

MANA 3300 – Critical and Analytical Thinking in Business
 The University of Texas at Tyler – Soules College of Business – Spring 2022

NUMBER/TITLE MANA 3300 – Critical and Analytical Thinking in Business
SECTION/TIMES Sections 060 and 061 – Online via Canvas

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OFFICE HOURS Since this is an online class, the best way to reach me is by email. My weekly office hours are on Thursday from 2:00-5:00 pm in Zoom or by phone. If my regularly scheduled office hours do not work with your schedule, please know that I will be glad to talk with you outside of these hours by appointment. Please send me an email and let me know you would like to meet with me and what times will work with your schedule.

REQUIRED RESOURCES **Required textbook:** Learning to Think Things Through, 2012, 4th edition. Author: Gerald M. Nosich, Publisher: Pearson. Recommended textbook: Concise Guide to APA Style, 2020, 7th edition, by the American Psychological Association.
Other class requirements: You will need webcam (internal or external) for assignments (e.g., video discussion board and presentations). You will also need a well-equipped computer and high-speed Internet access to complete out of class assignments using provided specialized software over the Internet. If your home computer hardware configuration and Internet access speed will not support this class requirement you can complete assignments using a UT Tyler computer lab where this required class software is installed. Additional information on these requirements will be provided in class Canvas materials.

COURSE DESCRIPTION This course focuses on critical and analytical thinking involved with business decisions. Topics include the elements of reasoning, interpretation of data, learning how to critique and construct arguments, and understanding complex business problems. Prerequisites: COSC 1307, MATH 1342, and MANA 3370.

LEARNING OBJECTIVES The course objectives are to:

1. apply the elements of reasoning and standards of critical thinking to think through concepts and issues
2. demonstrate the ability to analyze and interpret data
3. demonstrate the decision making and problem-solving skills needed in a business environment
4. cite all sources used in your class work correctly using APA style. Meeting this objective will ensure that:
 - o it is clear what thoughts and ideas in your work are the results of your own critical and analytical thinking
 - o readers can use your citations to find/review the original sources of ideas and there will be no plagiarism in your class submissions.

EVALUATION

Components		Value
1	Assignments	65%
2	Midterm (required foundation project deliverables and exam*)	15%
3	Final (semester project deliverables will be part of the final)	20%
TOTAL		100%

***Note:** The required foundation project deliverable is a pass/fail component of the midterm exam. If this required foundation project deliverable is not completed satisfactorily by the end of the semester, the highest grade you can achieve in the course is a C.

GRADE DETERMINATION

YOUR PERCENTAGE EARNED OUT OF TOTAL POSSIBLE POINTS	FINAL COURSE GRADE YOU WILL EARN
90 to 100%	= A
80 to 89.99%	= B
70 to 79.99%	= C
60 to 69.99%	= D
Below 60%	= F

- **Grading:** The final grade percentage will not be rounded up and no extra credit will be given for individual work outside of that available to everyone in the class. Please speak to me at any time if you have questions or concerns regarding your grades in the class and how they are determined.
- **Academic integrity:** Please be aware that if I have evidence of academic dishonesty that you can earn a zero on the applicable assignment or, depending upon the severity, a failing grade for the class. Any incident of suspected scholastic dishonesty will be addressed according to university guidelines. Please see the policies in this document and at <http://www.utt Tyler.edu/judicialaffairs/scholasticdishonesty.php> for more information

WITHDRAW DATES

January 24th is the last day for all registrations and schedule changes (Census Day) and March 28th is the last date during the semester to withdraw from the course with an automatic “W” for your course grade.

CLASS DESIGN AND POLICIES

Module assignments: The course objectives will be achieved through a combination of readings, videos, online discussion, assignments, and projects in this online class. Successful achievement of the course objectives will require you to engage in the online learning activities, follow instructions carefully, and complete your work by the due dates. For this online class, the deadline for weekly assignments will be on or before 11:59 pm on Sunday of each week.

