



**Fundamentals of Management**  
**MANA 3311. 060, 061—Summer 2025**

**INSTRUCTOR: Dr. Marilyn Young**

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

**REQUIRED TEXT:** Essentials of Organizational Behavior, 15<sup>th</sup> ed.  
Stephen P. Robbins and Timothy P. Judge



**CLASS MEETING:** **MANA 3311.060 ONLINE**

**Assignments and points:**

Major Exams	300
Quizzes (4)	20
Assignments (4)	<u>40</u>
<b>Total</b>	<b>360</b>

**EVALUATION AND GRADE POLICY**

	Percent of Total (370)	Grade
324-360	<b>90%</b>	<b>A</b>
323-288	<b>80%</b>	<b>B</b>
287-252	<b>70%</b>	<b>C</b>
251-216	<b>60%</b>	<b>D</b>
< 215	<b>&lt;60%</b>	<b>F</b>

**COURSE OBJECTIVES:**

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.

**TEACHING METHOD**

- Slides (Narrated with sound)
- Assignments (4)
- Textbook
- Exercises/cases
- Videos/YouTube & others
- Multiple choice exams (3)
- Bonus tests (2)
- Quizzes (4 five-points each)

**CONTACT INFORMATION:**

<b>WEB SITE:</b>	<a href="https://www.utt Tyler.edu/myoung/">https://www.utt Tyler.edu/myoung/</a>
<b>OFFICE:</b>	Soules College of Business (COB 350.27)
<b>VIRTUAL OFFICE HOURS: OPTIONAL</b>	Go into Canvas/Zoom/Join Tuesday/Thursday 6:00-7:00 p.m.
<b>PHONE</b>	(903) 566-7437 will be forwarded to my email
<b>EMAIL:</b>	<a href="mailto:myoung@utt Tyler.edu">myoung@utt Tyler.edu</a>

**Census Date:** **June 5** Deadline for all registrations and schedule changes.  
**Last Day to Withdraw:** **June 24**

<b>ASSIGNMENTS:</b> Go to side bar--submit in Canvas  <b>FORMAT on all assignments:</b> (2 points deducted for incorrect format)	Points	Due Date
<ol style="list-style-type: none"> <li>1. Microsoft Word.</li> <li>2. Title and your name at top.</li> <li>3. Single-spaced. Double space between paragraphs—one blank line.</li> <li>4. 1" margins--<a href="#">full justification, right margin aligned/even</a>.</li> <li>5. 12 pt. Times Roman font.</li> </ol> <p>Approximately one page.</p>		<div style="border: 1px solid black; padding: 5px; text-align: center;"> <a href="#">See Modules/Getting Started Format Example.doc</a> </div>
<p><b>EXAMS</b> Two exams and one final exam (multiple choice 100 pts. each). Exams will be online within a 2-hour time. The test will be on the due date from 8 a.m. until 11:59 p.m. and will be graded and posted immediately. The answers will be available after all students have finished the exam—</p> <p><b>Respondus Lockdown Browser will be used.</b> Go into Lockdown Browser first. Please install.  <a href="http://www.respondus.com/lockdown/download.php?id=593832943">http://www.respondus.com/lockdown/download.php?id=593832943</a></p>	300	
<p><b>4 Quizzes —Each has 5 multiple choice questions--5 points. Multiple attempts.</b></p>	20	
<p><b>1. Myers Briggs Analysis:</b></p> <ol style="list-style-type: none"> <li>a. Take the Myers Briggs Temperament test online. <a href="http://www.humanmetrics.com/cgi-win/JTypes2.asp">http://www.humanmetrics.com/cgi-win/JTypes2.asp</a></li> <li>b. Once you have your four top letters, i.e., ENTJ (16 possibilities), just key in the 4 letters, search, and read about your personality. Much of the information comes from the book, <a href="#">Please Understand Me</a>, which is at the circulation desk at UT Tyler. See <a href="http://keirsev.com/">http://keirsev.com/</a></li> </ol> <p style="margin-left: 40px;"> <b>Artisan (SP)</b>  <b>Rational (NT)</b>  <b>Idealist (NF)</b>  <b>Guardian (SJ)</b> </p> <p><b>Submit:</b> A one-page summary of your personality/temperament with either agreement/or disagreement  <b>See examples under Assignments.</b></p>	10	<b>June 6</b>
<p><b>3. Management Assignment with Choices.</b>—Closure, Advice, or Entrepreneurship—<b>Choose 2.</b></p>	10	<b>June 13</b>
<p><b>4. Organization Analysis:</b></p> <p>Choose an organization you admire, would like to do an internship, or work for. Use any organization--profit or not-for-profit. Then submit to me a one-page summary. You could mention the history, mission statement, size, profitability, competition, organizational culture, human resource policies. Be creative. Do not describe just the products (not an ad) or where you are working. Use the organization’s site and here are sites:  <a href="https://www.greatplacetowork.com/best-workplaces/100-best/2021">https://www.greatplacetowork.com/best-workplaces/100-best/2021</a>  <a href="#">Best places to work in Texas 2021</a></p> <p><b>You must reference/cite your sources at the bottom.</b>  <b>Submit:</b> One-page typed summary. Put your organization and your name at the top. <b>Place sources and/or websites at the bottom.</b>  <b>See examples under Assignments.</b></p>	10	<b>June 20</b>
<p><b>5. Movie and Concepts:</b></p> <p>Analyze any movie containing management concepts/theories. Examples are: Remember the Titans, Apollo 13, or even a Disney movie, i.e., Finding Nemo.</p> <p><b>Submit:</b> A typed summary with 3 (three) concepts (<b>in bold</b>)—Define and discuss the management concept, theory, hypothesis, etc.</p> <p><b>Examples under Assignments/Movie with Concepts</b>  <b>See Discussion on Canvas: management concepts and movie examples.</b></p>	10	<b>July 1</b>
<p><b>Total</b></p>	<b>360</b>	

