**COURSE NUMBER:** MANA 3311.001 and .002  
**COURSE TITLE:** Managing People in Organizations  
**INSTRUCTOR:** Dr. Marilyn Young  

**COURSE DESCRIPTION:** An understanding of leadership and analysis of behavioral management concepts: i.e., team building, conflict resolution, change management, motivation, leadership, interpersonal communication, and organizational design.

**PREREQUISITE:** None  
**REQUIRED TEXT:** Organizational Behavior, 15th ed.  

**CLASS MEETING:** Tuesday/Thursday (MANA 3311.001 at 11:00-12:15)  
(MANA 3311.002 at 12:30-1:45)

**CORE VALUES**  
1. PROFESSIONAL PROFICIENCY  
2. TECHNOLOGICAL COMPETENCE  
3. GLOBAL AWARENESS  
4. SOCIAL RESPONSIBILITY  
5. ETHICAL COURAGE

**COURSE OBJECTIVES:**  
1. Understand external factors which affect organizational behavior.  
2. Learn the history of management thought.  
3. Observe the nature and changes of demographic diversity in the workplace.  
4. Understand motivation theory.  
5. Demonstrate knowledge of leadership theory.  
6. Improve interpersonal communication, including written & oral.  
7. Apply social sciences to the study of management.  
8. Understand the role of groups and teams in management.  
9. Apply critical thinking to solving management problems.  
10. Discover and evaluate current management theories and practices.  
11. Understand the nature of ethics in management.  
12. Understand organizational culture.  
13. Understand organizational structures.  
14. Understand global issues in organization.  
15. Be familiar with the functions of management.

**TEACHING METHOD:**  
- Class lecture  
- Discussion  
- Case studies  
- Exercises and assignments  
- Videos  
- Textbook  
- PowerPoint slides (With and without sound)  
- Video clips

**OFFICE HOURS AND CONTACT INFORMATION:**

<table>
<thead>
<tr>
<th>WEB SITE:</th>
<th><a href="http://www.utttyler.edu/myoung/">http://www.utttyler.edu/myoung/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE:</td>
<td>Business 113</td>
</tr>
<tr>
<td>OFFICE PHONE:</td>
<td>(903) 566-7437 Forwarded to my IPhone</td>
</tr>
<tr>
<td>FAX:</td>
<td>(903) 566-7372</td>
</tr>
<tr>
<td>EMAIL:</td>
<td><a href="mailto:myoung@utttyler.edu">myoung@utttyler.edu</a></td>
</tr>
<tr>
<td>OFFICE HOURS:</td>
<td>TT: 1:50-3:30</td>
</tr>
</tbody>
</table>
CLASS ASSIGNMENTS: Go to side bar, Assignments, on Blackboard for submission.

**FORMAT on all assignments:** (2 points deducted for incorrect format)

1. Microsoft Word.
2. Title and your name at top.
4. 1" margins--full justification.
5. Right margin aligned/even.
7. Double space between paragraphs.
8. Approximately one page.

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EXAMS

Two exams and one final exam multiple choice (100 pts. each). Exams will be on line within a 2-hour time frame. The test will be opened on 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 have finished the exam. **Respondus**

**Lockdown Browser** will be used. Please install.

http://www.respondus.com/lockdown/download.php?id=593832943

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**1. Myers Briggs Test.**

a. Take the Myers Briggs Temperament test on-line.
http://www.humanmetrics.com/cgi-win/JTypes2.asp

b. Once you have your four top letters; i.e. ENTJ (16 possibilities), you may do an Internet search and just put in the 4 letters 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.

Here are other sites once you know your two letters and read one of the below: http://keirsey.com/

Artisan (SP)
Rational (NT)
Idealist (NF)
Guardian (SJ)

**Due to me:** A one-page summary of your personality type, agreement/or disagreement

**Example:** Course Information/Myers Briggs Information

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**2. Book summary:**

**Due to me:** Read a popular, interesting, and current management book and give me a short book summary of the important ideas you have read. It is not a book review--which sounds like the book cover.

Here is a list of possible books which are in the UT Library. http://www2.uttyler.edu/myoung/media.htm

Use those highlighted in yellow. If your desired book is not on the list, email me for approval.