Foundation project: One of the main learning objectives of the class is to demonstrate the ability to analyze and interpret data. A key foundation skill that is needed to achieve this class learning objective is basic skills in Excel and this requirement is why COSC 1307 – Introduction to Information Systems is one of the prerequisites for this class. As part of the foundation project, you will complete multiple assignments to refresh/develop the basic Excel skills that you will need to analyze and interpret data. You will use your Excel skills in the semester project in the second half of the semester.

- The required deliverable for the foundation project is to earn 700 or above on the GMetrix Excel Associate Practice Exam 1 in timed testing mode and then submit your work as specified in the project instructions.
- The required foundation project deliverable is a pass/fail component of the midterm exam. If the required foundation project deliverable is not completed satisfactorily by the end of the semester, the highest grade you can achieve in the course is a C. Detailed instructions for this project and its associated assignments are provided in Canvas.

Semester project: After the midterm, your class assignments will focus on developing and applying your critical and analytical thinking skills in a semester project. In this applied learning project, you will use your skills to conduct research, analyze data with Excel, and then recommend evidence-based solutions to a real-world problem.

- The required deliverables for the semester project are a professional report which cites your sources using APA style, an accompanying Excel spreadsheet with your data analysis, and a presentation that summarizes your project findings and recommendations.
- Your completed semester project deliverables will be submitted as part your final exam. Detailed instructions and the deadlines for the semester project assignments are provided in Canvas.

Midterm and final:

- The midterm will consist of an online exam over the assigned chapters of your textbook. The required deliverables for the foundation project from weeks 2 through 8 of the class will be a pass/fail component of the midterm exam.
- The final will consist of an online exam over all the chapters of your textbook and your required final deliverables for the semester project that you will work on over weeks 10 through 15 of the class.

Assignment deadlines, late work and make-up exams: To stay up to date and succeed in this class, you will need to organize and manage your time effectively. You should expect to spend from 3 to 5 hours a week, on average, working on class assignments. Please pay close attention to weekly module assignment due dates as the deadlines for these weekly assignments will not be extended unless circumstances occur that affect the ability of everyone in the class to complete an assignment before the deadline (e.g., a system outage).

- If possible, I recommend that you plan to complete your weekly assignments well ahead of their deadlines so that you have some time, if needed, to get answers to questions/resolve potential problems/issues to complete assignments by the deadlines.
- If you experience a Canvas problem that affects your ability to complete an assignment by the deadline, then you must completely document the issue (e.g., take a screen clip) and send information to me about the issue before the assignment deadline. I will investigate the situation and get back to you as soon as possible.
- I understand that despite your best intentions you may not be able to complete every module assignment before the end of the week module deadline. I understand that you may be concerned that unanticipated events may cause you to miss an assignment due date so that you do not earn points for this work. My approach to this situation is to provide an optional make-up opportunity at the end of the semester which will enable everyone in the class to earn additional points that will be added to the assignments portion of your overall grade.

If you experience a situation that may cause you to miss the midterm exam or final, please email me and let me know the situation you are experiencing. Make-up exams can be approved under the following extenuating conditions and at the instructor's discretion:

- The following are some of the situations that are considered extenuating conditions: hospitalization, medical emergency, physical injury, or the death of an immediate family member. Unless you are physically unable to do so, you must notify me before the exam deadline via email or a phone call that you have an emergency that means you will not be able to complete an exam assignment by the deadline. Then, as soon as possible, you must provide adequate documentation of situation in order for a make-up exam to be approved. With instructor approval of the documentation of extenuating circumstances, then a make-up exam must be taken within three days of your medical release or return from a funeral, etc.. If these conditions are not met to the instructor's satisfaction, then you will receive a zero for the missed exam.

