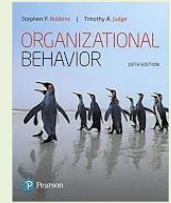




**Fundamentals of Management**  
**MANA 3311.001, 060, 061--Fall 2022**

**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, 18<sup>th</sup>ed.  
 Stephen P. Robbins and Timothy P. Judge

**CLASS MEETING:** **MANA 3311.001 TT 12:30-1:45 In Class**  
**MANA 3311.060 and .061 ONLINE**

**Assignments and points:**

Major Exams	300
Quizzes (4)	20
Assignments (4)	<u>40</u>
<b>Total</b>	<b>360</b>

	Percent of Total (360)	Grade
324-360	90%	A
288-323	80%	B
252-287	70%	C
216-251	60%	D
< 215	<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 PowerPoint Slides
- Assignments
- Textbook
- Exercises and assignments
- Video clips/YouTube
- Multiple choice Exams (3)
- Bonus Tests (2)
- Quizzes (4)

**CONTACT INFORMATION:**

<b>WEB SITE:</b>	<a href="https://www.uttyler.edu/myoung/">https://www.uttyler.edu/myoung/</a>
<b>OFFICE:</b>	Soules College of Business (COB 350.27)
<b>VIRTUAL OFFICE HOURS: OPTIONAL</b>	<b>Go into Canvas/Zoom/Join Tuesday/Thursday 1:45-2:45 a.m.</b> Individual Conference/ Canvas
<b>PHONE</b>	(903) 566-7437
<b>FAX :</b>	(903) 566-7372
<b>EMAIL:</b>	<a href="mailto:myoung@uttyler.edu">myoung@uttyler.edu</a>

**Census Date:** Sept. 2 Deadline for all registrations and schedule changes.  
**Las Day to Withdraw:** Nov. 4 <https://www.uttyler.edu/schedule/files/academic-calendar-2021-2022.pdf>

**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.
6. Approximately one page.



**See Example  
on Canvas**

**Points**

**Due Date**

	<b>Points</b>	<b>Due Date</b>
<p><b>EXAMS</b> Two exams and one final exam (multiple choice 100 pts. each). Exams will be online within a 2-hour time frame. 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. Go into Lockdown Browser first. <b>Respondus Lockdown Browser will be used.</b> Please install. <a href="http://www.respondus.com/lockdown/download.php?id=593832943">http://www.respondus.com/lockdown/download.php?id=593832943</a></p>	300	
<p><b>Quizzes (Quiz 1, Quiz 2, Quiz 3, and Quiz 4)—Each quiz has 5 multiple choice questions--5 points.</b></p>	20	
<p><b>1. Myers Briggs Analysis:</b> a. Take the Myers Briggs Temperament test online. <a href="http://www.humanmetrics.com/cgi-win/JTypes2.asp">http://www.humanmetrics.com/cgi-win/JTypes2.asp</a> 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, <a href="#">Please Understand Me</a>, which is at the circulation desk at UT Tyler. Here is another site <a href="http://keirsev.com/">http://keirsev.com/</a> once you know your two letters: <b>Artisan (SP)</b> <b>Rational (NT)</b> <b>Idealist (NF)</b> <b>Guardian (SJ)</b> <b>Submit:</b> A one-page summary of your personality/temperament with either agreement/or disagreement <b>See example under Assignments.</b></p>		<b>Sept. 9</b>
<p><b>2. Book Summary:</b> <b>Submit:</b> 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 <b>in Canvas/Assignments/Book Summary.</b> If your desired book is not on the list, email me for <b>approval.</b> <b>See example under Assignments.</b></p>	10	<b>Oct. 12</b>
<p><b>3. Organization Analysis:</b>  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 about the company. You could mention the management--history, organizational culture, human resource policies, or anything you feel is important. Be creative. Use the company's sites and not describe just the products.(not an ad). Possible sites: <a href="http://fortune.com/best-companies/">http://fortune.com/best-companies/</a> <a href="http://fortune.com/worlds-most-admired-companies/">http://fortune.com/worlds-most-admired-companies/</a>  <b>You must reference/cite your sources.</b>  <b>Submit:</b> One-page typed summary. Put your organization and your name at the top. <b>Place sources and/or websites at the bottom. See example under Assignments: Organization for Internship.docx</b></p>	10	<b>Nov. 9</b>
<p><b>4. Movie and Concepts:</b> 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. <b>Submit:</b> A typed summary with 3 (three) concepts (<b>in bold</b>)—then define and discuss the management concepts, theory, hypothesis, etc. <b>Examples under Assignments/Movie with Concepts</b></p>	10	<b>Nov. 17</b>
<p><b>Total</b></p>	<b>360</b>	

