

MANA 3311 – Fundamentals of Management

The University of Texas at Tyler – Soules College of Business – Fall 2024

NUMBER/TITLE SECTION/TIMES	MANA 3311 – Fundamentals of Management Sections 062 – Online via Canvas															
INSTRUCTOR/EMAIL TELEPHONE/OFFICE OFFICE HOURS	Dr. Mary Helen Fagan; mfagan@uttyler.edu; (903)566-7187; College of Business, 350.031 Since this is an online class, the best way to reach me is by email. If you would like to talk via phone or meet via Zoom during my office hours, please email me to let me know times that would work best for you to meet or talk by phone.															
REQUIRED RESOURCES	Required textbook: Essentials of Organizational Behavior, 15 th edition – 2022, Authors: Robbins and Judge, Publisher: Pearson. Special class notes/other class requirements: <ul style="list-style-type: none">• You will need webcam (internal or external) for assignments (e.g., video discussion board and presentations).• This online course requires that you have a well-equipped computer and high-speed Internet access to complete assignments. If your home computer hardware configuration and Internet access speed will not support this class requirement you will need to come to campus where you can complete assignments using a UT Tyler computer lab.• Additional information on these requirements will be provided in class Canvas materials.															
COURSE DESCRIPTION	An understanding of the management history and functions of planning, organizing, leading, and controlling. The role of a manager is examined in promoting change and providing effective leadership, motivation, team building, communication and decision making.															
LEARNING OUTCOMES	The student course learning outcomes are to: <ol style="list-style-type: none">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.7. cite all sources used in your class work correctly using APA style. Meeting this objective will ensure that 1) it is clear what thoughts and ideas in your work are the results of your own thinking and 2) readers can use your citations to find/review the original sources of ideas and there will be no plagiarism in your class submissions.															
EVALUATION	<table border="1"><thead><tr><th colspan="2">Components</th><th>Value</th></tr></thead><tbody><tr><td>1</td><td>Quizzes</td><td>35%</td></tr><tr><td>2</td><td>Assignments (weekly assignments and major learning activities)</td><td>35%</td></tr><tr><td>3</td><td>Mid-term and final exam</td><td>30%</td></tr><tr><td colspan="2">TOTAL</td><td>100%</td></tr></tbody></table>	Components		Value	1	Quizzes	35%	2	Assignments (weekly assignments and major learning activities)	35%	3	Mid-term and final exam	30%	TOTAL		100%
Components		Value														
1	Quizzes	35%														
2	Assignments (weekly assignments and major learning activities)	35%														
3	Mid-term and final exam	30%														
TOTAL		100%														
WITHDRAW DATES	November 4th is the last date during the semester to withdraw from the course with an automatic “W” for your grade.															

GRADE DETERMINATION

YOUR PERCENTAGE EARNED OUT OF TOTAL POSSIBLE POINTS	FINAL COURSE GRADE YOU WILL EARN
90 to 100%	= A
80 to 89.99%	= B
70 to 79.99%	= C
60 to 69.99%	= D
Below 60%	= F

- **Grading:** The final grade percentage will not be rounded up and no extra credit will be given for individual work outside of that available to everyone in the class. Please speak to me at any time if you have questions or concerns regarding your grades in the class and how they are determined.
- **Academic integrity:** Please be aware that if I have evidence of academic dishonesty that you can earn a zero on the applicable assignment or, depending upon the severity, a failing grade for the class. Any incident of suspected scholastic dishonesty will be addressed according to university guidelines. Please see the policies in this document and at <http://www.uttyler.edu/judicialaffairs/scholasticdishonesty.php> for more information
Note: Utilizing generative AI tools (such as ChatGPT) in this class is not allowed for any written assignments. Any use of generative AI tools in this class will be considered a violation of the academic integrity policies for this class. However, you are free to use AI tools that are not generative, such as spellcheckers, to assist in making your writing more professional.

