

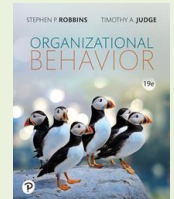


**Fundamentals of Management
MANA 3311.001, 060, 061--Summer2024**

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. (Eds. 17 or 18 are ok)
Stephen P. Robbins and Timothy P. Judge



CLASS MEETING: MANA 3311.060 ONLINE

Assignments and points:

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

	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

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

CONTACT INFORMATION:

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

Census Date: June 6--Census Date (Deadline for all registrations/changes)
Last Day to Withdraw: June 25

ASSIGNMENTS: Go to side bar, **Assignments** to submit in Canvas

Due Date

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

Points

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.

[Format Example.doc](#)

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> 300

Quizzes (Quiz 1, 2, 3, 4)—Each has 5 multiple choice questions--5 points. Multiple attempts. 20

1. Myers Briggs Analysis:

June 7

- 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:

10

June 19

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

10

June 26

4. Organization Analysis:

10

July 2

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:

10

July 2

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

370

Week of:	Schedule	Phase 1
June 3	Class Organization and start Chapter 1: What is Management?	
June 4	Chapter 1: What Is Management—History of Management Go to Modules . Functions of Management (Planning, Organizing, Leading, and Controlling)	
June 5	Chapter 2: Diversity, Equity, and Inclusion in Organization—Learning Theory Due: Student Information Form June 5 by 11:59	
June 6	Chapter 3: Job Attitudes	
June 7	Chapter 5: Personality, Individuals Differences, and Values—Planning (SWOT Analysis) Due: Myers Briggs Summary: June 7 by 11:59 p.m.	

June 10 Chapter 6: Perception and Individual Decision Making

Quiz 1: Closes: June 13 at 11:59 p.m. multiple attempts. No lockdown browser needed

June 11 Chapter 7: Motivation Concepts
View: Myers Briggs Presentation

June 12 **1st Bonus Test—Closes: June 13 at 11:59 p.m. (5 points multiple choice)**
Quiz 2: Closes: June 13 at 11:59 p.m. (multiple attempts). No lockdown browser needed.

June 13 **Exam (Chapters 1, 2, 3, 5, 6, 7)**
Open: June 13 at 8 a.m. – June 14 at 11:59 p.m.

Phase 2

June 14 Chapter 8: Motivation: From Concept to Applications

June 17 Chapter 9: Foundations of Group Behavior

June 18 Chapter 10: Understanding Work Teams

June 19 Chapter 11: Communication
Due: Book Summary: June 19 by 11:59 p.m.

June 20 Chapter 12: Leadership
Quiz 3: Closes: June 25 at 11:59 p.m. (multiple attempts). No lockdown browser needed.

June 21 Chapter 13: Power and Politics

June 24 **2nd Bonus Test (Multiple choice/fill in the blank) Closes: June 24 at 11:59 p.m.**
Review

June 25 **2nd Exam (Chapters 8, 9, 10, 11, 12, & 13)**
Open: June 24 at 8 a.m. – June 26 at 11:59 p.m.

Phase 3

June 26 Chapter 4: Emotions and Moods
Management Assignment with Choices Due: June 26

June 27 Chapter 14: Conflict & Negotiations

June 28 Chapter 15: Foundations of Organization Structure
Due: Organizational Analysis: June 28

July 1 Chapter 16: Organizational Culture and Change
Due: Movie Summary: July 2 by 11:59 p.m.

July 2 Chapter 18: Organization Change, Stress & Health and Time Management
Quiz 4 Closes July 5 at 11:59 p.m. (multiple attempts). No lockdown browser needed

July 3 Review



July 4

Tues. July 4 (8:00 a.m.) -- Thurs. July 6 (11:59 p.m.)
Final Exam (Chapters 4, 14, 15, 16 & 18 and tapes on Study Guide). Skip Ch. 17.
The final will be opened **3 days.**

EVALUATION AND GRADE POLICY

	Percent of Total (370)	Grade
333-370	90%	A
296-332	80%	B
259-295	70%	C
222-258	60%	D
< 221	<60%	F

Bonus Points/Extra Credit

- Information form 2
- 1st Bonus Test 5
- 2nd Bonus Test **12** Total Bonus points (extra credit) = **12** 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**

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 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 a connection or outage problem, let me know immediately to make arrangements before the due date.**

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 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
- 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

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

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

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/>