**Examples** are found under Course Information/Book Summary Information

**Sign up when you decide:** Course Information/Sign Up for Movie and Book.

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**3. Current business article summary:**

You should read an article in Bloomberg BusinessWeek or other current journal, TV special, or magazine. You must put the name and date at top.

**Due to me:** One-page typed summary. The article should be on some aspect of organizational behavior/managing people. Be sure you reference the article with author, title, date. If the topic is not self-explanatory, you should explain the significance to the class. The Bloomberg Businessweek link is: http://Businessweek.com

**Examples** are under Course Information/Article Businessweek

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**4. Movie concept:**

You will analyze any movie of your choice containing Organizational Behavior/Managing People concepts. Use a real movie; i.e., Remember the Titans, Apollo 13, or even a Disney movie.

**Due to Me:** A typed summary with 3 (three) concepts (in bold) and discuss.

**Examples** under Course Information/Movie Assignment Information.

**Sign up when you decide:** Course Information /Sign Up for Movie and Book

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**Total**

340

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WITHDRAW DATE: March 23 -- Date to drop/withdraw without penalty.
<table>
<thead>
<tr>
<th>Tues./Thurs.</th>
<th>Topics <em>(Dates may be adjusted)</em></th>
<th>Yellow highlighted Hybrid No class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 13</td>
<td>Organization of Class and History</td>
<td></td>
</tr>
<tr>
<td>Jan. 15</td>
<td>Chapter 1: What Is Organizational Behavior</td>
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<tr>
<td>Jan. 20</td>
<td>Chapter 2: Diversity in Organizations</td>
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<td>Jan. 22</td>
<td>Chapter 3: Attitudes and Job Satisfaction <strong>Hybrid--No Class</strong>&lt;br&gt;Listen to PowerPoint with Sound <strong>Chapter 3</strong>&lt;br&gt;Watch Southwest Airlines&lt;br&gt;<strong><a href="http://www.youtube.com/watch?v=CQtGGF17d5c">http://www.youtube.com/watch?v=CQtGGF17d5c</a></strong>&lt;br&gt;Watch Gender Wage Gap:&lt;br&gt;<strong><a href="http://lms-media.uttyle.edu/fileman/myoung/Videos/Gender_Wage/Gender_Wage.html">http://lms-media.uttyle.edu/fileman/myoung/Videos/Gender_Wage/Gender_Wage.html</a></strong>&lt;br&gt;Watch Age Discrimination:&lt;br&gt;<strong><a href="http://lms-media.uttyle.edu/fileman/myoung/Videos/Discrimination/Discrimination.html">http://lms-media.uttyle.edu/fileman/myoung/Videos/Discrimination/Discrimination.html</a></strong></td>
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<tr>
<td>Jan. 27</td>
<td>Chapter 5: Personality and Values  <strong>Due: Myers Briggs summary: Jan. 27 by 11:59 p.m.</strong>&lt;br&gt;Chapter 6: Perception and Individual Decision Making</td>
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<tr>
<td>Feb. 3</td>
<td>Chapter 6: Perception and Individual Decision Making  <strong>Bonus Test Feb. 3 8 a.m. close Feb. 5 11:59 p.m.</strong></td>
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<td>Feb. 5</td>
<td>Chapter 7: Motivation Concepts <strong>Hybrid--No Class</strong>&lt;br&gt;Listen to PowerPoint with Sound <strong>Chapter 7</strong>&lt;br&gt;Watch Whale Done&lt;br&gt;<strong><a href="http://www.whaledonevideo.com/">http://www.whaledonevideo.com/</a></strong>&lt;br&gt;Fun Clip: Positive reinforce dog training Video Clip: Motivate like a CEO Animated Motivation Clip</td>
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<td>Feb. 17</td>
<td>Chapter 8: Motivation: From Concept to Applications</td>
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<tr>
<td>Feb. 19</td>
<td>Chapter 8: Motivation: From Concept to Applications <strong>Hybrid--No Class</strong>&lt;br&gt;Listen to PowerPoint with Sound <strong>Chapter 8</strong>&lt;br&gt;Watch From USC Entrepreneur of the Year Howard Schultz, Starbucks Coffee, USC <strong><a href="http://lms-media.uttyle.edu/fileman/myoung/Videos/starbucks/starbucks.html">http://lms-media.uttyle.edu/fileman/myoung/Videos/starbucks/starbucks.html</a></strong></td>
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<td>Feb. 24</td>
<td>Chapter 9: Foundations of Group Behavior</td>
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<tr>
<td>Feb. 26</td>
