University of Texas at Arlington
MANA 3319.001: Management Process Theory
Spring 2019

Instructor: Tom Graca
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Office Hours: Mondays and Wednesdays 12:30pm-1:30pm and by appointment or chance
Office Number: COBA 231

Section Information: MANA 3319.001

Time and Place of Class Meetings: Mondays and Wednesdays 11:00am-12:15pm
COBA 149

Description of Course Content:
Fundamentals of the management process; principles and techniques for all organizations. The basic functions of management: planning, organizing, directing, and controlling. Social responsibilities, political influences, and ethical considerations as they affect the management of organizations. Coverage of international business, production, communications, and decision-making in terms of management activities. Prerequisite: 60 credit hours.

Student Learning Outcomes:
(Detailed learning outcomes accompany each unit.)

Required Textbooks and Other Course Materials:
Bateman, T.S., Snell, S.A., & Konopaske, R. Management: Leading & Collaborating in a Competitive World (13th edition). New York, NY: McGraw-Hill Education. (2019). (978-1-259-92764-5).

Examinations:
There will be six multiple-choice-type exams on the dates described later in this syllabus.

Attendance: Attendance is a critical indicator in student success.

Grading:
A student's grade for the course is determined by the arithmetic mean of the student's five highest exam grades (out of six exams).

A	=	90% or higher
B	=	75% or higher
C	=	60% or higher
D	=	50% or higher
F	=	0% or higher

Make-up Exams:
Because each student's lowest exam grade is not included in the grade calculation, make-up exams are offered only in the very rare cases of officially excused university absences.

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (http://wweb.uta.edu/aao/fao/).

Disability Accommodations: UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA),* and *Section 504 of the Rehabilitation Act.* All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of **a letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: **The Office for Students with Disabilities, (OSD)** http://www.uta.edu/disability/ or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy: The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.

Title IX Policy: The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit* www.uta.edu/titleIX or contact Ms. Michelle Willbanks, Title IX Coordinator at (817) 272-4585 or titleix@uta.edu

Academic Integrity: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

> *I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*
>
> *I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at https://www.uta.edu/conduct/. Faculty are encouraged to discuss plagiarism and share the following library tutorials http://libguides.uta.edu/copyright/plagiarism and http://library.uta.edu/plagiarism/

Electronic Communication: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

Campus Carry: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit http://www.uta.edu/news/info/campus-carry/

Student Feedback Survey: At the end of each term, students enrolled in face-to-face and online classes categorized as "lecture," "seminar," or "laboratory" are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback via the SFS database is aggregated with that of other students enrolled in the course. Students' anonymity will be protected to the extent that the law allows. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit http://www.uta.edu/sfs.

Final Review Week: for semester-long courses**,** a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

Student Support Services: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at http://www.uta.edu/studentsuccess/success-programs/programs/resource-hotline.php

The IDEAS Center (2nd Floor of Central Library) offers **FREE** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in, or check the schedule of available peer tutors at www.uta.edu/IDEAS, or call (817) 272-6593.

Tentative Course Schedule:

Date	Day	Topic	Reading
01/14/2019	Monday	Introduction	
01/16/2019	Wednesday	Managing and Performing	Chapter 1
01/21/2019	Monday	(no class; Martin Luther King, Jr., holiday)	(no class)
01/23/2019	Wednesday	Internal and External Environments	Chapter 2
01/28/2019	Monday	Managerial Decision Making	Chapter 3
01/30/2019	Wednesday	TBD	TBD
02/04/2019	Monday	Exam #1	(Exam #1)
02/06/2019	Wednesday	Planning and Strategic Management	Chapter 4
02/11/2019	Monday	Ethics, Corporate Responsibility, and Sustainability	Chapter 5
02/13/2019	Wednesday	International Management	Chapter 6
02/18/2019	Monday	TBD	TBD
02/20/2019	Wednesday	Exam #2	(Exam #2)
02/25/2019	Monday	Entrepreneurship	Chapter 7
02/27/2019	Wednesday	Organization Structure	Chapter 8
03/04/2019	Monday	Organizational Agility	Chapter 9
03/06/2019	Wednesday	Exam #3	(Exam #3)
03/11/2019	Monday	(no class, spring break)	(no class)
03/13/2019	Wednesday	(no class, spring break)	(no class)
03/18/2019	Monday	Human Resource Management	Chapter 10
03/20/2019	Wednesday	Managing the Diverse Workforce	Chapter 11
03/25/2019	Monday	Leadership	Chapter 12
03/27/2019	Wednesday	TBD	TBD
04/01/2019	Monday	Exam #4	(Exam #4)
04/03/2019	Wednesday	Motivating for Performance	Chapter 13
04/08/2019	Monday	Teamwork	Chapter 14
04/10/2019	Wednesday	Communicating	Chapter 15
04/15/2019	Monday	TBD	TBD
04/17/2019	Wednesday	Exam #5	(Exam #5)
04/22/2019	Monday	Managerial Control	Chapter 16
04/24/2019	Wednesday	Managing Technology and Innovation	Chapter 17
04/29/2019	Monday	Creating and Leading Change	Chapter 18
05/01/2019	Wednesday	Exam #6	(Exam #6)