - b. readers can use your citations to find/review the original sources of ideas and there will be no plagiarism in your class submissions.

EVALUATION:

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

Assignments:

Assignment 1 (25 pts)

Assignments 2-6 (50 pts each)

<i>Total possible points for Assignments</i>	275 pts
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GMetrix – Excel Learning:

GMetrix Practice Tests (2 @ 25 pts each)	50 pts
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GMetrix Testing Mode*	100 pts
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<i>Total possible points for GMetrix</i>	150 pts
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Idea Posts:

Idea Posts 1-4 (25 pts each)

<i>Total possible points for Discussion Boards</i>	100 pts
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Total Possible Points:	525 points
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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 in testing mode, the highest final grade you can make in the course is a C.

MANA 3300.460 & 461
Critical and Analytical Thinking in Business
Course Schedule/Due Dates-Summer 2023

MODULE 1: July 3-9

- Assignment #1 & 2
- GMetrix Practice Mode
- Idea Post #1

MODULE 2: July 10-16

- Assignment #3
- Idea Post #2
- GMetrix Practice Mode

MODULE 3: July 17-23

- Idea Post #3
- Assignment #4
- GMetrix Testing Mode

MODULE 4: July 24-July 30

- Assignment #5 (50 pts.)
- Idea Post #4 (50 pts.)

MODULE 5: July 31-August 4

- Assignment #6 (50 pts.)

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

Withdrawal deadline – July 26, 2023

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

Brandy J Meadows, MBA

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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>