<td>Chapter 9: Foundations of Group Behavior <strong>Hybrid--No Class</strong>&lt;br&gt;Listen to PowerPoint with Sound—<strong>Chapter 9</strong>&lt;br&gt;Video Clips: Groups and Teams at Kluster Lessons from the geese Watch Abilene Paradox <strong><a href="http://www.youtube.com/watch?v=z_iGdiYO7gI">http://www.youtube.com/watch?v=z_iGdiYO7gI</a></strong></td>
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<tr>
<td>Date</td>
<td>Chapter</td>
<td>Due Date</td>
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<td>March 3</td>
<td>Chapter 10: Understanding Work Teams</td>
<td>Due: Book Summary: 26-- 3 by 11:59 p.m.</td>
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<td>March 5</td>
<td>Chapter 11: Communication</td>
<td>Hybrid No Class</td>
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<tr>
<td>March 5</td>
<td>Listen to PowerPoint with Sound--Chapter 11</td>
<td><a href="http://lms-media.uttler.edu/fileman/myoung/MANA5300.060/chapter_11/chapter_11.html">http://lms-media.uttler.edu/fileman/myoung/MANA5300.060/chapter_11/chapter_11.html</a></td>
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<tr>
<td>March 5</td>
<td>Fun Clips: Non-verbal communication Stretching after jogging Would you have invested</td>
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<tr>
<td>March 5</td>
<td>Video Clips: He Says, She Says, based on the book Talking 9 to 5</td>
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<tr>
<td>March 5</td>
<td>Listen to Power of Words</td>
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<tr>
<td>March 5</td>
<td>YouTube URL: <a href="http://www.youtube.com/watch?v=Hqgzim5m7oU">http://www.youtube.com/watch?v=Hqgzim5m7oU</a></td>
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<tr>
<td>March 5</td>
<td>YouTube URL: <a href="http://www.youtube.com/watch?v=ZPZR5PzP8HM">http://www.youtube.com/watch?v=ZPZR5PzP8HM</a></td>
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<tr>
<td>March 10</td>
<td>Chapter 11: Communication</td>
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<tr>
<td>March 12</td>
<td>Chapter 12: Leadership</td>
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<td>March 17</td>
<td>Chapter 11: Communication</td>
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<td>March 19</td>
<td>Chapter 12: Leadership</td>
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<tr>
<td>March 24</td>
<td>Chapter 12: Leadership</td>
<td>Bonus Test Bonus--March 24  8 a.m. closes March 26  11:59 p.m.</td>
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<tr>
<td>March 26</td>
<td>Chapter 13: Power and Politics</td>
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<tr>
<td>March 31</td>
<td>Exam (Chapters 8, 9, 10, 11, 12, &amp; 13)-- Hybrid No Class</td>
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<td>April 2</td>
<td>Chapter 4: Emotions and Moods</td>
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<td>April 7</td>
<td>Chapter 14: Conflict &amp; Negotiation</td>
<td>Due: Businessweek article: April 7 by 11:59 p.m.</td>
</tr>
<tr>
<td>April 9</td>
<td>Chapter 14: Conflict &amp; Negotiation</td>
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<tr>
<td>April 14</td>
<td>Chapter 15: Foundations of Organization Structure</td>
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<tr>
<td>April 16</td>
<td>Chapter 15: Foundations of Organizational Structure-- Hybrid No Class</td>
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<tr>
<td>April 16</td>
<td>Listen PowerPoint--Chapter 15</td>
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<tr>
<td>April 21</td>
<td>Chapter 16: Organizational Culture</td>
<td>Due: Movie Summary Due: April 21, 11:p.m.</td>
</tr>
<tr>
<td>April 23</td>
<td>Chapter 18: Organizational Change and Stress Management</td>
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<tr>
<td>Tues., April 28 (8:00 a.m.).--- through Thurs, April 30 (11:59 p.m.)</td>
<td>Final Exam (Chapters 4, 14, 15, 16 &amp; 18 plus tapes) Skip Ch. 17. Hybrid No Class</td>
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<tr>
<td></td>
<td>The final will be opened 3 days.</td>
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</tbody>
</table>
Classroom Policies and Responsibilities:

**Blackboard.** All assignments and tests are on Blackboard. It is your responsibility to submit (under Assignment tab) and check your grades (My Grades) regularly. All assignments should be submitted in **WORD** with proper format as mentioned earlier. Communication will be in class, discussion board, or email.

