MANA 3300 – Critical, Creative, and Analytical Thinking in Business
The University of Texas at Tyler – Soules College of Business – Fall 2024

NUMBER/TITLE
SECTION/TIMES

MANA 3300 – Critical and Analytical Thinking in Business
Sections 061 – Online via Canvas

INSTRUCTOR/EMAIL
TELEPHONE/OFFICE
OFFICE HOURS

Dr. Mary Helen Fagan; mfagan@uttyler.edu; (903)566-7187; College of Business, 350.031
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 during my office hours, please email me to let me know times that would work best for you to meet or talk by phone.

REQUIRED
RESOURCES

Required textbook: Learning to Think Things Through, 2012, 4th edition. Author: Gerald M. Nosich, 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 using provided GMetrix, specialized skills development software accessed via the Internet. 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 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, creative, and analytical thinking needed for business problem solving. Topics include evidence-based management, interpretation of data, learning how to critique and construct arguments, and understanding complex business problems. Prerequisites: COSC 1307, GENB 2300, and MANA 3370.

LEARNING
OUTCOMES

The student course learning outcomes 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	Semester project required deliverables and final exam	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.

WITHDRAW DATES   Nov. 4th is the last date during the semester to withdraw from the course with an automatic "W" for your course grade.

CLASS DESIGN, REQUIREMENTS AND POLICIES

Module assignments: The course objectives in this online class will be achieved through readings/videos, online assignments, quizzes/exams and projects. 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. Please make sure you have submitted your work before 11:59 pm to avoid Canvas as identifying it as late so that points are deducted. The weekly assignment deadlines can be submitted up to 24 hours after the due date/deadline in Canvas but any assignments submitted within this late window via Canvas will have 15% deducted from the possible grade, before points are taken off based upon the grading criteria/rubric.

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 a 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.

Midterm: The midterm will consist of an online exam over the assigned chapters of your textbook. The required deliverables for the foundation project will be a pass/fail component of the midterm exam (see above).

Semester project and final exam: Many of your weekly class assignments will focus on developing and applying your critical and analytical thinking skills and apply to your 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. Deliverables from your semester project will be submitted during the second half of the semester and as part your final exam. Detailed instructions and the deadlines for the semester project assignments are provided in Canvas.

Learning activity deadlines and late work: Please play 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.

Important academic integrity policies:
- 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.uttyler.edu/judicialaffairs/scholasticdishonesty.php for more information.
- Utilizing generative AI tools (such as ChatGPT) in this class is not allowed for any written assignments unless that instructions specifically call for it to be used and it is used in the way specified. Any other use of generative AI tools in this class will be considered a violation of the academic integrity policies for this class. However, you are free to use AI tools that are not generative, such as spellcheckers, to assist in making your writing more professional.

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 assignments 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 and Project Information	Assignment and Exam Information
Week 1 August 26-Sept. 1	**Getting started module** **Module 1:** What is critical and analytical thinking? (includes Chapter 1 of textbook)	See Canvas for week's assignments.
Week 2 Sept. 6-8	**Module 2:** Foundation Project – Step 1	See Canvas for week's assignments.
Week 3 Sept. 9-15	**Module 3:** The critical thinking process (includes Chapter 2 of textbook)	See Canvas for week's assignments.
Week 4 Sept. 16-22	**Module 4**: Foundation Project – Step 2	See Canvas for week's assignments.
Week 5 Sept. 23-29	**Module 5:** Critical and analytical thinking in business (includes Chapter 3 of textbook)	See Canvas for week's assignments.
Week 6 Sept. 30-Oct. 6	**Module 6:** Foundation Project – Step 3	See Canvas for week's assignments.

Week 7 Oct. 7-Oct. 13	**Module 7**: Evaluating critical and analytical thinking (includes Chapter 4 of textbook)	See Canvas for week's assignments.
Week 8 Oct. 14-20	**Module 8:** Putting it all together: Answering critical thinking questions (includes Chapter 5 of textbook) **Module 9:** Foundation Project: Step 4	See Canvas for week's assignments. Required foundation project deliverables will also be submitted as a pass/fail portion of your midterm.
Week 9 Oct. 21-27	**Module 9 (continued): Midterm exam/Completion of Foundation Project**	**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 10 Oct. 28-Nov. 3	**Module 10**: Semester project – Step 1	See Canvas for week's assignments. **Note: March 25th** is the last day to withdraw from a 15-week course with an automatic "W".
Week 11 Nov. 4-10	**Module 11:** Semester project – Step 2 (continued)	See Canvas for week's assignments.
Week 12 Nov. 11-17	**Module 12**: Semester project – Step 3 (continued)	See Canvas for week's assignments.
Week 13 Nov. 18-24	**Module 13:** Semester project – Step 4 (continued)	See Canvas for week's assignments.
Week 14 Nov. 26-Dec. 1	**Thanksgiving Break**	
Week 15 Dec. 2-8	**Module 14**: Semester project – Step 5 (continued)	See Canvas for week's assignments.
Week 16 – Final exam	**FINAL and completion of semester project**	**Final exam**

INFORMATION ON UNIVERSITY POLICIES

- **Use the following link to review important university policies and information: *University Information***