

Course Logistics and Instructor Contact Information

Fundamentals of Management
MANA3311-090

Scheduled Class Days and Times: Monday 6-8.45 PM , Every Monday from August 21 - October 7 , 2023

Instructor Name: Dr. Marwan Al-Shammari
Office Location: Soules College of Business
Phone Number
Email: malshammari@uttyler.edu
Best way to contact: email

Office Hours: Days/Times AND by appointment: Wednesdays 9-11 AM or by appointment and anytime I am in the office

Course Information

Faculty:

University of Texas at Tyler

Soules College of Business

Fall 2023 MANA-3311.090 Longview

COURSE SYLLABUS

Instructor Dr. Marwan Al-Shammari

Email malshammari@uttyler.edu

Section 090

Office Number 326

Office Hours **Wednesday 9-11 am**

Prerequisites N.A

Class Monday

time/room 6-8.45 PM

Please read carefully before doing anything else in the course and let me know if you have any questions

Course description:

The Fundamentals of Management course provides a comprehensive introduction to the principles and practices of modern management. Through a blend of theoretical concepts, real-world case studies, and interactive activities, this course equips students with a solid foundation in the art and science of effective management. Whether you aspire to be a future manager, entrepreneur, or leader, this course will empower you with the essential knowledge and skills to navigate the dynamic world of business and organizations.

COURSE OBJECTIVES

By the end of this course, students will be able to:

1. Understand the fundamental principles and theories of management.
2. Apply management concepts to analyze real-world scenarios and make informed decisions.
3. Demonstrate effective communication skills within a managerial context.
4. Work collaboratively in teams, manage conflicts, and promote cooperation.
5. Identify and assess various leadership styles and traits.
6. Recognize the importance of ethical considerations and social responsibility in management.
7. Understand the process of strategic planning and its role in achieving organizational goals.
8. Discuss the impact of organizational structures on efficiency and performance.
9. Gain insights into human resource management practices.
10. Develop a basic understanding of change management and innovation.

Required Textbook: "Exploring Management, 7th Edition" by John R. Schermerhorn and Daniel G. Bachrach

ISBN: 9781119721055

Watch this video on how to both access and purchase the book

https://players.brightcove.net/4931690914001/default_default/index.html?videoId=631064715111
[2Links to an external site.](#)

Course Dates: August 21, 2023 - October 7, 2023

Meeting day: Monday 6 – 8.45 PM

IMPORTANT NOTE: SEVERAL ASSIGNMENTS AND THE EXAMS WILL BE VIA WILEY ACCOUNT THAT COMES ALONG WITH THE BOOK.

You can click on the Wiley Course Resources (on the left column panel in your course home on Canvas) to gain access to the book

Writing tips can be found via this link:

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.htmlLinks to an external site.

Section: Effective Use of CHAT GPT for Enhanced Learning

Objective: The objective of this section is to guide students on how to effectively utilize CHAT GPT to enhance their learning experience in the course. By following these guidelines, students can optimize their interactions with CHAT GPT and ensure that the learning process occurs efficiently.

Understanding CHAT GPT:

Familiarize yourself with the capabilities and limitations of CHAT GPT.

Recognize that CHAT GPT is an AI language model designed to assist with generating text-based responses based on the input provided.

Keep in mind that CHAT GPT does not possess human-level understanding or reasoning abilities.

Asking Clear and Specific Questions:

Articulate your questions or prompts as clearly and specifically as possible.

Provide sufficient context to help CHAT GPT understand your query accurately.

Consider breaking down complex questions into smaller, more manageable parts to facilitate better responses.

Critical Thinking and Verification:

Exercise critical thinking when evaluating responses from CHAT GPT.

Remember that CHAT GPT generates responses based on patterns and information it has learned, but it may not always provide accurate or reliable answers.

Verify information obtained from CHAT GPT by consulting authoritative sources or seeking additional input from instructors or peers.

Iterative Learning Process:

Embrace an iterative approach to learning with CHAT GPT.

Engage in ongoing conversations and follow-up questions to delve deeper into topics or seek clarification.

Utilize CHAT GPT as a tool to explore new concepts, gain initial insights, and generate ideas for further research.

Supplemental Learning Tool:

Consider CHAT GPT as a supplemental learning tool rather than a substitute for human interaction or research.

Use CHAT GPT to complement your existing study methods, textbooks, and course materials.

Combine insights from CHAT GPT with other sources to form a well-rounded understanding of the subject matter.

Ethical Use and Respectful Interaction:

Interact with CHAT GPT in a respectful and appropriate manner.

Refrain from engaging in conversations that promote hate speech, discrimination, or unethical behavior.