**Assignments** will be submitted online according to guidelines given. You have until 11:59 p.m. on the night due. One point will be deducted for each day thereafter. Also, points will be deducted for incorrect format. Your points will be on Blackboard under My Grades. No student will receive an A or B if assignments and/or tests are not completed and submitted. You should check often and record in the Course Information/Grade calculator.

**Participation:** You are expected to come to class and give meaningful comments. You should read the chapter ahead of time in order to give meaningful participation in class discussions.

**Absenteeism Policy:** Students are expected to attend class each time. If you are not engaged (using cell phone, computer, tapes, talking, doing work for other classes, etc., you will be counted absent). A sign-up sheet will be given each day. If you’re final grade is on the borderline, your attendance must be 80% (miss only 4 classes out of 20 classes) to be rounded up. No student will make an A or B if he/she has missed more than 50% (10 in-class) of classes or does not turn in any assignment or take exam(s)

**Classroom Civility and Professionalism:**
1. Be prepared and alert.
2. Understand syllabus.
3. Be on-time and in attendance.
4. Not using cell phones.
5. Not talking to classmates, texting, using Internet, and listening to music with speakers.
6. Listening and not doing homework for other classes.
7. No eating in class.

**Make-up Policies:**
Exams should be taken when assigned. If you have an illness or emergency, business trip, a makeup exam may be given. Being unprepared, having to work, or being out of town is not an excuse. If you miss seeing a DVD or tape, please go to the Library at the Circulation Desk at UT Library with the title of tape. You may check out the tape. Some tapes belong to me and may be borrowed.

**Assignments** should be submitted online according to guidelines and dates given. You have until 11:59 p.m. on the night due. One point will be deducted for each day thereafter as well as points for incorrect format. Your points will be on Blackboard under My Grades. You should check often and record in the grade calculator under Course Information.

### EVALUATION:

<table>
<thead>
<tr>
<th>Percent of Total (340)</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>306-340</td>
<td>A (90%)</td>
</tr>
<tr>
<td>272-305</td>
<td>B (80%)</td>
</tr>
<tr>
<td>238-271</td>
<td>C (70%)</td>
</tr>
<tr>
<td>204-237</td>
<td>D (60%)</td>
</tr>
<tr>
<td>&lt; 203</td>
<td>F (&lt;60%)</td>
</tr>
</tbody>
</table>

- **TAPES/DVDs IN CLASS**
  - Attitude Virus
  - Abilene Paradox (Group Effectiveness)
  - Dealing with Conflict
  - Encouraging the Heart (Leadership)
  - Dealing with Conflict
  - Emotional Intelligence
  - Even Eagles Need a Push
  - Ethics for Everyone
  - Fairer Sex—Gender Discrimination*
  - Five Questions a Leader Must Ask
  - FISH/Fish Sticks
  - Flight of the Buffalo
  - Fun is Good
  - Max and Max
  - Non Verbal Communication
  - One Minute Manager
  - Power of Listening
  - Positive Disciplining
  - Productivity and Self-Fulfilling Prophecy
  - Resolving Conflicts
  - Self-Managing Teams*
  - Starbucks Coffee*
  - Take Charge of Change
  - Time Management
  - Whale Done
  - Working with you is Killing Me
  - Talking 9 to 5 (Men/Women communication
This part of the syllabus is given by Blackboard Administrator
http://lms-media.utyler.edu/fileman/OID/Resource/

What is an Online or Hybrid Course?
- An online course is a class where all course activity is done online. Blackboard is the primary means of delivering online content at The University of Texas at Tyler.
- A hybrid course combines face-to-face interaction with online instruction using Blackboard. The percentage used for each is dependent on the subject matter and overall nature of the course.