CLASS DESIGN, REQUIREMENTS AND POLICIES

Overview: The course objectives in this online class will be achieved through readings/videos, and online assignments, quizzes/exams. To master the course learning objectives, you will need to read assignment instructions carefully, complete your work by the due dates, and contact me if you have any questions or encounter any issues with the class activities. I am here to help you learn everything you can in this course by successfully completing the course learning activities. The deadline for assignments will be on or before 11:59 pm on Sunday of each week. The weekly assignment deadlines can be submitted up to 24 hours after the due date/deadline in Canvas but any assignments submitted within this late window via Canvas will have 15% deducted from the possible grade, before points are taken off based upon the grading criteria/rubric.

- **Quizzes (35% of total grade):** The modules will have weekly quizzes to help you assess how well you understand and can apply the concepts you have learned from the textbook reading and other assigned materials.
- **Learning assignments (35% of total grade):** Learning assignments will ask you to synthesize and apply what you have learned from each of the three course modules. There will be a mix of major learning activities that count for a significant number of points as well as occasional assignments designed to enrich your understanding of key course concepts.
- **Exams – Midterm and Final (30% of total grade):** The midterm and final exam will be designed to assess how well you have learned the major concepts and achieved the learning objectives of the course.

Quiz/learning assignment deadlines and late work: Please pay close attention to weekly module assignment due dates as the deadlines for these weekly assignments will not be extended unless circumstances occur that affect the ability of everyone in the class to complete an assignment before the deadline (e.g., a system outage).

- If possible, I recommend that you plan to complete your weekly assignments well ahead of their deadlines so that you have some time, if needed, to get answers to questions/resolve potential problems/issues to complete assignments by the deadlines.
- If you experience a Canvas problem that affects your ability to complete an assignment by the deadline, then you must completely document the issue (e.g., take a screen clip) and send information to me about the issue before the assignment deadline. I will investigate the situation and get back to you as soon as possible.

Bonus points: I understand that despite your best intentions you may not be able to complete every module assignment before the end of the week module deadline. I understand that you may be concerned that unanticipated events may cause

you to miss an assignment due date so that you do not earn points for this work. My approach to this situation is to provide an optional make-up opportunity at the end of the semester which will enable everyone in the class to earn additional points that will be added to the quizzes portion of your overall grade.

Mid-term and final exam – make up exam policies: If you experience a situation that may cause you to miss the midterm exam or final exam submission deadline, please email me and let me know the situation you are experiencing. Make-up exams can be approved under the following extenuating conditions and at the instructor’s discretion:

- The following are some of the situations that are considered extenuating conditions: hospitalization, medical emergency, physical injury, or the death of an immediate family member. Unless you are physically unable to do so, you must notify me before the exam deadline via email or a phone call that you have an emergency that means you will not be complete an exam assignment by the deadline. Then, as soon as possible, you must provide adequate documentation of the situation in order for a make-up exam to be approved. With instructor approval of the documentation of extenuating circumstances, then a make-up exam must be taken within three days of your medical release or return from a funeral, etc.. If these conditions are not met to the instructor’s satisfaction, then you will receive a zero for the missed exam.

Getting help: If you are experiencing any difficulties with the course, please contact me as soon as possible to see how I might assist you in succeeding in this online class. In addition to the assistance I can provide, there are many University resources that are available to assist you and to help you succeed in this class and, overall, in experiencing a successful semester.

CLASS SCHEDULE – CALENDAR OF TOPICS

Please note: Information on all assignments and their deadlines are provided in Canvas. This is a tentative class schedule which is subject to revision/change during the semester as schedule/circumstances warrant and at the instructor’s discretion. Any changes to this schedule will be communicated via a Canvas announcement.

