



## Fundamentals of Management MANA 3311.060—Fall 2025

**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:** Essentials of Organizational Behavior, 15<sup>th</sup> ed.  
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)	50
<b>Total</b>	<b>370</b>

### EVALUATION AND GRADE POLICY

Points	Percent of Total (370)	Grade
333-370	90%	A
296-332	80%	B
259-295	70%	C
222-258	60%	D
< 221	<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)
- Exercises/cases
- Bonus tests (2)
- Assignments (4)
- Videos/YouTube & others
- Quizzes (4 five-points each)
- Textbook
- Multiple choice exams (3)

### CONTACT INFORMATION:

<b>WEB SITE:</b>	<a href="https://www.marilynyoungphd.com">https://www.marilynyoungphd.com</a>
<b>OFFICE:</b>	Soules College of Business (COB 350.27)
<b>OFFICE HOURS:</b>	Mon., Wed. (12:30-4:00), Tues. (1:00-4:00)
<b>PHONE</b>	(903) 566-7437 will be forwarded to my email
<b>EMAIL:</b>	<a href="mailto:myoung@uttyler.edu">myoung@uttyler.edu</a>

**Census Date:** Sept. 8 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><b>EXAMS</b> Two exams and one final exam (multiple choice 100 pts. each). Exams will be online within a 2-hour time. The test will be 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—<b>Respondus Lockdown Browser will be used.</b> Go into Lockdown Browser first. Please install.  <a href="http://www.respondus.com/lockdown/download.php?id=593832943">http://www.respondus.com/lockdown/download.php?id=593832943</a></p>	300	
<p><b>4 Quizzes —Each has 5 multiple choice questions--5 points. Multiple attempts.</b></p>	20	
<p><b>1. Myers Briggs Analysis:</b></p> <p>a. Take the Myers Briggs Temperament test online. <a href="http://www.humanmetrics.com/cgi-win/JTypes2.asp">http://www.humanmetrics.com/cgi-win/JTypes2.asp</a></p> <p>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, <a href="#">Please Understand Me</a>, which is at the circulation desk at UT Tyler.  See <a href="http://keirsev.com/">http://keirsev.com/</a>  <b>Artisan (SP)</b>  <b>Rational (NT)</b>  <b>Idealist (NF)</b>  <b>Guardian (SJ)</b></p> <p><b>Submit:</b> A one-page summary of your personality/temperament with either agreement/or disagreement  See example under Assignments.</p>	10	Sept 9
<p><b>3. Management Assignment with Choices</b>—Closure, Advice, or Entrepreneurship—<b>Choose 2.</b></p>	10	Oct. 9
<p><b>4. Organization Analysis:</b></p> <p>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:  <a href="https://www.greatplacetowork.com/best-workplaces/100-best/2021">https://www.greatplacetowork.com/best-workplaces/100-best/2021</a>  <a href="#">Best places to work in Texas 2021</a></p> <p><b>You must reference/cite your sources at the bottom.</b>  <b>Submit:</b> One-page typed summary. Put your organization and your name at the top. <b>Place sources and/or websites at the bottom. See example under Assignments.</b></p>	10	Nov. 11
<p><b>AI Assignment:</b> Read the case and then submit to an AI tool, summarize, and <b>submit.</b></p>	10	Nov. 20
<p><b>5. Movie and Concepts:</b></p> <p>Analyze any movie containing management concepts/theories. Examples are: Remember the Titans, Apollo 13, or even a Disney movie, i.e. Finding Nemo.</p> <p><b>Submit:</b> A typed summary with 3 (three) concepts (<b>in bold</b>)—Define and discuss the management concept, theory, hypothesis, etc.</p> <p><b>Examples under Assignments/Movie with Concepts</b>  See Discussion on Canvas: management concepts and movie examples.</p>	10	Dec. 2
<p><b>Total</b></p>	370	

<b>Week of:</b>	<b>Schedule</b>	<b>Phase 1</b>
<b>Aug. 26</b>	Class Organization and start Chapter 1: What is Management?	
<b>Aug. 28</b>	Chapter 1: What Is Management—History of Management Go to <b>Modules</b> . Functions of Management (Planning, Organizing, Leading, and Controlling)	
<b>Sept. 2</b>	Chapter 2: Diversity, Equity, and Inclusion in Organization—Learning Theory <b>Due: Student Information Form Sept. 2 by 11:59</b>	
<b>Sept. 4</b>	Chapter 3: Job Attitudes	
<b>Sept. 9</b>	Chapter 5: Personality, Individuals Differences, and Values—Planning (SWOT Analysis) <b>Due: Myers Briggs Summary: Sept. 9 by 11:59 p.m.</b>	
<b>Sept. 11</b>	Chapter 6: Perception and Individual Decision Making <b>Quiz 1: Closes: Sept. 24 at 11:59 p.m. <u>multiple attempts</u>. No lockdown browser needed</b>	
<b>Sept. 16</b>	Chapter 7: Motivation Concepts View: Myers Briggs Presentation	
<b>Sept. 18</b>	<b>1<sup>st</sup> Bonus Test—Closes: Sept. 24 at 11:59 p.m. (5 points multiple choice)</b> <b>Quiz 2: Closes: Sept. 26 at 11:59 p.m. <u>(multiple attempts)</u>. No lockdown browser needed</b>	
<b>Sept. 23</b>	Review	
<b>Sept. 25</b>	<b>Exam (Chapters 1, 2, 3, 5, 6, 7)</b> <b>Open: Sept. 25 at 8 a.m. – Sept. 26 at 11:59 p.m.</b>	
		<b>Phase 2</b>
<b>Sept. 30</b>	Chapter 8: Motivation: From Concept to Applications	
<b>Oct. 2</b>	Chapter 9: Foundations of Group Behavior	
<b>Oct. 7</b>	Chapter 10: Understanding Work Teams	
<b>Oct. 9</b>	Chapter 11: Communication <b>Management Assignment with Choices Due: Oct. 9</b>	
<b>Oct. 14</b>	Chapter 12: Leadership <b>Quiz 3: Closes: Oct. 29 at 11:59 p.m. <u>(multiple attempts)</u>. No lockdown browser needed.</b>	