**Week of:**                      **Schedule**                      **Phase 1**

- June 2**                      Class Organization and start Chapter 1: What is Management?
- June 3**                      Chapter 1: What Is Management—History of Management Go to **Modules**.  
Functions of Management (Planning, Organizing, Leading, and Controlling)
- June 4**                      Chapter 2: Diversity, Equity, and Inclusion in Organization—Learning Theory  
**Due: Student Information Form June 4 by 11:59**
- June 5**                      Chapter 3: Job Attitudes  
**Quiz 1: Closes: June 13 at 11:59 p.m. multiple attempts. No lockdown browser**
- June 6**                      Chapter 5: Personality, Individuals Differences, and Values—Planning (SWOT Analysis)  
**Due: Myers Briggs Summary: June 6 by 11:59 p.m.**  
**Quiz 2: Closes: June 13 at 11:59 p.m. (multiple attempts). No lockdown browser needed.**

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**June 9**                      Chapter 6: Perception and Individual Decision Making

**June 11**                      **1<sup>st</sup> Bonus Test—Closes: June 13 at 11:59 p.m. (5 points multiple choice)**

**June 12**                      **Exam (Chapters 1, 2, 3, 5, 6, 7)**  
**Open: June 12 at 8 a.m. – June 13 at 11:59 p.m.**

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**Phase 2**

**June 13**                      Chapter 8: Motivation: From Concept to Applications  
**Due: Management Assignment with Choices: June 13**

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**June 16**                      Chapter 9: Foundations of Group Behavior

**June 17**                      Chapter 10: Understanding Work Teams

**June 18**                      Chapter 11: Communication

**June 19**                      Chapter 12: Leadership  
**Quiz 3: Closes: June 25 at 11:59 p.m. (multiple attempts). No lockdown browser needed.**

**June 20**                      Chapter 13: Power and Politics  
**Due: Organizational Analysis: June 20**

**June 23**      **2<sup>nd</sup> Bonus Test (Multiple choice/fill in the blank) Closes: June 25 at 11:59 p.m.**  
Review

**June 24**      **2<sup>nd</sup> Exam (Chapters 8, 9, 10, 11, 12, & 13)**  
**Open: June 24 at 8 a.m. – June 25 at 11:59 p.m.**

### Phase 3

**June 25**      Chapter 4: Emotions and Moods

**June 26**      Chapter 14: Conflict & Negotiations

**June 27**      Chapter 15: Foundations of Organization Structure

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**June 30**      Chapter 16: Organizational Culture and Change

**July 1**      Chapter 18: Organization Change, Stress & Health, and Time Management  
**Quiz 4 Closes July 5 at 11:59 p.m. (multiple attempts). No lockdown browser needed.**  
**Due: Movie Summary: July 1 by 11:59 p.m.**

