

Fundamentals of Management MANA 3311. 060-061—Spring 2026

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.
Stephen P. Robbins and Timothy P. Judge



CLASS MEETING: **MANA 3311.060 ONLINE**

Assignments and points:

Major Exams	300
Quizzes (4)	20
Assignments (5)	50
Total	370

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 and functions and its impact on organizational effectiveness.
2. Explain organizational culture and its impact on managing people.
3. Apply and understand methods of conflict resolution.
4. Recognize the role of management in leadership, power, politics, 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 change management, diversity, and ethics in decision making.
7. Demonstrate the ability to use interpersonal communication when giving and/or receiving feedback.
8. Discover and evaluate current management theories and practices.

TEACHING METHOD

- Slides (Narrated with sound)
- Assignments (5)
- Textbook
- Exercises/cases
- Videos/YouTube & others
- Multiple choice exams (3)
- Bonus tests (2)
- Quizzes (4 five-points each)

CONTACT INFORMATION:

WEB SITE:	https://www.marilynyoungphd.com
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OFFICE HOURS:	Mon., Tues, Wed. (1:00-4:30)
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Census Date: **January 26** Deadline for all registrations and schedule changes.

Last Day to Withdraw: **March 30**

ASSIGNMENTS: Submit file in Canvas	Points	Due Date
FORMAT on all assignments: (2 points deducted for incorrect format)		
<ul style="list-style-type: none"> • Microsoft Word. • Title and your name at top. • Single-spaced. Double space between paragraphs—one blank line. • 1" margins--full justification, right margin aligned/even. • 12 pt. Times Roman font. • Approximately one page. 		See Modules/Getting Started Format Example.doc
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	300	
4 Quizzes —Each has 5 multiple choice questions—5 points. Multiple attempts.	20	
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, <u>Please Understand Me</u> , which is at the circulation desk at UT Tyler. See http://keirsey.com/ Artisan (SP) Rational (NT) Idealist (NF) Guardian (SJ)		Jan. 27
Submit: A one-page summary of your personality/temperament with either agreement/or disagreement See example under Assignments.	10	
2. Closing, Advice, or Entrepreneurship. Choose two.	10	Feb. 26
3. 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		April 2
4. Case Study using AI: Use AI tools. Summarize the best solution in these situations and submit. Go to Assignments/Canvas. Use ChatGPT, Perplexity.AI, or others	10	April 14
5. Movie Concepts: Choose a movie from list on Discussion. Find 3 concepts/theories Submit: A typed summary with 3 (three) concepts (in bold)—Define and discuss the management concept, theory, hypothesis, etc. See Examples under Assignments/Movie with Concepts See Discussion on Canvas: management concepts and movie examples.	10	April 21
Total	370	

Week of:	Schedule	Phase 1
Jan. 13	Chapter 1: What is Management? History and Functions of Management (Planning, Organizing, Leading, and Controlling), Ethics and Globalization	
Jan. 15	Module 2: Planning, Strategic planning, Types of Plans, Stakeholders, External Environment, SWOT Analysis.	
Jan. 20	Chapter 2: Diversity in Organizations and Learning Theory Due: Student Information Jan. 20 by 11:59	
Jan. 22	Chapter 3: Job Attitudes and Job Satisfaction	
Jan. 27	Chapter 5: Personality, and Values— Due: Myers Briggs: Jan. 27 by 11:59 p.m.	
Jan. 29	Chapter 6: Perception and Decision Making Quiz 1: Closes: Feb. 13 at 11:59 p.m. multiple attempts. No lockdown browser.	
Feb. 3	Chapter 7: Motivation of Employees View: Myers Briggs Presentation	
Feb. 5	1st Bonus Test—Closes: Feb. 13 at 11:59 p.m. (5 points multiple choice) Quiz 2: Closes: Feb. 13 at 11:59 p.m. (multiple attempts). No lockdown browser.	
Feb. 10	Review	
Feb. 12	Exam (Chapters 1, 2, 3, 5, 6, 7) Open: Feb. 12 at 8 a.m. – Feb. 13 at 11:59 p.m.	
		Phase 2
Feb. 17	Chapter 8: Motivation Applications	
Feb. 19	Chapter 9: Understanding Group Behavior	
Feb. 24	Chapter 10: Teamwork and Teambuilding	
Feb. 26	Chapter 11: Communication Closing, Advice, or Entrepreneurship Due: Feb. 26	
March 3	Chapter 12: Leadership Quiz 3: Closes: March 26 at 11:59 p.m. (multiple attempts). No lockdown browser.	
March 5	Chapter 13: Power, Politics, and Ethics 2nd Bonus Test (Multiple choice/fill in the blank) Closes: March 26 at 11:59 p.m.	