<b>Week of:</b>	<b>Phase 1</b>
<b>Aug. 23</b>	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 Aug. 25 by 11:59</b>
<b>Aug. 30</b>	Chapter 2: Diversity in Organizations Chapter 3: Attitudes and Job Satisfaction
<b>Sept. 6</b>	Chapter 5: Personality and Values—Planning (SWOT Analysis) <b>Due: Myers Briggs Summary: Sept. 8 by 11:59 p.m.</b> Chapter 6: Perception and Individual Decision Making <b>Quiz 1: Closes: Sept. 19 at 11:59 p.m. multiple attempts. No lockdown browser needed</b>
<b>Sept. 13</b>	Chapter 7: Motivation Concepts <b>1<sup>st</sup> Bonus Test—Closes: Sept. 19 at 11:59 p.m. (5 points multiple choice)</b> <b>Quiz 2: Closes: Sept. 19 at 11:59 p.m. (multiple attempts). No lockdown browser needed.</b> View: Myers Briggs Presentation
<b>Sept. 20</b>	<b>Exam (Chapters 1, 2, 3, 5, 6, 7)</b> <b>Open: Sept. 20 at 8 a.m. – Sept. 21 at 11:59 p.m.</b>
	<b>Phase 2</b>
<b>Sept. 27</b>	Chapter 8: Motivation: From Concept to Applications Chapter 9: Foundations of Group Behavior
<b>Oct. 4</b>	Chapter 10: Understanding Work Teams Chapter 11: Communication <b>Due: Book Summary: Oct. 6 by 11:59 p.m.</b>
<b>Oct. 11</b>	Chapter 12: Leadership <b>Quiz 3: Closes Oct. 24 at 11:59 p.m. (multiple attempts). No lockdown browser needed.</b>
<b>Oct. 18</b>	Chapter 13: Power and Politics <b>2<sup>nd</sup> Bonus Test (Multiple choice/fill in the blank) Closes: Oct. 24 at 11:59 p.m.</b>
<b>Oct.25</b>	<b>2<sup>nd</sup> Exam (Chapters 8, 9, 10, 11, 12, &amp; 13)</b> <b>Open: Oct. 25 at 8 a.m. – Oct. 26 at 11:59 p.m.</b>
<b>Nov. 1</b>	Chapter 4: Emotions Chapter 14: Conflict & Negotiations <b>Due: Organizational Analysis on Nov. 3</b>
	<b>Phase 3</b>
<b>Nov. 8</b>	Chapter 15: Foundations of Organizational Structure <b>Quiz 4: Closes: Dec. 6 at 11:59 p.m. (multiple attempts) LockDown Browser not needed.</b>

Nov. 15	Chapter 16: Organizational Culture <b>Due: Movie Summary Due: Nov. 17 by 11:59 p.m.</b>
Nov. 22-24	<b>Happy Thanksgiving</b>  
Nov. 29	Chapter 18: Organization Change, Stress Management and Time Management
<b>Tues. Dec. 6 (8:00 a.m.) -- Thurs. Dec. 8 (11:59 p.m.)</b>	<b>Final Exam (Chapters 4, 14, 15, 16 &amp; 18 and selected tapes—See Study Guide). Skip Ch. 17.</b> The final will be opened <b>3 days.</b>

### EVALUATION AND GRADE POLICY

	Percent of Total (360)	Grade
324-360	90%	A
288-323	80%	B
252-287	70%	C
216-251	60%	D
< 215	<60%	F

#### Bonus Points/Extra Credit

1 <sup>st</sup> Bonus Test	5
2 <sup>nd</sup> Bonus Test	5
Information Sheet	2
Bonus activities/survey	<u>5</u>

**17 Total Bonus points** (extra credit) = **17** and added to your total points, making **360**. You may have unlimited multiple attempts on the 4 quizzes and bonus tests but must be completed by due date.

#### **CORE VALUES:**

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 left side bar regularly.
- Use the grade calculator.

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

Communication will be through:

**Announcements**

**Discussions**

**Virtual Office Hours**

**Email**

**Chat**

### Participation in 12:30 Class:

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

### Assignments

All four 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.

**Very Important:** Record in the **grade calculator** under **Modules/Getting Started/Grade Calculator**.

### Make-up Policy

Exams should be taken on dates and 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 Zoom Class, MANA 3311.01, attendance will be taken and used if you are on the borderline 89.5, 79.5, etc. We have a total of 26 classes. If you have 60% or 16 of the class meetings, I will assign the higher grade.** All virtual office hours for all classes are optional.

### 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—Modules 1-18

- Abilene Paradox
- Change Management
- Conflict Resolution
- Emotional Intelligence
- Evolution of Management
- Gen Y –Millennial Generation
- Generations: MEET for Respect
- Groupthink
- He Says/ She Says--Communication
- Max and Max
- One Minute Manager
- Organization Structure
- Pygmalion--Self-Fulfilling Prophecy
- Situational Leadership
- SWOT Analysis
- Talking 9 to 5 (Men/Women communication differences)
- Thinking freely
- West Point: Leaders of Character
- Whale Done
- Who Moved My Cheese?
- Would I Inspire Me

### Organizations

- 3M
- Anheuser-Bush, Google
- Apple
- Brookshire's
- Coca-Cola
- Google
- HEB
- Southwest Airline—It's So Simple
- John Deere
- Lego
- Pike Street Fish Market--FISH
- SAS
- Starbucks—Harold Schultz
- Tesla
- Walt Disney World--Culture
- Zappos.com

## Canvas Support

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

- [Home](#) – will navigate back to this main page for this class.
- [Announcements](#) – Key class announcements.
- [Modules](#) –Course content can be accessed. It is organized by the date and chapters..
- [Grades](#) – Access your grades and review your feedback for any assignment submissions.
- [Zoom](#) – Virtual office Hours.
- [Conferences](#) – Individual student conferences.
- 
- **Canvas Support**, go to Canvas, choose Help for a live chat or call Canvas Support Hotline (844) 214-6949.
- For [Respondus Lockdown Browser](#), log in, or other problems, go to The University of Texas at Tyler [Campus Computing Services](#). Email [itsupport@uttyler.edu](mailto:itsupport@uttyler.edu), for a zoom meeting, Phone: 903.565.5555 or RBN 3011.
- **Computers with Respondus Lockdown Browser:**
  1. Library
  2. Computer Center RBN 3022
  3. Soules College 251

## 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>

### 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. More information is available at:

<http://catalogs.uttyler.edu/en/UTTyler/HOP/Series-400-Business-Affairs/4-4-2-Tobacco-Free-Campus>