Adhere to the course's code of conduct and ethical guidelines while using CHAT GPT.

Seeking Instructor and Peer Guidance:

Approach the instructor or teaching assistants with questions or concerns related to CHAT GPT usage.

Collaborate with peers to discuss and share insights gained from CHAT GPT interactions.

Seek guidance from instructors and peers to validate and discuss challenging or complex topics encountered during CHAT GPT interactions.

Remember, CHAT GPT is a powerful tool that can assist your learning journey, but it should be used in conjunction with other learning resources and human support. By following these guidelines, you can leverage CHAT GPT effectively, enhance your understanding of the course material, and engage in meaningful learning experiences.

COURSE EVALUATION

Assessment and Grading:

- **Class Participation: 10%**
- **Quizzes and Assignments: 30%**
- **Case Analyses: 20%**
- **Group Project: 20%**
- **Midterm Exam and Final Exam : 20%**

GRADING SCALE:

A = 90-100 points

B = 80 – 89 points

C = 70 – 79 points

D = 60 – 69 points

F = 0 – 59 points

Multiple Choice Assignments

There will be multiple-choice assignments.

Assignments and cases

Each chapter is associated with a case study. Your responsibility is to read the chapter and the case ahead of the lecture. Preferably start by reading the PowerPoint, then the book chapter text, and then finish with the case. This will help you easily digest the fundamentals of the chapter. However, you will be assigned some graded cases, in this case you will answer a series of questions related to the case at hand. All case answers MUST thoroughly address the question being answered and the use of what you have learned from reading the book, the lecture, and from any credible external sources (e.g., internet, company website, etc). I do not set a minimum or maximum pages for the assignments and case assignments, as long as you thoroughly address the questions and provide meaningful answers and insights supported by the proper use of theory in book, frameworks in the book, and any evidence such as key financial ratios which I have posted a summary of under the getting started materials. For the case assignments, you will need to use the information in each case text, the case PPT notes available in each module, and the concepts discussed in the materials (textbook chapters, videos associated with each chapter, company website, internet credible sources...etc).

College of Business STATEMENT OF ETHICS:

The ethical problems facing local, national and global business communities are an ever-increasing challenge. It is essential the Soules College of Business help students prepare for lives of personal integrity, responsible citizenship, and public service. In order to accomplish these goals, both students and faculty of the College of Business at The University of Texas at Tyler will:

- Ensure honesty in all behavior, never cheating or knowingly giving false information.
- Create an atmosphere of mutual respect for all students and faculty regardless of race, creed, gender, age or religion.
- Develop an environment conducive to learning.
- Encourage and support student organizations and activities.
- Protect property and personal information from theft, damage and misuse.
- Conduct yourself in a professional manner both on and off campus.

Course Schedule:

Week 1-2: Introduction to Management Principles

- Readings: Chapters 1-2
- Discussion: Overview of management, evolution of management theories

Week 3-4: Planning and Decision-Making

- Readings: Chapters 3-4
- Assignments: Individual decision-making exercise, case analysis

Week 5-6: Organizing and Leading

- Readings: Chapters 5-6
- Assignments: Group project formation, leadership styles analysis

Week 7-8: Controlling, Ethical Considerations, and Social Responsibility

- Readings: Chapters 7-9
- Quizzes: Midterm Exam
- Discussion: Ethical dilemmas and social responsibility in management

Week 9-10: Strategic Management and Organizational Structure

- Readings: Chapters 10-11
- Assignments: Strategic planning case study, organizational structure analysis

Week 11-12: Human Resource Management and Change Management

- Readings: Chapters 12-13
- Assignments: HR management scenario analysis, change management reflection

Week 13: Final Exam Preparation

- Review and study for the final exam

Final Exam Week: Final Exam

Please note that this schedule is subject to change. Any modifications will be announced in advance

COURSE POLICIES

To familiarize yourself with the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this

link: <http://www2.uttyler.edu/wellness/rightsresponsibilities.php>Links to an external site.

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1. STATEMENTS AND POLICIES

2. Students Rights and Responsibilities

To familiarize yourself with the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www2.uttyler.edu/wellness/rightsresponsibilities.php> (Links to an external site.)Links to an external site..

1. 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> (Links to an

[external site.](#))[Links to an external site.](#) 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

1. 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.

1. Disability Services

In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact the Disability Services office in UC 3150, or call (903) 566-7079.

1. 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.

1. 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.

1. 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.

1. 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.

1. Concealed Weapons

We respect the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php> (Links to an external site.)Links to an external site..

1. UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free (Links to an external site.)Links to an external site..

