

**MANA 3300 – Critical and Analytical Thinking in Business**  
 The University of Texas at Tyler – Soules College of Business – Spring 2021

**NUMBER/TITLE SECTION/TIMES** MANA 3300 – Critical and Analytical Thinking in Business  
 Sections 060, 061, and 062 – Online via Canvas

**INSTRUCTOR/EMAIL** Dr. Mary Helen Fagan - mfagan@uttyler.edu  
**TELEPHONE/OFFICE** (903) 566-7187 - Soules College of Business, 350.031  
**OFFICE HOURS** Since this is an online class, the best way to reach me is by email. Please check our Canvas class site for information on how you can reach me during my scheduled office hours each week. If you cannot meet with me during these times, please email me and I will meet with you by appointment by Zoom or by phone.

**REQUIRED RESOURCES** **Required textbook:** Learning to Think Things Through, 2012, 4<sup>th</sup> edition. Author: Gerald M. Nosich, Publisher: Pearson. Recommended textbook: Concise Guide to APA Style, 2020, 7<sup>th</sup> edition, by the American Psychological Association.  
**Other requirements:** 1) You will need webcam (internal or external) for the video discussion board and online office hour/assistance meetings and 2) a well-equipped computer and high-speed Internet access in order to complete online assignments using specialized software.

**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.

**CLASS MEETING/TEACHING METHOD** This class is online. The course objectives will be achieved through a combination of readings, videos, online discussion, assignments and problem-solving projects. Successful achievement of the course objectives will require you engage in the online learning activities, follow instructions carefully, and complete your work by the due dates.

**EVALUATION**

<b>Components</b>		<b>Value</b>
1	Assignments	65%
2	Mid-term exam	15%
3	Final exam	20%
<b>TOTAL</b>		<b>100%</b>

## 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 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 university guidelines. Please see the policies in this document and <http://www.utt Tyler.edu/judicialaffairs/scholasticdishonesty.php> for more information

## WITHDRAW DATES

January 25th is the last day for all registrations and schedule changes (Census Day) and March 29<sup>th</sup> is the last date during the semester to withdraw from the course with an automatic “W” for your course grade.

## CLASS DESIGN AND POLICIES

### Assignments

In the first seven weeks of the class you will learn about the fundamentals of critical and analytical thinking and develop the skills you need to complete an applied learning project during the second half of the class. In the first seven weeks of the semester you will also review and demonstrate key skills from the prerequisite courses for this class that you will use in your applied learning project, including: 1) Excel skills from COSC 1307 – Introduction to Information Systems Software and 2) writing and citation skills from MANA 3370 – Business Writing and Oral Presentations and other core curriculum communication courses. Two milestones are required to be completed by the end of the seventh week of the semester to demonstrate the needed prerequisite skills: 1) earning a passing score on the associate level Excel skills exam and 2) earning a passing score on the recognizing plagiarism exam. After spring break, your class assignments will focus on developing and applying your critical thinking and analytical skills in the semester project. Detailed instructions and the deadlines for class assignments are provided in Canvas.

### Exams

The mid-term and final exams in the course will include assessments of what you have learned from your textbook and Canvas assignments and application of your critical and analytical thinking skills.

### Other class policies and suggestions to help you succeed in this online class

- To stay up to date and succeed in this class, you will need to organize and manage your time effectively. Please pay close attention to assignment due dates as these deadlines 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).
  - I highly recommend that you plan to complete important 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, 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 and I will investigate the situation and get back to you as soon as possible.
- **Checking announcements and email:** Please make sure you regularly check for class announcements and emails and respond promptly, if needed, to these communications. If you send me an email or communicate via Canvas, please make sure you include your full name in your email.

- **Meeting academic integrity expectations:** Most assignments submitted for this class must be individually and independently completed. Unless the assignment instructions explicitly specify group work, assignment submissions must represent the effort of the student turning in the assignment. See the section entitled “Student Standards of Academic Conduct” in the UT Tyler Policies section of this document for more information regarding the expectations that apply in this class to course work and the grade determination section of this syllabus for information on the possible consequences of violating academic integrity expectations.