Oct. 16	Chapter 13: Power and Politics <b>2<sup>nd</sup> Bonus Test (Multiple choice/fill in the blank) Closes: Oct. 29 at 11:59 p.m.</b>
Oct. 21	Catchup
Oct. 23	Review
Oct. 28	<b>2<sup>nd</sup> Exam (Chapters 8, 9, 10, 11, 12, &amp; 13)</b> <b>Open: Oct. 28 at 8 a.m. – Oct. 29 at 11:59 p.m.</b>
Oct. 30	Chapter 4: Emotions and Moods
<b>Phase 3</b>	
Nov. 4	Chapter 14: Conflict & Negotiations
Nov. 6	Chapter 14: Conflict & Negotiations
Nov. 11	Chapter 15: Foundations of Organization Structure <b>Due: Organizational Analysis: Nov. 11 by 11:59 p.m.</b>
Nov. 13	Chapter 15: Foundations of Organizational Structure
Nov. 18	Chapter 16: Organizational Culture and Change
Nov. 20	Chapter 16: Organizational Culture and Change <b>Due: AI Assignment: Due by Nov. 20 11:59 p.m.</b>
Nov. 24-Nov. 28	<b>Happy Thanksgiving</b>  
Dec. 2	Chapter 18: Organization Change, Stress & Health and Time Management <b>Due: Movie Summary: Dec. 2 by 11:59 p.m.</b>
Dec. 4	Review <b>Quiz 4 Closes Dec. 11 at 11:59 p.m. (multiple attempts). No lockdown browser needed</b>
<b>Tues. Dec 9 (8:00 a.m.) --Thurs. Dec. 11 (11:59 p.m.)</b>	<b>Final Exam (Chapters 4, 14, 15, 16 &amp; 18 and tapes on Study Guide). Skip Ch. 17. The final will be opened 3 days.</b>

## EVALUATION AND GRADE POLICY

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### Bonus Points/Extra Credit

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

**Total Bonus points** (extra credit) = **12 points** are possible 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. During the semester, put your points into the **grade calculator on Canvas**.

### 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 will take the 3 exams with monitoring. Notes, books, and slides will not be used. Also, 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. It must be taken during the time it is open. No exceptions unless an emergency with a doctor's note.

### **You will be monitored by Lockdown Browser + Webcam.**

- You may use your textbook and one written page( 8.5 x 11) of notes front and back.
- You must take the exam alone in a quiet space with good lighting.
- No breaks are allowed.
- Make sure you're in front of the camera and have a clear picture, or it will alert you, and you must notify me. The room should be light. No dark rooms.
- Do not copy/print/take pictures of the exam.
- Have your photo ID ready.
- Have a full picture the entire time, or your test will be stopped (no masks or hoodies to cover your face)
- No cell phones or earphones.
- You may use your iPad, notebook, or laptop if your eTextbook is installed on it.
- All sessions are recorded, and suspicious behavior will be reviewed.

## 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 SUPPORT

1. **Canvas 24/7 Support Hotline**—They do not help with Lockdown Browser  
Choose Help for a live chat or call (844) 214-6949. **Hours:** 24/7—not for lockdown.
2. **UT Tyler Canvas—UT Tyler** [canvas@uttyler.edu](mailto:canvas@uttyler.edu) 903-566-6200  
Location: LIB127: basement of library Hours: Monday-Friday 8 a.m. to 5 p.m.

### Technology Support

#### UT Tyler

**Live Support:** <https://uttyler.servicenowservices.com/sp>  
(Basic Respondus Lockdown Browser, log in, password, and other)  
Click for **Help Now** to join [Zoom](#):

**Zoom Hours:** Monday-Thursday (8:00 AM – 7:30 PM)

Friday (8:00 AM- 5:30 PM)

Saturday-Sunday (12:00 PM – 3:30 PM)

Email: [itsupport@uttyler.edu](mailto:itsupport@uttyler.edu) Phone: 903.565.5555

Walk in: **USC 118, Varsity Dr. (Tech support)**

### Computers with Respondus Lockdown Browser:

- UT Computer Center..... RBN 3022 (Engineering Building)
- Soules College.....COB 251
- Longview Computer Lab
- Palestine Computer Lab
- Houston Computer Lab
- UT Tyler Library

## Career Success & Handshake

