

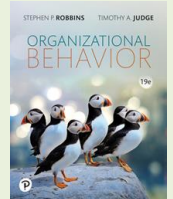


**Fundamentals of Management
MANA 3311. 060, 061—Fall 2024**

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, 19th ed. (Eds. 17 or 18 are ok)
Stephen P. Robbins and Timothy P. Judge



CLASS MEETING: **MANA 3311.060 and .061 ONLINE**

Assignments and points:

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

EVALUATION AND GRADE POLICY

	Percent of Total (370)	Grade
324-360	90%	A
323-288	80%	B
287-252	70%	C
251-216	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

- Slides (Narrated with sound)
- Assignments (4)
- Textbook
- Exercises/cases
- Videos/YouTube & others
- Multiple choice exams (3)
- Bonus tests (2)
- Quizzes (4 five-points each)

CONTACT INFORMATION:

WEB SITE:	https://www.utt Tyler.edu/myoung/
OFFICE:	Soules College of Business (COB 350.27)
VIRTUAL OFFICE HOURS: OPTIONAL	Go into Canvas/Zoom/Join Tuesday/Thursday 6:00-7:00 p.m.
PHONE	(903) 566-7437 will be forwarded to my email
EMAIL:	myoung@utt Tyler.edu

Census Date: Sept. 9 Deadline for all registrations and schedule changes.
Last Day to Withdraw: Nov. 4

ASSIGNMENTS: Go to side bar--submit in Canvas

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.
- Approximately one page.

See Modules/Getting Started
[Format Example.doc](#)

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. 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— Respondus Lockdown Browser will be used. Go into Lockdown Browser first. Please install. http://www.respondus.com/lockdown/download.php?id=593832943</p>	300	
<p>4 Quizzes —Each has 5 multiple choice questions--5 points. Multiple attempts.</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. See http://keirsev.com/ 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>	10	Sept 10
<p>3. Management Assignment with Choices—Closure, Advice, or Entrepreneurship—Choose 2.</p>	10	Oct. 10
<p>4. Organization Analysis: Choose an organization you admire, 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. You could mention the history, mission statement, size, profitability, competition, organizational culture, human resource policies. Be creative. Do not describe just the products (not an ad) or where you are working. Use the organization’s site and here are possible sites: https://www.greatplacetowork.com/best-workplaces/100-best/2021 Best places to work in Texas 2021 You must reference/cite your sources at the bottom. 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.</p>	10	Nov. 7
<p>5. Movie and Concepts: Analyze any movie containing management 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)—Define and discuss the management concept, theory, hypothesis, etc. Examples under Assignments/Movie with Concepts See Discussion on Canvas: management concepts and movie examples.</p>	10	Dec. 3
<p>Total</p>	360	

Week of:	Schedule	Phase 1
Aug. 27	Class Organization and start Chapter 1: What is Management?	
Aug. 29	Chapter 1: What Is Management—History of Management Go to Modules . Functions of Management (Planning, Organizing, Leading, and Controlling)	
Sept. 3	Chapter 2: Diversity, Equity, and Inclusion in Organization—Learning Theory Due: Student Information Form Sept. 3 by 11:59	
Sept. 5	Chapter 3: Job Attitudes	
Sept. 10	Chapter 5: Personality, Individuals Differences, and Values—Planning (SWOT Analysis) Due: Myers Briggs Summary: Sept. 10 by 11:59 p.m.	
Sept. 12	Chapter 6: Perception and Individual Decision Making Quiz 1: Closes: Sept. 27 at 11:59 p.m. <u>multiple attempts</u>. No lockdown browser needed	
Sept. 17	Chapter 7: Motivation Concepts View: Myers Briggs Presentation	
Sept. 19	1st Bonus Test—Closes: Sept. 27 at 11:59 p.m. (5 points multiple choice) Quiz 2: Closes: Sept. 27 at 11:59 p.m. <u>(multiple attempts)</u>. No lockdown browser needed	
Sept. 24	Review	
Sept. 26	Exam (Chapters 1, 2, 3, 5, 6, 7) Open: Sept. 26 at 8 a.m. – Sept. 27 at 11:59 p.m.	
	Phase 2	
Oct. 1	Chapter 8: Motivation: From Concept to Applications	
Oct. 3	Chapter 9: Foundations of Group Behavior	
Oct. 8	Chapter 10: Understanding Work Teams	
Oct. 10	Chapter 11: Communication Management Assignment with Choices Due: Oct. 10	
Oct. 15	Chapter 12: Leadership Quiz 3: Closes: Oct. 30 at 11:59 p.m. <u>(multiple attempts)</u>. No lockdown browser needed.	

