



## **Introduction to Management**

MGMT 2100

Spring 2016

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### **Course Description**

This course will serve as an introduction to the process of managing and working effectively with people. The primary objective of this course is to provide students with an overview of the basic principles involved in effective management practices, including general and specific elements of planning, organizing, leading, and controlling. Emphasis is given to clarifying and sharpening management values, knowledge, and skills with special focus on decision-making, leadership, ethics, and quality. The primary goals of this course are to increase students' abilities to apply contemporary management knowledge in both work and personal situations and to empower students with the ability to achieve their ultimate potential.

Management can be viewed as a process of achieving goals. Organizations as well as individuals have goals or desired states that they hope to achieve. This is especially true of business organizations. The purpose of this course is to help students understand the process of achieving goals in their careers and within their own personal life. A special emphasis will be given to developing an understanding of the management process within business organizations.

### **Course Objectives**

At the end of the course, the student will be able to:

- identify and explain basic understanding of sound management principles with a special emphasis on understanding behavior in organizations
- explain how the management process impacts both organizations and individuals
- identify and explain the four functions of management
- describe the characteristics of an effective leader
- identify the characteristics of an effective team
- identify the characteristics of an effective goal
- distinguish the five basic conflict management styles

### **Course Materials & Resources**

Required Text: *Exploring Management*, 3<sup>rd</sup> Edition, Schermerhorn, Wiley. Provided by CIMBA.

## **Class Format**

Classes will consist of a mixture of the following: mini-lectures, class discussion, activities, and video clips. In order to make the class a fun and valuable learning experience we all have to make a contribution. My responsibility is to present the material in a clear and exciting manner. Your job is to attend class regularly and to read textbook assignments prior to each class meeting. The books are introductory management texts that should be fairly easy to read. Although key concepts from the books will be covered in class, mini-lectures will typically go beyond the textbooks to cover other important related issues. However, in order for you to fully comprehend the lectures, it is important that you read the textbook assignments before coming to class. I will not use valuable class time to repeat or rehash basic textbook material that you can read much more efficiently.

## **Grading**

Examinations, Assignments, and Activities:

### Examinations:

There will be two examinations given during the semester, a mid-term and a final. Each exam will have a maximum of 130 points possible. Exams will consist of a combination of questions based on material from the lectures and questions based on material in the text. Questions may include short answer questions and comprehensive essays.

### Individual Leadership Development Project:

Students will be asked to complete a leadership development project and write a short paper (3 to 5 double-spaced typed pages) summarizing their results. Briefly, the project will involve application of a leadership concept or combination of concepts to change your leadership or self-leadership behavior in a desirable way.

More specifically, the project will involve selection by the student of a topic on the subject of self-leadership or leadership. The student will then read or study at least two outside references (books, articles, etc.) on this topic. The final summary paper should identify your project objective (i.e., what behavior(s) you attempted to change), the plan and method you used for attempting the change, the results, and your interpretation of your project (i.e., what did you learn?). Your outside learning references should be identified (i.e., in a bibliography) and used to help interpret your project and to write your paper. Additional supporting appendices can be attached to the back of the paper such as charts or graphs that display your project results. The final project paper is due on the last day of class before the final exam. A project proposal (one page typed) summarizing your project objective and plan is due no later than the third week of class.

### In-Class Team Work:

As an integral part of the course, students will participate in teams of three to five members each. Teams will be established early in the semester. Teams will engage in a variety of in-class activities and exercises. Students will receive points for participating in in-class activities. Missed in-class activities may *not* be made up outside of class. If you miss class, you miss the points.

## Determination of Grade:

Exams (2 exams @ 130 points each)	260 points
In-class Team Activities and Exercises (3 points will be subtracted for each missed activity or exercise)	20 points
Individual Leadership Development Project	50 points
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<b>TOTAL</b>	<b>330 POINTS</b>

Course grades will be approximately distributed according to the recommended guidelines of the Tippie School of Business at the University of Iowa, which is 20% A's, 40% B's, 30% C's and 10% D's.

However, the instructor reserves the right to deviate from the curve in the case of a class that performs particularly well or poorly.

## Class Schedule

<u>Course Meeting</u>	<u>Topic</u>	<u>Reading Assignment</u>
1	Class Overview Team Organization Why study management?	Ch. 1
2	Historical Foundations of Management	Ch. 2
<b>Section One: Planning</b>		
3	Decision Making	Ch. 4
4	Planning and Goal Setting	Ch. 5 Ch. 13 (pp. 320-321)
5	Strategic Management	Ch. 7
6	Ethics/Corporate Social Responsibility	Ch. 3
<b>Section Two: Organizing</b>		
7	Organizational Structure	Ch. 8
8	Organizational Culture/Managing Change	Ch. 9
9	Human Resource Management	Ch. 10
10	Human Resource Management	Ch. 10
11	<b>Mid-Term Examination</b>	

<u>Course Meeting</u>	<u>Topic</u>	<u>Reading Assignment</u>
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**Section Three: Leading**

12	Leadership	Ch. 11
13	Human Behavior/Personality	Ch. 12
14	Motivation/Self-Leadership	Ch. 13
15	Teamwork	Ch. 14
16	Communication/Conflict/Negotiation	Ch. 15

**Section Four: Controlling**

17	Foundations of Control/Quality Management	Ch. 6
18	Global Management	Ch. 16 & 17
19	Entrepreneurship	Ch. 18
20	Taking Flight <b>***Individual Leadership Development Project Due***</b>	No Reading
21	<b>Final Examination</b>	

**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 Office 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.

**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 CIMBA Director, Brandelle Unkrich (319-335-1041, [brandelle-unkrich@uiowa.edu](mailto:brandelle-unkrich@uiowa.edu)). The Director will review the details of the complaint and involve the Associate Dean of the Undergraduate Programs, as needed.

## **Academic Misconduct**

The Tippie College of Business at the University of Iowa follows an honor code regarding academic misconduct. That code can be found at <http://tippie.uiowa.edu/honorcode.cfm> and includes cheating, plagiarism, unauthorized collaboration, obtaining an unfair advantage, forgery, facilitating academic dishonesty, and misrepresentation. Be sure you are familiar with this code. Students who exhibit academic dishonesty will receive a zero (0) for the assignment or examination involved and may receive an "F" for the class. All incidents of cheating will be reported to the CIMBA staff, as well as to the Senior Associate Dean of the Tippie College of Business. 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.

## **Accommodating Students with Disabilities/Academic Accommodations**

A student seeking academic accommodations such as a modification of seating, testing, timing, etc. should first register with Student Disability Services, then contact Shannon Lizakowski ([shannon-lizakowski@uiowa.edu](mailto:shannon-lizakowski@uiowa.edu)) in the CIMBA Office to make further arrangements. See <http://sds.studentlife.uiowa.edu> for more information.

## **Sexual Harassment**

Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff. All members of the UI community have a responsibility to uphold this mission and to contribute to a safe environment that enhances learning. Incidents of sexual harassment should be reported immediately. 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](http://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](mailto:brandelle-unkrich@uiowa.edu).