**July 2**

Review

**July 4**



**Wed. July 3 (8:00 a.m.) --**  
**Sat. July 5 (11:59 p.m.)**      **Final Exam (Chapters 4, 14, 15, 16 & 18 and tapes on Study Guide). Skip Ch. 17.**  
The final will be open for **3 days.**

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## EVALUATION AND GRADE POLICY

Points	Percent of Total (370)	Grade
324-360	90%	A
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287-252	70%	C
251-216	60%	D
< 215	<60%	F

### Bonus Points/Extra Credit

1 <sup>st</sup> Bonus Test	5
2 <sup>nd</sup> Bonus Test	5
Information Form	2

**Total Bonus points** (extra credit) = **12** and added to your points. You may have unlimited multiple attempts on the 4 quizzes and bonus tests but must be completed by the due date.

### CORE VALUES of SOULES COLLEGE OF BUSINESS:

Professional Proficiency	Global Awareness
Technological Competence	Social Responsibility
Critical Thinking	Leadership

### CLASSROOM POLICIES AND RESPONSIBILITIES

#### Canvas-

- You must have a computer with a webcam (for taking exams)
- All assignments and tests are on Canvas. It is your responsibility to:
  - Submit (under Assignments (Use Word—and correct format)
  - Check your grades regularly.
  - Use the grade calculator.
- All assignments should be submitted online in **WORD** with [proper format](#).
- See [Modules/Getting Started/Format Example](#).
- Communication will be through:
  - **Announcements**
  - **Discussions**
  - **Virtual Office Hours/Optional**
  - **Email**
  - **Chat**

#### Assignments

All 4 assignments should be submitted online according to guidelines. You have until 11:59 p.m. Submissions after the due date will **not** be accepted. Points will be deducted for **incorrect format**. Check your grade and comments under Canvas. **No student will get an A without submitting all 4 assignments.**

**Very Important:** Key in your points into the **grade calculator** under **Modules/Getting Started/Grade Calculator**.

### Make-up Policy

Exams should be taken on dates according to the schedule. If you have an illness or emergency, a makeup exam may be given. Being unprepared or having to work is not an excuse. **If you have an outage problem, let me know immediately to make arrangements before the due date.**

### Ethics on Exams

Lockdown monitoring will be used on the 3 100-point exams. You may not use books and notes and take the exam **alone**. It would be highly unethical for others to help. Do not copy the exam.

## Videos

- Abilene Paradox
- Change Management
- Conflict Resolution
- Emotional Intelligence
- Evolution of Management
- Gen Y –Millennial Generation
- Generations: MEET for Respect
- Groupthink
- Max and Max
- One Minute Manager
- Organization Structure
- Pygmalion-Self-Fulfilling Prophecy
- Situational Leadership
- SWOT Analysis
- West Point: Leaders of Character
- Who Moved My Cheese?
- Would I Inspire Me

### Organizations

- 3M
- Anheuser-Bush
- Apple
- Brookshires Grocery Company
- Coca-Cola
- East Texas Organizations
- Five Guys
- Google
- HEB
- IBM
- John Deere
- Lego
- Pike Place Fish Market--FISH
- Samsung
- SAS
- Southwest Airline—It's So Simple
- Starbucks—Harold Schultz
- Tesla
- Toyota
- Walt Disney World—Culture
- Zappos.com

## Technology Support

### Canvas 24/7 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](mailto:canvas@uttyler.edu)

903-566-6200

LIB127: basement of library

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

### UT Tyler Technology Support

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

(For Respondus Lockdown Browser, log in, password, other)

Click for **Help Now** to join **Zoom**:

HOURS OF OPERATION

MONDAY through FRIDAY 8:00 AM to 5:30 PM

SATURDAY and SUNDAY 12:00 PM to 5:00 PM

Email: [itsupport@uttyler.edu](mailto:itsupport@uttyler.edu)

Phone: 903.565.5555

Walk in: **USC 118, Varsity Dr. (Tech support)**

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

Friday (8:00 AM- 5:30 PM)

Saturday-Sunday (12:00 PM – 7:30 PM)

### Computers with Respondus Lockdown Browser:

- UT Computer Center..... RBN 3022 (Engineering Building)
- Soules College.....COB 251--When no classes are there.
- Longview Computer Lab
- Palestine Computer Lab
- Houston Computer Lab
- UT Tyler Library

## Career Success & Handshake