Oct. 17	Chapter 13: Power and Politics 2nd Bonus Test (Multiple choice/fill in the blank) Closes: Oct. 30 at 11:59 p.m.
Oct. 22	Review/Catchup
Oct. 24	No Class—Career Conference
Oct. 29	2nd Exam (Chapters 8, 9, 10, 11, 12, & 13) Open: Oct. 29 at 8 a.m. – Oct. 30 at 11:59 p.m.
Oct. 31	Chapter 4: Emotions and Moods
Phase 3	
Nov. 5	Chapter 14: Conflict & Negotiations
Nov. 7	Chapter 14: Conflict & Negotiations Due: Organizational Analysis: Nov. 7
Nov. 12	Chapter 15: Foundations of Organization Structure
Nov. 14	Chapter 15: Foundations of Organizational Structure
Nov. 19	Chapter 16: Organizational Culture and Change
Nov. 21	Chapter 16: Organizational Culture and Change
Nov. 26-Nov. 28	<p>Happy Thanksgiving</p>  
Dec. 3	Chapter 18: Organization Change, Stress & Health and Time Management Due: Movie Summary: Dec. 3 by 11:59 p.m.
Dec. 5	Review Quiz 4 Closes Dec. 12 at 11:59 p.m. (multiple attempts). No lockdown browser needed
Tues. Dec 10 (8:00 a.m.) -- Thurs. Dec. 12 (11:59 p.m.)	Final Exam (Chapters 4, 14, 15, 16 & 18 and tapes on Study Guide). Skip Ch. 17. The final will be opened 3 days.

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Bonus Points/Extra Credit

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

Total Bonus points (extra credit) = **12** and added to your points. You may have unlimited multiple attempts on the 4 quizzes and bonus tests but must be completed by the due date.

CORE VALUES of SOULES COLLEGE OF BUSINESS:

Professional Proficiency	Global Awareness
Technological Competence	Social Responsibility
Critical Thinking	Leadership

CLASSROOM POLICIES AND RESPONSIBILITIES

Canvas

- All assignments and tests are on Canvas. It is your responsibility to:
 - Submit (under Assignments (Use Word—and correct format)
 - Check your grades regularly.
 - Use the grade calculator.
- All assignments should be submitted online in **WORD** with [proper format](#).
- See [Modules/Getting Started/Format Example](#).
- Communication will be through:
 - **Announcements**
 - **Discussions**
 - **Virtual Office Hours/Optional**
 - **Email**
 - **Chat**

Assignments

All 4 assignments should be submitted online according to guidelines. You have until 11:59 p.m. Submissions after the due date will **not** be accepted. Points will be deducted for **incorrect format**. Check your grade and comments under Canvas. **No student will get an A without submitting all 4 assignments.**

Very Important: Key in your points into the **grade calculator** under **Modules/Getting Started/Grade Calculator**.

Make-up Policy

Exams should be taken on dates 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 an 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 know the material as you are timed for 2 hours.

Videos

- Abilene Paradox
- Change Management
- Conflict Resolution
- Emotional Intelligence
- Evolution of Management
- Gen Y –Millennial Generation
- Generations: MEET for Respect
- Groupthink
- Max and Max
- One Minute Manager
- Organization Structure
- Pygmalion--Self-Fulfilling Prophecy
- Situational Leadership
- SWOT Analysis
- West Point: Leaders of Character
- Who Moved My Cheese?
- Would I Inspire Me

Organizations

- 3M
- Anheuser-Bush
- Apple
- Brookshires Grocery Company
- Coca-Cola
- East Texas Organizations
- Five Guys
- Google
- HEB
- IBM
- John Deere
- Lego
- Pike Place Fish Market--FISH
- Samsung
- SAS
- Southwest Airline—It's So Simple
- Starbucks—Harold Schultz
- Tesla
- Toyota
- Walt Disney World—Culture
- Zappos.com

Technology Support

Canvas 24/7 Support Hotline

Go to Canvas, choose Help for a live chat or call (844) 214-6949.

Hours: 24/7

UT Tyler [Canvas](#)—UT Tyler canvas@uttyler.edu

903-566-6200

LIB127: basement of library

Hours: Monday-Friday 8 a.m. to 5 p.m.

UT Tyler [Technology Support](https://www.uttyler.edu/it/support/student-support.php): <https://www.uttyler.edu/it/support/student-support.php>

Live Support: <https://uttyler.service-now.com/sp>

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

Click for Help Now to join [Zoom](#):

HOURS OF OPERATION

MONDAY thru FRIDAY 8:00 AM to 5:30 PM

SATURDAY and SUNDAY 12:00 PM to 5:00 PM

Email: itsupport@uttyler.edu

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)

Computers with Respondus Lockdown Browser:

- UT Computer Center..... RBN 3022 (Engineering Building)
- Soules College.....COB 251--When no classes are there.
- Longview Computer Lab
- Palestine Computer Lab
- Houston Computer Lab
- UT Tyler Library

Career Success & Handshake

