

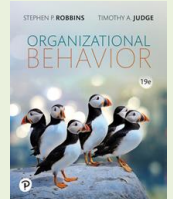


**Fundamentals of Management  
MANA 3311.001, 060, 061--Spring 2024**

**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, 19<sup>th</sup> ed. (Eds. 17 or 18 are ok)  
Stephen P. Robbins and Timothy P. Judge



**CLASS MEETING:** **MANA 3311.001 TT 2:00-3:20 In Class**  
**MANA 3311.060 and .061 ONLINE**

**Assignments and points:**

Major Exams	300
Quizzes (4)	20
Assignments (4)	<u>50</u>
<b>Total</b>	<b>370</b>

	Percent of Total (360)	Grade
333-360	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**

- Narrated slides
- Assignments
- Textbook
- Exercises and assignments
- Videos/YouTube & others
- Multiple choice exams (3)
- Bonus Tests (2)
- Quizzes (four 5-point)

**CONTACT INFORMATION:**

<b>WEB SITE:</b>	<a href="https://www.utt Tyler.edu/myoung/">https://www.utt Tyler.edu/myoung/</a>
<b>OFFICE:</b>	Soules College of Business (COB 350.27)
<b>VIRTUAL OFFICE HOURS: OPTIONAL</b>	Go into Canvas/Zoom/Join Tuesday/Thursday 6:00-7:00 p.m. Individual Conference/ Canvas
<b>PHONE</b>	(903) 566-7437
<b>FAX :</b>	(903) 566-7372
<b>EMAIL:</b>	<a href="mailto:myoung@utt Tyler.edu">myoung@utt Tyler.edu</a>

**Census Date:** Jan. 28 Deadline for all registrations and schedule changes.  
**Last Day to Withdraw:** March 25

**ASSIGNMENTS:** Go to side bar, **Assignments** to 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.



**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—just go to Grades and click on your score. **Respondus Lockdown Browser will be used.** Go into Lockdown Browser first. Please install. <http://www.respondus.com/lockdown/download.php?id=593832943>

**Quizzes (Quiz 1, 2, 3, 4)—Each has 5 multiple choice questions--5 points. Multiple attempts.**

**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, [Please Understand Me](#), which is at the circulation desk at UT Tyler.

Here is another site <http://keirsev.com/> once you know your two letters:

- 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.

**2. Book Summary:**

**Submit:** After reading a popular, interesting management or self-help 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.

**3. Assignment with Choices**—Closure, Advice, Culture, or Entrepreneurship—Choose 2

**4. Organization Analysis:**

Choose an organization you admire or 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](#)

**You must reference/cite your sources at the bottom. Submit:** One-page typed summary. Put your organization and your name at the top. Place sources and/or websites at the bottom. See example under Assignments: **Organization for Internship.docx**



**5. Movie and Concepts:**

Analyze any movie containing managing people or fundamental concepts/theories. Examples are: Remember the Titans, Apollo 13, or even a Disney movie, i.e. Finding Nemo.

**Submit:** A typed summary with 3 (three) concepts (**in bold**)—then define and discuss the management concept, theory, hypothesis, etc. **Examples under Assignments/Movie with Concepts. Also, under Discussion, management concepts and movie examples.**

**Total**

	Points	Due Date
EXAMS	300	
Quizzes (Quiz 1, 2, 3, 4)	20	
1. Myers Briggs Analysis:		Feb. 1
2. Book Summary:	10	Feb. 29
3. Assignment with Choices	10	Mar. 28
4. Organization Analysis:	10	Apr. 4
5. Movie and Concepts:	10	Apr. 18
<b>Total</b>	<b>370</b>	

<b>Week of:</b>	<b>Schedule</b>	<b>Phase 1</b>
Jan. 16 Jan. 18	Chapter 1: What Is Management—History of Management Go to <b>Modules</b> . Functions of Management (Planning, Organizing, Leading, and Controlling) <b>Due: Student Information Form Jan. 25 by 11:59</b>	
Jan. 23 Jan. 25	Chapter 2: Diversity, Equity, and Inclusion in Organizations Chapter 3: Job Attitudes	
Jan. 30 Feb. 1	Chapter 5: Personality, Individuals Differences, and Values—Planning (SWOT Analysis) Chapter 6: Perception and Individual Decision Making <b>Quiz 1: Closes: Feb. 12 at 11:59 p.m. multiple attempts. No lockdown browser needed</b> <b>Due: Myers Briggs Summary: Feb. 1 by 11:59 p.m.</b>	
Feb. 6 Feb. 8	Chapter 7: Motivation Concepts <b>1<sup>st</sup> Bonus Test—Closes: Feb. 12 at 11:59 p.m. (5 points multiple choice)</b> <b>Quiz 2: Closes: Feb. 2 at 11:59 p.m. (multiple attempts). No lockdown browser needed.</b> View: Myers Briggs Presentation	
Feb. 13 Feb. 15	<b>Exam (Chapters 1, 2, 3, 5, 6, 7)</b> <b>Open: Feb. 13 at 8 a.m. – Feb. 14 at 11:59 p.m.</b> Chapter 8: Motivation: From Concept to Applications	
		<b>Phase 2</b>
Feb. 20 Feb. 22	Chapter 8: Motivation: From Concept to Applications Chapter 9: Foundations of Group Behavior	
Feb. 27 Feb. 29	Chapter 10: Understanding Work Teams Chapter 11: Communication <b>Due: Book Summary: Feb. 29 by 11:59 p.m.</b>	
March 5 March 7	Chapter 12: Leadership <b>Quiz 3: Closes Mar. 25 at 11:59 p.m. (multiple attempts). No lockdown browser needed.</b>	
March 11-15	  	
March 19 March 21	Chapter 13: Power and Politics <b>2<sup>nd</sup> Bonus Test (Multiple choice/fill in the blank) Closes: Mar. 25 at 11:59 p.m.</b> Review	