## 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.

<b>Week / Date</b>	<b>Modules / Exams - NOTE: See Canvas for assignments and deadline</b>
Week 1 / Jan. 11-17	• Module 1: Getting Started
Week 2 / Jan. 18-24	• Module 2: What is critical and analytical thinking?
Week 3 / Jan. 25-31	• Module 2: What is critical and analytical thinking? (continued)
Week 4 / Feb. 1-7	• Module 3: The critical thinking process
Week 5 / Feb. 8-14	• Module 3: The critical thinking process (continued)
Week 6 / Feb. 15-21	• Module 4: Critical and analytical thinking in business
Week 7 / Feb. 22-28	• Module 4: Critical and analytical thinking in business (continued)
Week 8 / March 1-7	• Module 5: <b>Mid-term exam/assessments</b>
Week 9 / March 8-14	• Spring break
Week 10 / March 15-21	• Module 6: Evaluating critical and analytical thinking
Week 11 / March 22-28	• Module 6: Evaluating critical and analytical thinking (continued)
Week 12 / March 29-April 4	• Module 7: Answering critical thinking questions • Module 8: Semester project
Week 13 / April 5-11	• Module 8: Semester project (continued)
Week 14 / April 12-18	• Module 8: Semester project (continued)
Week 15 / April 19-25	• Module 8: Semester project (continued)
Week 16 / April 26-30	• Module 9: <b>Final exam/assessments</b>

## UT TYLER POLICIES

### UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

### 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>

### Campus Carry

We respect the right and privacy of students 21 and over 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>

### 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](http://www.uttyler.edu/tobacco-free).

### **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>. 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 of which students need to be aware. 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

### **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.

### **Disability/Accessibility Services**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

### **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. 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.

### **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.

### **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.

### **Student Standards of Academic Conduct**

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- i. “Cheating” includes, but is not limited to:
  - copying from another student’s test paper;
  - using, during a test, materials not authorized by the person giving the test;
  - failure to comply with instructions given by the person administering the test;
  - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
  - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
  - collaborating with or seeking aid from another student during a test or other assignment without authority;
  - discussing the contents of an examination with another student who will take the examination;
  - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
  - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
  - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
  - falsifying research data, laboratory reports, and/or other academic work offered for credit;
  - taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
  - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by plagiarism software.

### **UT Tyler Resources for Students**

- [UT Tyler Writing Center](#) (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- [UT Tyler Tutoring Center](#) (903.565.5964), [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- [UT Tyler Counseling Center](#) (903.566.7254)

### **Important Covid-19 Information for Classrooms and Laboratories**

- Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by [Procedures for Fall 2020 Return to Normal Operations](#). 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, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. 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](mailto:saroffice@uttyler.edu).
- **Disability/Accessibility Services:**  
The University of Texas at Tyler has a continuing commitment to providing reasonable accommodations for students with documented disabilities. Like so many things this Fall, the need for accommodations and the process for arranging them may be altered by the COVID-19 changes we are experiencing and the safety protocols currently in place. 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. During the Fall 2020 semester, SAR will be conducting all appointments via ZOOM. If you have a disability, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student Application. For more information, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices> or call 903.566.7079.

### **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.

### **Resources for success for UT Tyler students**

- **Writing Center:** The Writing Center provides all undergraduate and graduate students a place to work on their writing projects and skills. There are tutoring options as well as workshops available to support you in your academic writing.
- **PASS Tutoring Center:** The PASS Tutoring Center supports a variety of courses. Due to COVID-19, we are asking that you schedule an appointment for your face-to-face tutoring support. Tutoring is also available through Zoom tutoring sessions. Check the website to see the courses supported for the Fall 2020 term.
- **Upswing (24/7 Online Tutoring):** Upswing is a free, confidential, and convenient way to receive help in nearly all of UT Tyler's undergraduate courses.
- **Robert R. Muntz Library Staff:** UT Tyler has an incredible staff of librarians ready to assist you. [Discipline/major library liaisons](#) are available to support you and you can also schedule appointments for research consultations. In addition, the Robert R. Muntz library's Head of University Archives and Special Collections can assist you with scholarly communications, primary sources, and archive materials.
- **Canvas 101:** This Canvas course provides you with a wealth of information – including how to navigate in Canvas, use ProctorU (and even take a practice test), tips for being a successful online and hybrid learner, how to use Zoom, and more!
- **UT Tyler Testing Center:** The Testing Center provides securing testing opportunities to meet the needs of students and the community in an environment conducive to student and academic success.
- **Student Accessibility and Resource (SAR) Office:** The SAR Office works to provide students equal access to all educational, social, and co-curriculum programs through the coordination of services and reasonable accommodations, consultation, and advocacy.
- **Student Counseling Center:** The Student Counseling Center supports students in developing balance, resiliency, and overall well-being both academically and personally. They have in person and virtual counseling options. In addition, the Student Counseling Center offers [TAO](#), a self-help, completely private online library of behavioral health resources. Sign in to the TAO website using your UT Tyler credentials