If you are experiencing any difficulties with the course, please contact me as soon as possible to see how I might assist you in succeeding in this online class. In addition to the assistance I can provide, in these challenging times there are many University resources that are available to assist you and to help you succeed in this class and, overall, in experiencing a successful spring semester.

CLASS SCHEDULE

Please note: Information on all assignments and their deadlines are provided in Canvas. This is a tentative class schedule which is subject to revision/change during the semester as schedule/circumstances warrant and at the instructor's discretion. Any changes to this schedule will be communicated via a Canvas announcement.

Week / Date	Module and Project Information	Assignment and Exam Information
Week 1 Jan. 10-16	<ul style="list-style-type: none"> • Module 1: Getting started 	Assignments are due at the end of the week (see Canvas).
Week 2 Jan. 17-23	<ul style="list-style-type: none"> • Module 2: What is critical and analytical thinking? (includes Chapter 1 of textbook) • Begin work on Foundation Project 	Assignments are due at the end of the week (see Canvas).
Week 3 Jan. 24-30	<ul style="list-style-type: none"> • Module 2: What is critical and analytical thinking? (continued) • Continue work on Foundation Project 	Assignments are due at the end of the week (see Canvas).
Week 4 Jan. 31-Feb. 6	<ul style="list-style-type: none"> • Module 3: The critical thinking process (includes Chapter 2 of textbook) • Continue work on Foundation Project 	Assignments are due at the end of the week (see Canvas).
Week 5 Feb. 7-13	<ul style="list-style-type: none"> • Module 3: The critical thinking process (continued) • Continue work on Foundation Project 	Assignments are due at the end of the week (see Canvas).
Week 6	<ul style="list-style-type: none"> • Module 4: Critical and analytical thinking in 	Assignments are due at the end of the week (see

Feb. 14-20	business (includes Chapter 3 of textbook) • Continue work on Foundation Project	Canvas).
Week 7 Feb. 21-27	• Module 4: Critical and analytical thinking in business (continued) • Continue work on Foundation Project	Assignments are due at the end of the week (see Canvas).
Week 8 Feb. 28-March 6	• Module 5: Evaluating critical and analytical thinking (includes Chapter 4 of textbook) • Complete Foundation Project	Assignments are due at the end of the week (see Canvas). Required foundation project deliverables will also be submitted as a pass/fail portion of your midterm.
Week 9 March 7-13	SPRING BREAK	
Week 10 March 14-20	• Module 6: Putting it all together: Answering critical thinking questions (includes Chapter 5 of textbook) • MIDTERM	Exam over textbook readings. Due date for required foundation project deliverables. The required foundation project deliverable is a pass/fail component of the midterm exam. If the required foundation project deliverable is not completed satisfactorily by the end of the semester, the highest grade you can achieve in the course is a C.
Week 11 March 21-27	• Module 7: Semester project	Assignments are due at the end of the week (see Canvas).
Week 12 March 28-April 3	• Module 7: Semester project (continued)	Assignments are due at the end of the week (see Canvas). Note: March 28th is the last day to withdraw from a 15-week course with an automatic "W".
Week 13 April 4-10	• Module 7: Semester project (continued)	Assignments are due at the end of the week (see Canvas).
Week 14 April 11-17	• Module 7: Semester project (continued) •	Assignments are due at the end of the week (see Canvas).
Week 15 April 18-24	• Module 7: Semester project	Assignments are due at the end of the week (see Canvas). Required semester project deliverables will be submitted as part of your final.
Week 16 April 25-30	• Study day • FINAL	Exam over textbook readings. Due date for final required semester project deliverables.