Technical Assistance
There are two options to receive UT Tyler technical assistance:
- Phone: (903) 565-5555 or extension 5555 on campus
- Email: itsupport@patriots.utyler.edu

When you call or email IT Support, be sure to include a complete description of your question or problem including:
- the title and number of the course
- the page in question
- if you get an error message, a description and message number
- what you were doing at the time you got the error message

You may also visit the Help tab in Blackboard or check out the Blackboard on Demand Learning Center for Students at http://ondemand.blackboard.com/students.htm

Necessary Skills for Taking an Online or Hybrid Course
As an online/hybrid student, you will have a much different "classroom" experience than a traditional student. In order to ensure that you are fully prepared for the online portion of your instruction, following is a list of expectations and requirements:
Students in an online and/or hybrid program should be comfortable with and possess the following skill sets:
- Self-discipline
- Problem solving skills
- Critical thinking skills
- Enjoy communication in the written word

Minimum Technology Skills
As part of your online experience, you can expect to utilize a variety of technology mediums as part of your curriculum:
- Navigate Blackboard
• Ability to send and receive email
• Browsing for and uploading documents and computer files to your Blackboard course
• Downloading and saving files to your computer
• Navigate the Internet using a Web browser such as Mozilla Firefox, Internet Explorer or Chrome.
• Posting to a discussion board and wiki
• Open PDF files
• Playing and viewing video and audio files

Minimum Technology Requirements
• Access to a computer (PC or Mac), personal or on campus
• Internet access (high-speed preferred; Blackboard and the videos may be slow to load on satellite or dial up)
• Microsoft Office, or a Word and PowerPoint compatible program such as Apple iWork or Apache Open Office (free) to view handouts and presentations.

Plug-ins and Helper Applications
UT Tyler online courses use Java, JavaScript, browser plug-ins, helper application and cookies. It is essential that you have these elements installed and enabled in your web browser for optimal viewing of the content and functions of your online course. Always ensure that you are using the most update version for the browser you choose to access the online learning content.
  o Adobe Reader allows you to view, save, and print Portable Document Format (PDF) files.
    http://get.adobe.com/reader/
  o Java Runtime Environment (JRE) allows you to use interactive tools on the web.
  o Adobe Flash Player allows you to view content created with Flash such as interactive web applications and animations.
    http://get.adobe.com/flashplayer/
  o QuickTime allows users to play back audio and video files.
  o Windows Media Player allows you to view, listen and download streaming video and audio.

Blackboard Accessibility
The Blackboard platform contains no barriers for users with disabilities and is both usable and accessible by everyone, regardless of age, ability, or situation. For more information, please review their Commitment to Accessibility.

Time Management
Course schedules contains all assignments and deadlines in details so students can plan their semester. A student should expect to spend three hours on preparation and learning assignments for every semester credit hour. If a class is a 3-semester credit hour class, it is expected that a student should spend about 9 hours out of class on assignments in addition to 3 hours of in-class time for a total of about 12 hours per week to obtain an “A” in a class. It is important to develop a Time Management Plan. To that end:
  1. Create a weekly calendar containing all class times, work times, family activities, breakfast, lunch and dinner activities, physical activities and exercise, time to go shopping, etc.
  2. Create a semester calendar for including the months of January, February, March, April, and May, in which you enter your weekly activities and the quizzes and exams for each of your courses. Create a plan and stick to it!!

Netiquette Guide
Netiquette is, simply, Internet etiquette, or a set of expectations that describe appropriate behaviors when interacting online. It is important to understand that, in the online environment, you will be held to the exact same standards of UT Tyler's face-to-face courses. In fact, for 100% online courses, your online classroom behavior may be the only interaction you have with your faculty and classmates, therefore making your netiquette even more important. Remember, you only get to make a first impression once, irrespective of the course delivery method.
Be courteous.
You only get one chance for an online first impression. Make it count. Do not say or do anything in an online classroom that you would not do in a face-to-face classroom. This includes not “YELLING” (typing in all caps), not “flaming” (attacking someone, such as insults and name-calling), and/or not dominating the discussion.

Be human.
Remember there is another person on the other side of the screen. Remain patient, ask and wait for clarification if you do not understand something, and avoid assumptions and rushed judgments. Forgive mistakes, and apologize for your own errors.