Week / Date	Module Information	Assignment and Exam Information
Week 1 August 26-Sept. 1	<u>MODULE 1: GETTING STARTED</u> and <u>MODULE 2: Understanding Yourself and Others</u> <ul style="list-style-type: none"> • 2A: What is organizational behavior? (Ch. 1) 	<ul style="list-style-type: none"> • See Canvas for week’s assignments.
Week 2 Sept. 2-8	<ul style="list-style-type: none"> • 2B: Diversity in organizations (Ch. 2) & Attitudes and job satisfaction (Ch. 3) • LEARNING ACTIVITY #1 ASSIGNED 	<ul style="list-style-type: none"> • See Canvas for week’s assignments.
Week 3 Sept. 9-15	<ul style="list-style-type: none"> • 2C: Emotions and moods (Ch. 4) 	<ul style="list-style-type: none"> • See Canvas for week’s assignments.
Week 4 Sept. 16-22	<ul style="list-style-type: none"> • 2D: Personality and values (Ch. 5) 	<ul style="list-style-type: none"> • <u>DUE: LEARNING ACTIVITY #1</u> • See Canvas for week’s assignments.
Week 5 Sept. 23-29	<u>MODULE 3: Making and Implementing Decisions</u> <ul style="list-style-type: none"> • 3A: Perception and individual decision making (Ch. 6) • LEARNING ACTIVITY #2 ASSIGNED 	<ul style="list-style-type: none"> • See Canvas for week’s assignments.
Week 6 Sept. 30-Oct. 6	<ul style="list-style-type: none"> • 3B: Motivation concepts (Ch. 7) 	<ul style="list-style-type: none"> • See Canvas for week’s assignments.
Week 7 Oct. 7-Oct. 13	<ul style="list-style-type: none"> • 3C: Motivation concepts: From concepts to applications (Ch. 8) 	<ul style="list-style-type: none"> • <u>DUE: LEARNING ACTIVITY #2</u> • See Canvas for week’s assignments.
Week 8 Oct. 14-20	<u>MIDTERM EXAM OVER MODULE 2 and MODULE 3</u> <u>MODULE 4: Communicating in Groups and Teams</u> <ul style="list-style-type: none"> • 4A: Foundations of group behavior (Ch. 9) • LEARNING ACTIVITY #3 ASSIGNED 	<ul style="list-style-type: none"> • <u>MIDTERM EXAM</u> • See Canvas for week’s assignments.
Week 9 Oct. 21-27	<ul style="list-style-type: none"> • 4B: Understanding work teams (Ch. 10) 	<ul style="list-style-type: none"> • See Canvas for week’s assignments.
Week 10 Oct. 28-Nov. 3	<ul style="list-style-type: none"> • 4C: Communication (Ch. 11) • Note: Nov. 4th is the last day to withdraw from a 15-week course with an automatic “W”. 	<ul style="list-style-type: none"> • <u>DUE: LEARNING ACTIVITY #3</u> • See Canvas for week’s assignments.
Week 11 Nov. 4-10	<u>MODULE 5: Negotiating Power and Politics</u> <ul style="list-style-type: none"> • 5A: Leadership (Ch. 12) • LEARNING ACTIVITY #4 ASSIGNED 	<ul style="list-style-type: none"> • See Canvas for week’s assignments.

Week 12 Nov. 11-17	<ul style="list-style-type: none"> • 5B: Power and politics (Ch. 13) & Conflict and Negotiation (Ch. 14) 	See Canvas for week's assignments.
Week 13 Nov. 18-24	<p>MODULE 6: Leading, Understanding, and Transforming the Organizational System</p> <ul style="list-style-type: none"> • 6A: Foundations of organizational structure (Ch. 15) • OPTIONAL: Extra-credit/make-up assignment assigned 	<ul style="list-style-type: none"> • DUE: LEARNING ACTIVITY #4 • See Canvas for week's assignments.
Week 14 Nov. 25-Dec. 1	Thanksgiving Break	
Week 15 Dec. 2-8	<ul style="list-style-type: none"> • 6B: Organizational culture (Ch. 16) and Organizational Change and stress management (Ch. 17) 	<ul style="list-style-type: none"> • See Canvas for week's assignments. • NOTE: Optional Extra-credit/makeup assignment due
Week 16 – Final exam	FINAL EXAM OVER MODULES 4, 5 and 6	FINAL EXAM

UNIVERSITY POLICIES

Use the following link to review important university policies and information- [University Information](#)