



# Introduction to Management

**MGMT2100**

Fall 2013

## INSTRUCTOR INFORMATION

Instructor: **Dr. Diane L. Ferry**  
Email: **dferry@iowa.uiowa.edu**

Office Hours: **TBA and By appointment**

I expect to be available daily during class sessions at CIMBA, either via email or in person.

### Required Text:

Caproni, Paula. 2012. *Management Skills for Everyday Life: The Practical Coach*, 3<sup>rd</sup> Edition, Prentice Hall, provided by CIMBA.

## COURSE VISION, GOALS, OBJECTIVES and STRATEGIES

### VISION

The vision for this course is that it will become an open and supportive forum for learning about organizations, management, and ourselves in an organizational context. We will strive to create a participative, consultative learning environment where we are open to discussing organizational and managerial issues, to reflecting upon our own management styles and preferences, and to developing a deeper understanding of and appreciation for the complexity of human relationships in organizations.

### COURSE GOALS, and OBJECTIVES

#### COURSE GOALS:

1. Provide an overview of management and organizational behavior topics and
2. Involve students in self-reflection regarding their professional lives and careers.

#### COURSE OBJECTIVES: After this course, students should be able to

1. discuss knowledgeably the functions and activities involved in management;
2. demonstrate an awareness of contemporary management and organizational issues;
3. demonstrate an understanding of management and organizational behavior terms, concepts and theories, commonly used in and about organizations;
4. articulate their personal management styles and preferences with a deeper understanding; and
5. exhibit greater self-awareness.

## TENTATIVE SCHEDULE

Class dates may change; Assignment changes will be made as necessary

**NOTE: We may use UI ICON for assignment submission and additional communication once the semester is underway.**

Class	Topic	Assignments
		Specific assignments will be added and/or made in class
<b>Class 1</b> 9/18	Course Introduction & Overview Organizations & Management	
<b>Class 2</b> 9/20	Managing Cultural Diversity	Caproni: Chapter 7
<b>Class 3</b> 9/23	Managing Cultural Diversity continued	
<b>Class 4</b> 9/25	Planning and Controlling	
<b>Class 5</b> 9/27	Decision Making	
<b>Class 6</b> 9/30		<b>Quiz 1 – 1 hour only</b>
<b>Class 7</b> 10/2	What Predicts Success? Perception	Caproni: Chapter 1
<b>Class 8</b> 10/4	Developing Self-Awareness Personality & Values	Caproni: Chapter 2
<b>Class 9</b> 10/7	Building Trust	Caproni: Chapter 3
<b>Class 10</b> 10/9	Communicating Effectively	Caproni: Chapter 4
<b>Class 11</b> 10/11		<b>Quiz 2 – 1 hour only</b>
Travel Week: Saturday 10/12 - Sunday 10/20		
<b>Class 12</b> 10/22	Power & Influence	Caproni: Chapter 5
<b>Class 13</b> 10/24	Managing Relationships Organization Structure & Design	Caproni: Chapter 6
<b>Class 14</b> 10/29	Leadership	
<b>Class 15</b> 10/31		<b>Quiz 3 – 1hour only</b>
Travel Weekend: Friday 11/1 – Sunday 11/3		
<b>Class 16</b> 11/5	Motivation	
<b>Class 17</b> 11/7	Creating High-Performing Teams	Caproni: Chapter 8
Travel Week: Saturday 11/9 – Sunday 11/17		
<b>Class 18</b> 11/19	Diverse Teams & Virtual Teams	Caproni: Chapter 9

<b>Class 19</b> 11/21	Crafting a Life	Caproni: Chapter 10
<b>Class 20</b> 11/26		<b>Quiz 4 – 1 hour only</b>
Travel Weekend: Thursday 11/28 – Sunday 12/1		
<b>Class 21</b> 12/3	Conclusion & Review	
<b>Final Exam</b> TBA	Cumulative Final Exam	

<b>COURSE REQUIREMENTS &amp; GRADING</b>	
Involvement In-class Participation, including class & small group discussions & homework as assigned	<b>15%</b>
Quizzes – 4 @ 10% each	<b>40%</b>
Written Assignments Individual Project Group Project	<b>15%</b> <b>10%</b>
Final Exam	<b>20%</b>
<b>Total</b>	<b>100%</b>

Assuming no unusual circumstances, letter grades relate to course points according to this table.			
93.0-100 = A	83.0-86.9 = B	73.0-76.9 = C	63.0-69.9 = D
90.0-92.9 = A-	80.0-82.9 = B-	70.0-72.9 = C-	60.0-62.9 = D-
87.0-89.9 = B+	77.0-79.9 = C+	67.0-69.9 = D+	59.9 & less = F
NOTE: Course grades will be approximately distributed according to the recommended guidelines of the Management & Organizations Department at the University of Iowa, which is 30% A's, 40% B's, 25% C's and 5% D's. These are only guidelines.			

<b>ASSIGNMENTS</b>
Graded assignments will include 1) involvement, 2) quizzes, 3) an individual project, 4) a group project, and a comprehensive final exam.
<b>INVOLVEMENT</b>

Involvement includes all aspects of in-class participation, such as contributing to class and small group discussions, submitting short written assignments preparatory to or in class. Involvement also includes appropriate classroom conduct, such as not talking to another person while someone else, student or faculty, is speaking and not using any electronic device during a class session unless invited by me, your faculty, to do so. I will give feedback once during the semester on your involvement score.