Be a good classmate.
Remember your own role as a student. Follow your instructor’s directions at all times. Be authentic and collaborative with fellow students. Be aware of cyberbullying and make every attempt to eliminate it. Appreciate the diversity and different communication styles of your peers. Remember, since this class is online, you may have classmates from all over the world.

Be professional.
Proofread your own writing for spelling, grammar, and punctuation to prevent miscommunication. Avoid slang, sarcasm, or emotionally-charged writing, as tone can be difficult to translate online. Profanity and offensive language will not be tolerated. Do not use abbreviations (2moro, 2T, B@U) or emotions in your online class unless your professor approves and supports such writing styles.

Be a responsible digital citizen.
What you post online is difficult to retract once it is published. What you post online can follow you for your lifetime. Do not share personal information you would never want public, and respect other people’s privacy. Do not share someone else’s work without their permission.

From The University of Texas at Tyler's Netiquette Guide.
### Campus Directory Quick Reference

<table>
<thead>
<tr>
<th>Reference</th>
<th>Location</th>
<th>Phone #</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>UC 3440</td>
<td>903-565-5718</td>
<td><a href="mailto:advising@uttyler.edu">advising@uttyler.edu</a></td>
</tr>
<tr>
<td>Bookstore</td>
<td>UC</td>
<td>903-566-7070</td>
<td><a href="mailto:bookstore@uttyler.edu">bookstore@uttyler.edu</a></td>
</tr>
<tr>
<td>Campus Activities</td>
<td>UC 3400</td>
<td>903-565-5796</td>
<td><a href="mailto:getconnected@uttyler.edu">getconnected@uttyler.edu</a></td>
</tr>
<tr>
<td>Campus Computing/IT Support</td>
<td>BUS 101</td>
<td>903-565-5555</td>
<td><a href="mailto:itsupport@patriots.uttyler.edu">itsupport@patriots.uttyler.edu</a></td>
</tr>
<tr>
<td>Cashier's Office</td>
<td>ADM 125</td>
<td>903-566-7227</td>
<td><a href="mailto:cashiers@uttyler.edu">cashiers@uttyler.edu</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>ADM 230</td>
<td>903-566-7180</td>
<td><a href="mailto:enroll@uttyler.edu">enroll@uttyler.edu</a></td>
</tr>
<tr>
<td>Library</td>
<td>LIB</td>
<td>903-566-7342</td>
<td><a href="mailto:library@uttyler.edu">library@uttyler.edu</a></td>
</tr>
<tr>
<td>Enrollment Services</td>
<td>ADM 230</td>
<td>903-566-7180</td>
<td><a href="mailto:enroll@uttyler.edu">enroll@uttyler.edu</a></td>
</tr>
<tr>
<td>Student Accessibility</td>
<td>UC 3150</td>
<td>903-565-7079</td>
<td><a href="mailto:cstaples@uttyler.edu">cstaples@uttyler.edu</a></td>
</tr>
<tr>
<td>Student Business Services</td>
<td>ADM 125</td>
<td>903-566-7227</td>
<td><a href="mailto:cashiers@uttyler.edu">cashiers@uttyler.edu</a></td>
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<tr>
<td>Student Counseling Center</td>
<td>UC 3170</td>
<td>903-566-7254</td>
<td><a href="mailto:mskinner@uttyler.edu">mskinner@uttyler.edu</a></td>
</tr>
<tr>
<td>Writing Center</td>
<td>BUS 202</td>
<td>903-565-5995</td>
<td><a href="mailto:utwritingcenter@gmail.com">utwritingcenter@gmail.com</a></td>
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</tbody>
</table>

### Campus Quick Links

<table>
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### University Policies

**Students Rights and Responsibilities**

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: [http://www.uttyler.edu/wellness/rightsresponsibilities.php](http://www.uttyler.edu/wellness/rightsresponsibilities.php)

**Grade Replacement/Forgiveness and Census Date Policies:**

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at [http://www.uttyler.edu/registrar](http://www.uttyler.edu/registrar). Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.
Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract. The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy:
Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability Services:
In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria apply to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@utttyler.edu

Student Absence due to Religious Observance:
Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities:
If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement:
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation:
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

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