March 9-13			
March 17	Review/Catchup		
March 19	Chapter 4: Emotions, Moods, and Performance		
March 24	2nd Exam (Chapters 8, 9, 10, 11, 12, & 13) Open: March 25 at 8 a.m. – March 26 at 11:59 p.m.		
March 26	Chapter 4: Emotions, Moods, and Performance		
	Phase 3		
March 31	Chapter 14: Conflict & Negotiation		
April 2	Chapter 14: Conflict & Negotiation Due: Organizational Analysis: April 2		
April 7	Chapter 15: Foundations of Organization Structure		
April 9	Chapter 15: Foundations of Organizational Structure		
April 14	Chapter 16: Organizational Culture Case Study using AI: Due April 14		
April 16	Chapter 16: Organizational Culture and Change Management		
April 21	Chapter 18: Organizational Change, Stress Management, and Time Management Due: Movie Concepts: April 21 by 11:59 p.m.		
April 23	Review Quiz 4 Closes April 30 at 11:59 p.m. (multiple attempts). No lockdown browser needed		
Tues. April 28 (8:00 a.m.) -- Thurs. April 30 (11:59 p.m.)	Final Exam (Chapters 4, 14, 15, 16 & 17 and tapes on Study Guide). The final will be opened 3 days .		
May 2 at 1:00	Commencement/Graduation		

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Bonus Points/Extra Credit

1 st Bonus Test	5
2 nd Bonus Test	5
Information Form	2

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 2 bonus tests, but they must be completed by the due date. During the semester, put your points into the **grade calculator** on Canvas, under **Modules/Getting Started/Grade Calculator**.

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. Canvas does not add the bonus points.
- 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 on Zoom/Optional**
 - **Email**

Assignments

All 5 assignments should be submitted online according to approved format. 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 receive an A without submitting all 5 assignments.**

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 three exams with using Lockdown Browser with webcam and be monitored. You may use one page 8.5" x front and back of notes. Other notes, slides, texts are not allowed. Also, you must take the exam **alone**. It would be highly unethical for others to help. Do not copy the exam. **You must take the 3 major exams** during the time assigned and open for 2 hours. No exceptions unless an emergency with a doctor's note.

**You will be monitored by Lockdown Browser + Webcam. Go to:
Canvas/Modules/Getting Started. Choose Lockdown with Webcam requirements**

- Have your photo ID ready to show. The Webcam should be on throughout the exam.
- You may only use one written page (8.5 x 11") of notes front and back. No textbook is allowed.
- You must take the exam alone in a quiet space with good lighting. No dark rooms.
- No talking and no breaks are allowed.
- Make sure you are in front of the camera and have a clear picture, or it will alert you, and I will be notified with your recording.
- Do not copy/print/take pictures of the exam.
- Have a full picture the entire time, or your test will stop (no masks, caps, or hoodies that cover your face)
- No cell phones, iPad, or earphones are allowed
- All sessions are recorded, and suspicious behavior will be reviewed. A zero may be given for violations

Soules College of Business

Vision

The Soules College of Business will be a leader in developing talent which will sustain, grow, and diversify the economy in East Texas and beyond.

Mission

The Soules College of Business pursues excellence in business education by engaging our learners, faculty, industry, and community members. We cultivate and deliver innovative undergraduate and graduate programs to foster the success of our learners and stimulate impactful faculty research. We prepare the next generation of leaders and professionals to pursue career opportunities in East Texas and beyond.

Core Values

We value the role that business plays in recognizing, responding to, and solving societal problems: quality education, gender equality, decent work and economic growth, reduced inequality, and industry, innovation and infrastructure. We value existing and emerging industry standards and needs that make our learners competitive in the marketplace.

We hold ourselves to the highest ethical standards and responsibly manage the resources of the Soules College of Business

Learning Outcomes

1. Understand the management functions of planning, organizing, leading, and controlling.
2. Apply management theories, concepts, and techniques.
3. Evaluate historical approaches to contemporary management.
4. Understand organizational structure and design.
5. Demonstrate leadership and motivation theories.
6. Communicate effectively both written and verbal and interpersonal skills.
7. Develop planning and decision-making skills.
8. Demonstrate leadership styles and motivational theories.
9. Recognize and apply ethics in managerial decisions.
10. Apply critical thinking to real-life management situations.
11. Enhance personal management skills.
12. Participate in a team environment.
13. Demonstrate an understanding of the role of managers in organizations related to how managers deal with globalization, and technological advances.

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

East Texas Companies

- Southside Bank
- Austin Bank
- Cavender's Boot City
- Brookshire's

Organizations

- 3M
- Anheuser-Bush
- Apple
- Brookshires Grocery Company
- Coca-Cola
- 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

Click for [Career Success & Handshake](#)
[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](tel:(844)214-6949). **Hours:** 24/7—not for lockdown.
2. **UT Tyler Canvas**—[UT Tyler canvas@uttyler.edu](https://uttyler.servicenowservices.com/sp) 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)

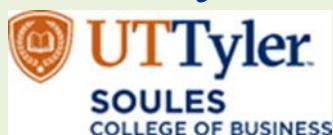
Email: itsupport@uttyler.edu Phone: 903.565.5555

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

Computers with Respondus Lockdown Browser and Webcam

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

Dr. Marilyn Young



A banner for the course MANA 3311 Fundamentals of Management. The banner features the course title in large white letters. To the left is a small image of a book cover titled "ESSENTIALS OF ORGANIZATIONAL BEHAVIOR". To the right is a graphic with the word "MANAGEMENT" in large red letters, overlaid on a background of various business-related words like "INTELLIGENCE", "MISSION", "POWERFUL", "VISION", "SUCCESS", "PROJECT", "COMPUTER", "FOLLOWERS", "VISION", "RESPONSIBILITY", and "BUSINESS". A hand is shown writing the word "MANAGEMENT" with a pen.