



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

INSTRUCTOR: Dr. Marilyn Young

COURSE OVERVIEW:

An understanding and application of individuals and groups in an organizational environment. Topics include critical thinking, interpersonal communication, politics, power, conflict, motivation, leadership, and organizational culture.

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

CONTACT INFORMATION:

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Census Date: **January 26** Deadline for all registrations and schedule changes.
Last Day to Withdraw: **March 30**

ASSIGNMENTS: Go to side bar--submit in Canvas FORMAT on all assignments: (2 points deducted for incorrect format)	Points	Due Date
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
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, <i>Please Understand Me</i> , 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.	10	Jan. 27
2. Communication Assignment: Rewrite sentences	10	Feb. 26
3. AI Assignment: Use AI tools. Summarize the best solution in these situations and submit. Go to Assignments/Canvas. Use ChatGPT, Perplexity.AI, or others.		April 14
4. Book Summary: Submit: After reading a popular, interesting management book, submit to me a short summary of the important ideas you have read. It is not a book review--which sounds like the book cover. See approved books in Canvas/Assignments/Book Summary. If your desired book is not on the list, email me for approval. See example under Assignments	10	
5. Movie and Concepts: Analyze any movie containing management concepts/theories. Examples are: <i>Remember the Titans</i> , <i>Apollo 13</i> , or even a Disney movie, i.e., <i>Finding Nemo</i> . 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	Class Organization and start Chapter 1: What is Management?	
Jan. 15	Chapter 1: What Is Organization Behavior—History of Management Go to Modules . Functions of Management (Planning, Organizing, Leading, and Controlling)	
Jan. 20	Chapter 2: Diversity, Equity, and Inclusion in Organizations---Learning Theory in Organization—Learning Theory	
Jan. 22	Due: Student Information Form Jan. 20 by 11:59 Chapter 3: Job Attitudes	
Jan. 27	Chapter 5: Personality, Individuals Differences, and Values—Planning (SWOT Analysis)	
Jan. 29	Due: Myers Briggs Summary: Jan. 27 by 11:59 p.m. Chapter 6: Perception and Individual Decision Making	
Feb. 3	Quiz 1: Closes: Feb. 14 at 11:59 p.m. multiple attempts. No lockdown browser. Chapter 7: Motivation Concepts View: Myers Briggs Presentation	
Feb. 5	1st Bonus Test—Closes: Feb. 14 at 11:59 p.m. (5 points multiple choice) Quiz 2: Closes: Feb. 14 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. 13 at 8 a.m. – Feb. 14 at 11:59 p.m.	
		Phase 2
Feb. 17	Chapter 8: Motivation: From Concept to Applications	
Feb. 19	Chapter 9: Foundations of Group Behavior	
Feb. 24	Chapter 10: Understanding Work Teams	
Feb. 26	Chapter 11: Communication Communication Assignment with Choices Due: Feb. 26	
March 3	Chapter 12: Leadership	
March 5	Quiz 3: Closes: March 26 at 11:59 p.m. (multiple attempts). No lockdown browser. Chapter 13: Power and Politics 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 and Moods
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 and Moods
	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 and Change
April 16	Ai Assignment: Due April 14 Chapter 16: Organizational Culture and Change
April 21	Chapter 18: Stress & Health in Organizations and Time Management Due: Movie Summary: 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	<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**.

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**

Assignments

All 5 assignments should be submitted online according to guidelines. 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 5 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 three 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.

See Canvas/Modules/Test/Instructions

- Have your photo ID ready to show. The Webcam should be on throughout the exam.
- 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 talking!
- No breaks are allowed.
- Make sure you are 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 a full picture the entire time, or your test will be stopped (no masks, caps, or hoodies to cover your face)
- No cell phones or earphones.
- All sessions are recorded, and suspicious behavior will be reviewed. A zero may be given for violations

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 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.
- We respect and value diversity in ideas, peoples, and cultures.
- We value the role that business plays in recognizing, responding to, and solving societal problems.

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

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

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. **Hours:** 24/7—not for lockdown.
2. **UT Tyler Canvas—UT Tyler** 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 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

Dr. Maribyn Young





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