

THE UNIVERSITY OF TEXAS AT TYLER
COLLEGE OF BUSINESS

COURSE TITLE: Fundamentals of Management

COURSE NUMBER: MANA 3311.001

INSTRUCTOR: Mr. Roy Martinez

OFFICE HOURS: Online or by appointment

EMAIL: roymartinez@uttyler.edu

COURSE DESCRIPTION: An understanding of management by diving into how theory and planning become practices and tangible results. Examining and unpacking the practices such as leadership, communication, decision making, and measuring results.

PREREQUISITE: Students should remain curious, willing and open to class engagement, and attentive to social cues.

MATERIAL USED: Management (2012), 3rd Edition by Hitt, Black, and Porter; Pearson Prentice Hall. ISBN 10: 0-13-255328-7 ISBN 13: 978-0-13-255328-5

COURSE OBJECTIVES:

1. Understand management history, concepts, and the functions of planning, organizing, leading, and controlling
2. To demonstrate an understanding of the functions of managers and their interrelationships
3. To understand the impact of the external and internal business environments on both the national and international level
4. To demonstrate an understanding of the principles of strategic management and the concept that decisions made today have implications on results in the future
5. To identify ways management principles impact your individual life on a daily basis
6. To enhance personal management skills
7. Recognize the role of management in communication and motivation in organizations
8. Explain the role of management in promoting change, diversity, globalization, and ethics in decision making

TEACHING METHOD:

- Narrated Slides
- Guest Speakers
- Textbook (occasional)
- Exercise and assignments
- Videos/YouTube & Others
- Presentations
- Written Presentation Assessment

COURSE CONTENT:

Tentative Course Schedule:

<u>Date:</u>	<u>Topic:</u>	<u>Textbook Chapter:</u>
Week 1:		
Tuesday Aug. 27	Syllabus Review/Introduction	
Thursday Aug. 29	The Nature of Management	Ch. 1
Week 2:		
Tuesday Sept. 03	Social Responsibility and Managerial Ethics	Ch. 2
Thursday Sept. 05	Guest Speaker	
Week 3:		
Tuesday Sept. 10	International Management and Globalization	Ch. 3
Thursday Sept. 12	No Class	
Week 4:		
Tuesday Sept. 17	Strategic Management & Planning	Ch. 4 & 5
Thursday Sept. 19	Guest Speaker	
Week 5:		
Tuesday Sept. 24	Organizational Structure and Design	Ch. 6
Thursday Sept. 26	Guest Speaker	
Week 6:		
Tuesday Oct. 01	Managing Diverse Human Resources	Ch. 7

	Thursday Oct. 03	Guest Speaker	
Week 7:			
	Tuesday Oct. 08	Leadership & Motivation	Ch. 8 & 9
	Thursday Oct. 10	Guest Speaker	
Week 8:			
	Tuesday Oct. 15	Group Presentation	
	Thursday Oct. 17	No class	
Week 9:			
	Tuesday Oct. 22	Groups & Teams	Ch. 10 & 12
	Thursday Oct. 24	Individual & Group Decision Making	
Week 10:			
	Tuesday Oct. 29	Communication & Negotiation	Ch. 11
	Thursday Oct. 31	Guest Speaker	
Week 11:			
	Tuesday Nov. 05	Operations Management	Ch. 13
	Thursday Nov. 07	Guest Speaker	
Week 12:			
	Tuesday Nov. 12	Control	Ch. 14
	Thursday Nov. 14	Guest Speaker	
Week 13:			
	Tuesday Nov. 19	Organizational Change & Development	Ch. 15
	Thursday Nov. 21	No Class	
Week 14:			
	THANKSGIVING BREAK		
Week 15:			
	Tuesday Dec. 03	Open Discussion	
	Thursday Dec. 05		
Week 16:			

Tuesday Dec. 10 **No Class**
Thursday Dec. 12 **Group Presentation**

IMPORTANT DATES:

- NO Class the following dates: Sept. 12, Oct. 17, Nov. 21, and Dec. 10
- Sept. 03 First drop for non-payment
- Sept. 18 Second drop for non-payment
- Nov. 04 Last day to withdraw from one or more courses

COURSE REQUIREMENTS:

		Tentative Due Dates
Group Presentation	100 points	Oct. 15 or Dec. 12
Written Presentation Summary	100 points	Oct. 15 or Dec. 12
Individual Assessment	100 points	Dec. 12
Total:	300 points	

Presentation

There will be one presentation during the semester. It is a collaborative presentation with classmates. Each group presentation will focus on a particular session topic that was previously covered in class.

Written Presentation Summary:

No more than a seven (7) page analysis of overall presentation requiring classmates within each group to work collaboratively.

Individual Assessment:

No more than a two (2) page assessment over what you observed and learned during the semester. Also evaluating groupmates on their participation during the group assignment over the course of the semester.

CANVAS:

All written assignments are to be turned in through Canvas. It is your responsibility to submit under Assignments.

ATTENDANCE POLICY: - Time Commitment – Student Expectations

Regular participation in the classroom is essential for maintaining the best learning environment. Learning occurs in the relationship not only between student and course content, but just as importantly, peer to peer, professor to student, and student to professor.

COLLEGE OF BUSINESS STATEMENT OF ETHICS:

The ethical problems facing local, national and global business communities are an ever-increasing challenge. It is essential the Soules College of Business and Technology help students prepare for lives of personal integrity, responsible citizenship, and public service. In order to accomplish these goals, both students and faculty of the Soules College of Business and Technology at The University of Texas at Tyler will:

- Ensure honesty in all behavior, never cheating or knowingly giving false information.
- Create an atmosphere of mutual respect for all students and faculty regardless of race, creed, gender, age or religion.
- Develop an environment conducive to learning.
- Encourage and support student organizations and activities.
- Protect property and personal information from theft, damage and misuse.
- Conduct yourself in a professional manner both on and off campus.

VI. STATEMENTS AND POLICIES

A. Students Rights and Responsibilities

To familiarize yourself with the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:

<http://www2.uttyler.edu/wellness/rightsresponsibilities.php>.

B. 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 that students need to be aware of.

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

C. 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.

D. Disability Services

In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact the Disability Services office in UC 3150, or call (903) 566-7079.

E. 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.

F. 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.

G. 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.

H. 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.

TECHNOLOGY SUPPORT

Canvas Support Hotline:

Go to Canvas, choose Help for a live chat or call (844) 214 – 6949

Hours: 24/7

UT Tyler Canvas --- UT Tyler canvas@uttyler.edu

(903) 566 – 6200

LIB127: basement of library

Hours: Monday – Friday 8 a.m. to 5 p.m.

UT Tyler Technology Support: <https://www.uttyler.edu/it/support/student-support.php>

Live Support: <https://uttyler.service-now.com/sp>

Zoom: <https://uttyler.service-now.com/sp>

Email: itsupport@uttyler.edu

Phone: (903) 565 – 5555

Walk In: RBN 3011

Hours: Monday-Thursday (8:00 AM – 9:30 PM)

Friday (8:00 AM – 5:30 PM)

Saturday-Sunday (12:00 PM – 7:30 PM)