

MANA 3311 – Fundamentals of Management

The University of Texas at Tyler – Soules College of Business – Fall 2023

NUMBER/TITLE SECTION/TIMES

MANA 3311 – Fundamentals of Management
Sections 062 – Online via Canvas

INSTRUCTOR/EMAIL TELEPHONE/OFFICE OFFICE HOURS

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Since this is an online class, the best way to reach me is by email. If you would like to talk via phone or meet via Zoom, please email me to let me know different times that would work best for you to meet or talk by phone (be sure to include your number for this option).

REQUIRED RESOURCES

Required textbook: Organizational Behavior, 19th edition – 2023, Authors: Robbins and Judge, Publisher: Pearson.

Special class notes/other class requirements:

- You will need webcam (internal or external) for assignments (e.g., video discussion board and presentations).
- This online course requires that you have a well-equipped computer and high-speed Internet access to complete assignments. If your home computer hardware configuration and Internet access speed will not support this class requirement you will need to come to campus where you can complete assignments using a UT Tyler computer lab.
- Additional information on these requirements will be provided in class Canvas materials.

COURSE DESCRIPTION

An understanding of the management history and functions of planning, organizing, leading, and controlling. The role of a manager is examined in promoting change and providing effective leadership, motivation, team building, communication and decision making.

LEARNING OUTCOMES

The student course learning outcomes are to:

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.
7. cite all sources used in your class work correctly using APA style. Meeting this objective will ensure that 1) it is clear what thoughts and ideas in your work are the results of your own thinking and 2) 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	Quizzes	35%
2	Learning activities	35%
3	Mid-term and final exam	30%
TOTAL		100%

WITHDRAW DATES

9/1 is the last day for all registrations/schedule changes (Census Day). 10/30 is the last date during the semester to withdraw from the course with an automatic “W” for your grade.

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

CLASS DESIGN, REQUIREMENTS AND POLICIES

Overview: The course objectives in this online class will be achieved through readings/videos, and online assignments, quizzes/exams. To master the course learning objectives, you will need to read assignment instructions carefully, complete your work by the due dates, and contact me if you have any questions or encounter any issues with the class activities. I am here to help you learn everything you can in this course by successfully completing the course learning activities. The deadline for assignments will be on or before 11:59 pm on Sunday of each week.

- **Quizzes (35% of total grade):** The modules will have weekly quizzes to help you assess how well you understand and can apply the concepts you have learned from the textbook reading and other assigned materials.
- **Learning activities (35% of total grade):** Learning activity assignments that will ask you to synthesize and apply what you have learned from each of the three course modules.
- **Exams – Midterm and Final (30% of total grade):** The midterm and final exam will be designed to assess how well you have learned the major concepts and achieved the learning objectives of the course.

Quiz/learning activity deadlines and late work: 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.

Bonus points: 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 quizzes portion of your overall grade.

Mid-term and final exam – make up exam policies: If you experience a situation that may cause you to miss the midterm exam or final exam submission deadline, 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 complete an exam assignment by the deadline. Then, as soon as possible, you must provide adequate documentation of the 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.

Getting help: 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, 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 semester.

