

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

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

**INSTRUCTOR/EMAIL** Dr. Mary Helen Fagan; mfagan@uttyler.edu; (903)566-7187; College of Business, 350.031  
**TELEPHONE/OFFICE** Since this is an online class, the best way to reach me is by email. If you would like to talk  
**OFFICE HOURS** 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 (be sure to include your number for this option).

**REQUIRED RESOURCES** **Required textbook:** Learning to Think Things Through, 2012, 4<sup>th</sup> 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:
  - it is clear what thoughts and ideas in your work are the results of your own critical and analytical thinking
  - readers can use your citations to find/review the original sources of ideas and there will be no plagiarism in your class submissions.

**EVALUATION**

<b>Components</b>		<b>Value</b>
1	Assignments	65%
2	Midterm (required foundation project deliverables and exam*)	15%
3	Semester project required deliverables and final exam	20%
<b>TOTAL</b>		<b>100%</b>

\***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.
- **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.uttyler.edu/judicialaffairs/scholasticdishonesty.php> for more information  
**Note:** Utilizing generative AI tools (such as ChatGPT) in this class is not allowed for any written assignments. Any 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.

## WITHDRAW DATES

March 25th 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. 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 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 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 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 January 16-21	<b>Getting started module</b> <b>Module 1:</b> What is critical and analytical thinking? (includes Chapter 1 of textbook)	See Canvas for week’s assignments.
Week 2 Jan. 22-28	<b>Module 2:</b> Foundation Project – Step 1	See Canvas for week’s assignments.
Week 3 Jan. 29-Feb. 4	<b>Module 3:</b> The critical thinking process (includes Chapter 2 of textbook)	See Canvas for week’s assignments.
Week 4 Feb. 5-11	<b>Module 4:</b> Foundation Project – Step 2	See Canvas for week’s assignments.
Week 5 Feb. 12-18	<b>Module 5:</b> Critical and analytical thinking in business (includes Chapter 3 of textbook)	See Canvas for week’s assignments.
Week 6 Feb. 19-25	<b>Module 6:</b> Foundation Project – Step 3	See Canvas for week’s assignments.
Week 7 Feb. 26-March 3	<b>Module 7:</b> Evaluating critical and analytical thinking (includes Chapter 4 of textbook)	See Canvas for week’s assignments.
Week 8 March 4-10	<b>Module 8:</b> Putting it all together: Answering	See Canvas for week’s assignments.

	critical thinking questions (includes Chapter 5 of textbook) <b>Module 9:</b> Foundation Project: Step 4	Required foundation project deliverables will also be submitted as a pass/fail portion of your midterm.
<b>Week 9</b> March 11-17	<b>Spring break</b>	
<b>Week 10</b> March 18-24	<b>Module 9 (continued): Midterm exam/Completion of Foundation Project</b>	<b>Exam over textbook readings. Due date for required foundation project deliverables.</b> 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.
<b>Week 11</b> March 25-31	<b>Module 10:</b> Semester project – Step 1	See Canvas for week’s assignments. <b>Note: March 25th</b> is the last day to withdraw from a 15-week course with an automatic “W”.
<b>Week 12</b> April 1-7	<b>Module 11:</b> Semester project – Step 2 (continued)	See Canvas for week’s assignments.
<b>Week 13</b> April 8-14	<b>Module 12:</b> Semester project – Step 3 (continued)	See Canvas for week’s assignments.
<b>Week 14</b> April 15-21	<b>Module 13:</b> Semester project – Step 4 (continued)	See Canvas for week’s assignments.
<b>Week 15</b> April 22-28	<b>Module 14:</b> Semester project – Step 5 (continued)	See Canvas for week’s assignments.
<b>Week 16 – Final exam</b>	<b>FINAL and completion of semester project</b>	

## 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>.