

MGMT 2100
INTRODUCTION TO MANAGEMENT
SPRING 2015

PROFESSOR: Dr. Bowler, matt.bowler@okstate.edu

WEB SITE:

OFFICE & HOURS: TBA & BY APPOINTMENT

REQUIRED MATERIALS: Caproni, Paula. 2012. Management Skills for Everyday Life: The Practical Coach, 3rd Edition, Prentice Hall, provided by CIMBA.

COURSE VISION, GOALS & OBJECTIVES:

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:

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.

COURSE REQUIREMENTS:

4 QUIZZES	40%
COMPREHENSIVE FINAL	20%
CAREER MANIFESTO	10%
TEAM PROJECT	10%
LEADER INTERVIEW	10%
PARTICIPATION	10%

GRADING SCALE:

>= 89.5%	A
79.5 - 89.49%	B
69.5 - 79.49%	C
59.5 - 69.49%	D
0-59.49%	F

Course grades will be approximately distributed according to the recommended guidelines of the Management & Organizations Department at the University of Iowa, which is approximately 20% A's, 40% B's, 30% C's and 10% D's and F's.

PREPARATION AND PROFESSIONAL CONDUCT You are expected to (1) come to **every** class meeting and (2) be prepared to answer questions about the assigned readings. Also, you are expected to (3) conduct yourself in a professional, courteous manner during class. If you consistently meet these three simple expectations, you can expect to be rewarded accordingly. Do not text, use phones, i-pods, etc. in class. Cell phones that ring during class will be answered by the professor and held until the end of class. ANY cell phone activity during an exam will result in a zero (0) on the exam. Anyone using a phone during class will be asked to leave and not return until the next class period. Translation tools will not be allowed during exams.

QUIZZES: Four, one-hour quizzes consisting of short-answer, multiple choice and essay questions will be given in class.

Comprehensive Final: A comprehensive, written final exam will be conducted the final week of class.

Leadership Interview Report Students will select a leader to interview during their time at CIMBA. This can be an local business leader, a CIMBA leader, someone back home via skype, etc. The student will submit a set of interview questions for review before conducting the interview. We will discuss this further in class. Then, students will write a 5 page of body text, double-spaced, 12 point font, 1" margin paper about WHAT YOU LEARN ABOUT LEADERSHIP AND MANAGEMENT. Don't summarize the interview other than certain quotes, etc. and how it relates to leadership. Focus on what you have learned from the leader what you can use in your personal and/or work life.

Career Manifesto: Leaders need vision and they need to understand their values. The purpose of this assignment is for you to discuss your personal and professional values, goals, and expectations. I expect you to clearly discuss what you plan to accomplish in your life and how you plan to reach your objectives. You need to present to me your objectives and the steps you will take to attain your goals. I am interested in both the personal and professional objectives and how you will "balance" these different areas of your life. If you are "clueless" about your future plans, then come up with SOME plan for your future. You should at least be able to tell me what your values, strengths, weaknesses and aspirations are and in what direction you are headed, even if the end point is unclear. Five pages (double-spaced, 12 point font, 1" Margins) is the minimum and maximum length for this assignment.

As part of the assignment you and I will meet in my office. We will go over your manifesto to explain your grade and help develop your career plan. These appointments will occur in my office one week after the due date.

Team Project: To be discussed in class.

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

1st absence will result in the loss of 1/3 of a letter grade in the class

2nd absence (cumulative) will result in the loss of an entire letter grade

3rd absence (cumulative) will result in dismissal from the program

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

Accommodating Disabilities: If you have a disability that may require some modification of seating, testing, or any 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 that I should be aware of, or if you need special arrangements in the event of the building being evacuated, please let me know. Please see me after or outside of class to discuss these issues.

Policy on Cheating: It is my sincere hope that no student in this class submits work which is not his or her own. However, it seems prudent to clarify in advance the policy on cheating. If I determine that any assignment was not written solely by the student whose name appears on the assignment, the student will receive a zero (0) for the assignment and may receive an "F" for the class. All incidents of cheating will be reported to the CIMBA Undergraduate Office and the Associate Dean of the Tippie College of Business and the student may be placed on disciplinary probation for the remainder of the semester. In general, the decision of the professor may be appealed to the CIMBA Undergraduate Staff and/or the College of Business Judicial Board, then to the Associate Dean for the Undergraduate Program. The Honor Code for the Tippie College of Business will determine the appropriate process. The Honor Code is located on the University of Iowa website.

Sexual Harassment: The CIMBA Undergraduate Program 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, www.sexualharassment.uiowa.edu/index.php, and to seek assistance from the CIMBA Director, Brandelle Unkrich, at 319-335-1041 or brandelle-unkrich@uiowa.edu.

FERPA Requirement: In order to participate in this class, it may be necessary to reveal to other students the names of students who are enrolled in this course. If you do not want your name revealed to other students enrolled in this course, please contact me in writing by the end of the first week of class.

Complaints: 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 Management & Organizations Department Chair, Amy Kristof-Brown (319-335-0928, amy-kristof-brown@uiowa.edu). If you cannot resolve the complaint by speaking with the chair, you may contact the Associate Dean of the Tippie College Undergraduate Program, Ken Brown (319-335-0924, kenneth-g-brown@uiowa.edu).