March 26	<b>2<sup>nd</sup> Exam (Chapters 8, 9, 10, 11, 12, &amp; 13)</b> <b>Open: Mar. 26 at 8 a.m. – Mar. 27 at 11:59 p.m.</b>
<b>Phase 3</b>	
March 28	Chapter 4: Emotions and Moods <b>Management Assignment Due: Mar. 28</b>
April 2	Chapter 14: Conflict & Negotiations
April 4	Chapter 15: Foundations of Organization Structure <b>Due: Organizational Analysis: Apr. 4</b>
April 9 April 11	Discussion of Organizational Analysis Chapter 14: Conflict & Negotiations
April 16 April 18	Chapter 16: Organizational Culture and Change <b>Due: Movie Summary Due: Apr. 18 by 11:59 p.m.</b> Discussion of Movie and Management Assignment (Culture, Closing, Advice, or Entrepreneurship—Choose 2)
April 23 April 25	Chapter 18: Organization Change, Stress & Health and Time Management Review <b>Quiz 4 Closes Apr. 29 at 11:59 p.m. (multiple attempts). No lockdown browser needed</b>
<b>Tues. April 30 (8:00 a.m.) -- Thurs. May 2 (11:59 p.m.)</b>	<b>Final Exam (Chapters 4, 14, 15, 16 &amp; 18 and tapes on Study Guide). Skip Ch. 17.</b> The final will be opened <b>3 days</b> .

### EVALUATION AND GRADE POLICY

	Percent of Total (360)	Grade
333-360	90%	A
296-332	80%	B
259-295	70%	C
222-258	60%	D
< 221	<60%	F

#### Bonus Points/Extra Credit

1 <sup>st</sup> Bonus Test	5
2 <sup>nd</sup> Bonus Test	5

**10 Total Bonus points** (extra credit) = **10** and added to your total points. You may have unlimited multiple attempts on the 4 quizzes and bonus tests but must be completed by the due date.

## 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 & Submissions).
- Check your grades on the left side bar regularly.
- Use the grade calculator.

All assignments should be submitted online in **WORD** with [proper format](#). Also see [Modules/Getting Started/Format Example](#). Communication will be through:

- **Announcements**
- **Discussions**
- **Virtual Office Hours/Optional**
- **Email**
- **Chat**

### Participation in In-Person Class:

You should read the chapters and look at slides ahead of time in order to give meaningful participation in class discussions.

### Assignments

All 5 assignments should be submitted online according to guidelines. You have until 11:59 p.m. on the night due. 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 make 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 a connection or outage problem, let me know immediately to make arrangements before the due date.**

**For the IN-CLASSES (MANA 3311.01 AND .002), attendance will be taken and used if you are on the borderline. We have a total of 26 classes. If you have 60% or 16 of the class meetings, I will assign the higher grade.**

### Ethics on Exams

You may use books, notes, and slides. However, 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 already know the material as you are timed for 2 hours.

## 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
- Thinking freely
- 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
- Google
- HEB
- IBM
- John Deere
- Lego
- Legos
- Pike Place Fish Market--FISH
- Samsung
- SAS
- Southwest Airline—It's So Simple
- Starbucks—Harold Schultz
- Tesla
- Toyota
- Walt Disney World--Culture
- Zappos.com

## Canvas Navigation

The navigation bar on the left-hand side of this Canvas page will provide quick access to different aspects of our class:

- [Home](#)
- [Zoom](#) – Classes and Virtual Office Hours
- [Announcements](#) – Key class announcements.
- [Modules](#) –Course content by date and chapters..
- [Grades](#) – Grades and review your feedback for any assignment submissions.
- [Assignments](#)
- [Quizzes](#)
- [Big Blue Button for Conferences](#) – Individual student conferences.
- [Discussions](#)—Discussion for all the class.

## Technology Support—Check for updates on hours

### 1. Canvas Support Hotline

Go to Canvas, choose Help for a live chat or call (844) 214-6949.

**Hours: 24/7**

### 2. UT Tyler **Canvas—UT Tyler** [canvas@uttyler.edu](mailto:canvas@uttyler.edu)

903-566-6200

LIB127, basement of library

Hours: Monday-Friday 8 a.m. 5 p.m.

### 3. **UT Tyler** Technology Support: <https://www.uttyler.edu/it/support/student-support.php>

**Live Support:** <https://uttyler.service-now.com/sp>

(For Respondus Lockdown Browser, log in, password, etc.)

Zoom: <https://uttyler.service-now.com/sp>

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

Phone: 903.565.5555

Walk in: **RBN 3011**

Hours: Monday-Thursday (8:00 AM – 9:30 PM)

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

Saturday-Sunday (12:00 PM – 7:30 PM)

### 4. **UT Tyler Library--Computers with Respondus Lockdown Browser:** **Check updates on hours.**

#### ○ **Library Hours:**

Mon-Thurs.	7:30 a.m.- 2 a.m.
Friday	7:30 a.m.- 5 p.m.
Saturday	9 a.m.- 6 p.m.
Sunday	1 p.m.- 2 a.m.

- **UT Computer Center:** RBN 3022 (Engineering Building)
- **Soules College:** COB 251--When no classes are there.
- **Longview Computer Lab**
- **Palestine Computer Lab**
- **Houston Computer Lab**

## Career Success & Handshake

Create an account. <https://www.uttyler.edu/careersuccess/handshake/>

### 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>