MORE INFORMATION ON CLASS AND UNIVERSITY POLICIES

- **UT Tyler Honor Code:** I embrace honor and integrity. Therefore, I choose not to lie, cheat, or steal, nor to accept the actions of those who do.
- **Student Standards of Academic Conduct:** Chapter 8 of the UT Tyler Manual of Policies and Procedures for Students Affairs outlines the [Student Standards of Conduct](#). All students should be aware of the criteria that define different categories of academic dishonesty (e.g., cheating, plagiarism, collusion) and the policies that govern disciplinary proceedings that may be initiated when faculty believe these standards have not been upheld.
- **Withdrawing from Class:** Students you are allowed to [withdraw](#) (drop) from this course through the University's [Withdrawal Portal](#). Texas law prohibits students 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 other 2-year or 4-year Texas public colleges and universities. Make sure to consider the impact withdrawing from this class has on your academic progress as well as the financial implications. We encourage you to consult your advisor(s) and financial aid for additional guidance. CAUTION #1: Withdrawing before census day does not mean you get a full refund. Please see the [Tuition and Fee Refund Schedule](#). CAUTION #2: All international students must check with the [Office of International Programs](#) before withdrawing. All international students are required to enroll full-time for fall and spring terms.
- **Final Exam Policy:** Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members are required to maintain student final examination papers for a minimum of three months following the examination date.
- **Incomplete Grade Policy:** If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in

lieu of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all course work or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor; and (c) the student presents these reasons prior to the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average for a student. The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to complete all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has not been assigned within one year, then the Incomplete will be changed to an F, or to NC if the course was originally taken under the CR/NC grading basis.

- **Grade Appeal Policy:** UT Tyler's Grade Appeal policy requires the completion of a Grade Appeal form for this action to take place. The grade appeal begins with the instructor of your course. If you do not agree with the decision of the instructor, you may then move your appeal to the department chair/school director for that course. If you are still dissatisfied with the decision of the chair/director, you may move the appeal to the Dean of the College offering that course who has the final decision. Grade appeals must be initiated within sixty (60) days from the date of receiving the final course grade. The Grade Appeal form is found on the [Registrar's Form Library](#).
- **Disability/Accessibility Services:** The University of Texas at Tyler has a continuing commitment to providing reasonable accommodations for students with documented disabilities. Students with disabilities who may need accommodation(s) in order to fully participate in this class are urged to contact the Student Accessibility and Resources Office (SAR) as soon as possible to explore what arrangements need to be made to ensure access. If you have a disability, you are encouraged to visit the [SAR Portal \(https://hood.accessiblelearning.com/UTTyler/\)](https://hood.accessiblelearning.com/UTTyler/) and complete the New Student Application. For more information, please visit the [SAR webpage](#) or call 903.566.7079.
- **Military Affiliated Students:** UT Tyler honors the service and sacrifices of our military affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with me if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make me aware of any complications as far in advance as possible. I am willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. Campus resources for military affiliated students are in the [Military and Veterans Success Center \(MVSC\)](#). The MVSC can be reached at MVSC@uttyler.edu, or via phone at 903.565.5972.
- **Academic Honesty and Academic Misconduct:** The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the [Student Conduct and Discipline policy](#) in the Student Manual Of Operating Procedures (Section 8).
- **FERPA:** UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in [University Policy 5.2.3](#). The course instructor will follow all requirements in protecting your confidential information.
- **COVID Guidance - Information for classrooms and laboratories**
- Students are expected to wear face masks covering their nose and mouth in public settings (including classrooms and laboratories). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.
- Students who are feeling ill or experiencing symptoms such as sneezing, coughing, digestive issues (e.g. nausea, diarrhea), or a higher than normal temperature should stay at home and are encouraged to use the [UT Tyler COVID-19 Information and Procedures](#) website to review protocols, check symptoms, and report possible exposure. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.
- **Recording of Class Sessions:** Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.
- **Absence for Official University Events or Activities:** This course follows the practices related to approved absences as noted by the Student Manual of Operating Procedures ([Sec. 1 -501](#)).
- **Absence for Religious Holidays:** Students who anticipate being absent from class due to a religious holiday are requested to inform the instructor by the second class meeting of the semester.
- **Campus Carry:** 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>.
- **Students Rights and Responsibilities:** For more information on policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>