### **QUIZZES**

Four one-hour quizzes are scheduled throughout the semester. Each quiz will include the material covered in classes prior to that day and since the quiz before.

### **INDIVIDUAL PROJECT**

Will be assigned and discussed in class.

### **GROUP PROJECT**

Will be assigned and discussed in class.

### **COMPREHENSIVE FINAL EXAM**

A comprehensive final exam will be given during the scheduled final exam time for this course. Our last class will include a review of key course concepts, terms, and theories which may be included on the final exam.

## **COURSE POLICIES**

### **MANDATORY ATTENDANCE POLICY**

**Attendance Policy:** Attendance at all classes and CIMBA sanctioned activities is MANDATORY. All unexcused absences will have the following consequences:

- a. 1st absence will result in a loss of a 1/3 of a letter grade in that class;
- b. 2nd (cumulative) absence will result in a loss of an entire letter grade in that class;
- c. 3rd (cumulative) absence will result in a dismissal from the program.

Absences due to illness require a note from the CIMBA Undergraduate Office Staff and/or the Istituto Filippin medical staff. If a student is sick and cannot attend class, he/she must inform the CIMBA Staff immediately. Failure to do so will result in an unexcused absence.

**Saturday Classes:** Due to the extensive amount of travel time incorporated into the CIMBA Undergraduate program, we will have to have a few Saturday classes to ensure that we have the appropriate amount of class sessions (per UI regulations). These Saturdays have NOT been confirmed yet, however they will be by the end of the first week of classes. Note that these Saturday classes will NOT be during any of the CIMBA scheduled travel breaks.

### **ACADEMIC MISCONDUCT: HONOR CODE**

At Tippie, it's about doing the right thing. Your credibility, your work ethic, and your behavior reflect on your classmates, your college, and your future. It's about more than just following the rules. It's about integrity, because people are only as good as their word.

Each student enrolled in Henry B. Tippie College of Business or School of Management courses accepts personal responsibility to uphold and defend academic integrity and to promote an atmosphere in which all individuals may flourish. (<http://tippie.uiowa.edu/honorcode.cfm>) All students in this course are bound by the Tippie College Honor Code even if they are not Tippie College of Business students.

## **Tippie College Undergraduate Honor Code**

By agreeing to the Honor Code:

- I commit to scholastic honesty and integrity;
- I agree to maintain the spirit of the Honor Code;
- I strive to set a standard of honest and ethical behavior that reflects well on Tippie students, the Tippie College of Business, and the University of Iowa.

See the Tippie College Undergraduate Honor Code for a list of offences, including cheating, plagiarism, and unauthorized collaboration, and their consequences

(<http://tippie.uiowa.edu/undergraduate/honorcode/>).

### **Honor Code Violation Sanctions**

Homework and other course assignments: Zero score, and/or reduced course grade, including the possibility of a failing grade in the course.

Group assignments/projects: Reduced assignment grade for all group members. Zero score, and/or reduced course grade, including the possibility of a failing grade in the course, for the group member(s) responsible for the violation.

Quiz and Examinations: Zero score, and/or reduced course grade, including the possibility of a failing grade in the course.

All incidents of cheating will be reported to the Senior Associate Dean of the Tippie College of Business and the student may be placed on disciplinary probation for the remainder of his or her undergraduate work at the University of Iowa. In general, the decision of the Professor may be appealed to a Judicial Board. The Honor Code for the Tippie College of Business will determine the appropriate appeal process.

### **Document Sources**

All sources for written work must be appropriately documented. I recommend the APA bibliographic style guide. In-text citations use the authors' last name(s) and date of publication which are then listed in References at the end of the document.

APA Online tutorial is at <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>. See in particular slides 13-25, regarding citations and reference list. In addition to the APA Tutorial, a useful guide is located at: <http://owl.english.purdue.edu/owl/resource/560/02/>. The ultimate authority is the APA Style Guide, 6th edition.

Note that the date you accessed a web site should always be included as part of the bibliographic entry.

## **GRIEVANCE POLICY**

Student concerns regarding this course should first be discussed with me, the faculty member teaching this course. If we can't resolve the complaint, you may contact the DEO, Amy Kristhoff-Brown, at 319-335-0928, or by email at [amy-kristof-brown@uiowa.edu](mailto:amy-kristof-brown@uiowa.edu). If you cannot resolve the complaint by speaking with the DEO, you may contact the Associate Dean of the Tippie College Undergraduate Program, Lon Moeller, at 319-335-0924, or by email at [lon-moeller@uiowa.edu](mailto:lon-moeller@uiowa.edu).

## **ACCOMMODATING STUDENTS WITH DISABILITIES/ACADEMIC ACCOMMODATIONS**

If you have a disability that may require some modification of seating, testing, or any other class requirement, please let me know as soon as possible so that appropriate arrangements can be made. Similarly if you have any emergency medical information about which I should know, or if you need special arrangements in the event the building must be evacuated, please let me know. Please see me after class hours or during my scheduled office hours or schedule an appointment. I would also remind you that the Office of Student Disability Services is available to assist you.

## **SEXUAL HARASSMENT**

The Tippie College of Business and the University of Iowa are committed to providing students with an environment free from sexual harassment. If you feel that you are being or have been harassed or you are not sure what constitutes sexual harassment, we encourage you to visit the University website, <http://www.sexualharassment.uiowa.edu/index.php>, and to seek assistance from department chairs, the dean's office, or the University's Office of the Ombudsperson ([ombudsperson@uiowa.edu](mailto:ombudsperson@uiowa.edu)).