CLASS SCHEDULE – CALENDAR OF TOPICS

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 Information	Assignment and Exam Information
Week 1 August 21-27	GETTING STARTED MODULE MODULE 1: Understanding Management – focus on individual behavior. 1A: What is management? (Ch. 1)	See Canvas for week’s assignments.
Week 2 Aug. 28-Sept. 3	1B: Diversity in organizations & job attitudes (Ch. 2 and 3)	See Canvas for week’s assignments.
Week 3 Sept. 4-10	1C: Emotions (Ch. 4)	See Canvas for week’s assignments.
Week 4 Sept. 11-17	1D: Personality and values (Ch. 5)	See Canvas for week’s assignments.
Week 5 Sept. 18-24	1E: Decision making (Ch. 6) LEARNING ACTIVITY #1 assigned	See Canvas for week’s assignments.
Week 6 Sept. 25-Oct. 1	1F: Motivation concepts and applications (Ch. 7 and 8)	See Canvas for week’s assignments. Learning activity assignment #1 due
Week 7 Oct. 2-8	MODULE 2: Understanding management - focus on group behavior. 2A: Foundations of group behavior and understanding work teams (Ch. 9 and Ch. 10)	See Canvas for week’s assignments.
Week 8 Oct. 9-15	MIDTERM EXAM OVER MODULE 1	See Canvas for week’s assignments.
Week 9 Oct. 16-22	2B: Communication and Leadership (Ch. 11 and 12)	See Canvas for week’s assignments.
Week 10 Oct. 23-29	2C: Power and politics & Conflict and negotiation (Ch. 13 & 14) LEARNING ACTIVITY #2 assigned	See Canvas for week’s assignments.
Week 11 Oct. 30-Nov. 5	MODULE 3: Understanding management – focus on the organization system. 3A: Foundations of organizational structure (Ch. 15)	See Canvas for week’s assignments. Learning activity assignment #2 due. Note: October 30th is the last day to withdraw from a 15-week course with an automatic “W”.
Week 12 Nov. 6-12	3B: Organizational change (Ch. 16)	See Canvas for week’s assignments.
Week 13 Nov. 13-19	3C: Human resource systems and practices (Ch. 17) LEARNING ACTIVITY #3 assigned	See Canvas for week’s assignments.
Week 14 Nov. 20-26	THANKSGIVING BREAK	
Week 15 Nov. 27-Dec. 3	3D: Stress and health in organizations (Ch. 18)	See Canvas for week’s assignments. Learning activity assignment #3 due
Week 16 Dec. 4-8	FINAL EXAM OVER MODULE 2 and 3	

MORE INFORMATION ON CLASS AND UNIVERSITY POLICIES

- **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. 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 \(Section 8\)](#).
- **Withdrawing from Class** - Students, you are allowed to [withdraw](#) (drop) from this course through the [Withdrawal Portal](#). Withdrawing from classes can impact Financial Aid, Scholarships, Veteran Benefits, Exemptions, Waivers, International Student Status, housing, and degree progress. Please read this page, speak with your instructors, consider your options, and speak with your instructor. UT Tyler faculty and staff are here for our students and often can provide additional support options or student assistance. Please read the implications for withdrawing from a course and the instructions on using the Withdrawal portal on the [Registrar's Withdrawal page](#).

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. Consider the impact withdrawing from this class has on your academic progress and other areas, such as 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. CAUTION #3: All UT Tyler Athletes must check with the Athletic Academic Coordinator before withdrawing from a course. CAUTION #4: All veterans or military-affiliated students should consult with the [Military and Veterans Success Center](#).
- **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 must 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 place 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 coursework 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 before 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.

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 meet 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 yet to be assigned within one year, then the Incomplete will be changed to an F, or NC. If the course was initially taken under the CR/NC grading basis, this may adversely affect the student's academic standing.
- **Grade Appeal Policy:** - Disputes regarding grades must be initiated within sixty (60) days from the date of receiving the final course grade by filing a Grade Appeal Form with the instructor who assigned the grade; this is separate from the Application for Appeal form submitted to the Student Appeals Committee, which does not rule on grade disputes as described in this policy. If the student is not satisfied with the decision, the student may appeal in writing to the Chairperson of the department from which the grade was issued. In situations where there is an allegation of capricious grading, discrimination, or unlawful actions, appeals may go beyond the Chairperson to the Dean of the college from which the grade was issued, with that decision being final. The Grade Appeal form is found in the [Registrar's Form Library](#).
- **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 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 the Assistant Director Student Accessibility and Resources/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <https://www.uttyler.edu/disability-services>, the SAR office located in the University Center, # 3150, 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 your faculty member 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 your faculty member aware of any complications as far in advance as possible. Your faculty member is willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. The [Military and Veterans Success Center \(MVSC\)](#) has campus resources for military-affiliated students. 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 to protect your confidential information.
- **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:** This course follows the practices related to [Excused Absences for Religious Holy Days as noted in the Catalog](#).
- **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>.