MGMT 2100: Introduction to Management, Fall 2014

University of Iowa CIMBA Professor: Dr. Kip Pirkle

Required Materials:

Developing Management Skills by Whetton and Cameron, 7th edition, Pearson-Prentice Hall

Course Description: Management functions and processes as applied to organizations and to individuals in organizations. Topics to be covered include strategy, job and organization design, ethics and social responsibility, diversity, global influences, leadership, motivation, human resource management, and organizational change. Other emerging managerial issues may be introduced.

Course Objectives:

- Familiarity with the functions of management, skills that are required, elements of organizations as systems, and the relevance of management in organizational settings.
- Understand the components and complexities of organizations' cultures and external environments, and how these factors constrain the decisions and actions of managers.
- Understand the complexities of analyzing the external environment, and an organization's competencies, in developing an appropriate strategic plan for an organization.
- Recognizing the importance of, and understanding what constitutes, effective human resource management practices.
- Understand basic concepts and issues associated with the complexity of managing organizational change and innovation.
- Understand fundamental concepts that have relevance for understanding the various factors that influence the behavior of people in organizational settings, including behavior in the context of groups and teams.
- Familiarity with theories of workplace motivation and the relevance of such theories for the practice of management.
- Familiarity with several theories of leadership and understanding what constitutes effective leadership.

Classroom Procedures: Classroom lecture and discussion will go well beyond the course materials; that is, much of what we do in class is designed to extend and apply the material covered in the readings. Regular class attendance, attentiveness, and note taking will benefit your learning experience and performance. Each student will be required to follow all rules and regulations for student conduct related to class performance as specified by the University of Iowa. It is the responsibility of each student to be informed about the policies of academic honesty.

Exam Protocol: Once an examination period has begun, no student will be allowed, for any reason, to leave the exam room without turning in the entire exam. Once you leave the exam room, you may not re-enter the exam room while the exam is still in progress. No student will be allowed to enter the exam room after the first student to complete the exam has left the exam room.

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

- 1st unexcused absence loss of one-half letter grade in the class
- 2nd (cumulative) unexcused absence loss of an entire letter grade in the class
- 3rd (cumulative) unexcused absence dismissal from the program

Absences due to illness require a note from the CIMBA Office Staff. If you are sick and cannot attend class, please inform the CIMBA Office Staff immediately. Failure to do so will result in an unexcused absence. Students may be allowed to take make up examinations which have been missed due to illness, mandatory religious obligations, or other unavoidable circumstances. The time and nature of the make-up material will be selected at the sole discretion of the instructor.

Sexual Harassment Policy: 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, <u>http://www.sexualharassment.uiowa.edu/index.php</u>, and to seek assistance. To report an incident or concern, please contact Brandelle Unkrich (<u>brandelle-unkrich@uiowa.edu</u>), University of Iowa CIMBA Director, Ken Brown (<u>kenneth-g-brown@uiowa.edu</u>), University of Iowa Associate Dean, or the University's Office of the Ombudsperson (<u>ombudsperson@uiowa.edu</u>).

Grievance Policy: Any concern you have about this course should be first discussed with me. If we can't resolve the concern, you may contact the DEO for the Department of Management and Organizations, Professor Amy Kristof-Brown (amy-kristof-brown@uiowa.edu). If you cannot resolve the concern after talking to Professor Kristof-Brown, you may contact the Associate Dean for the Tippie College Undergraduate Program, Ken Brown by email at Kenneth-g-brown@uiowa.edu.

Academic Accommodations: Please contact me as soon as possible if you have a disability or condition that may require some modification of seating, testing, or any other class requirement, so that appropriate arrangements can be made. If you have any emergency medical information about which I should know, or if you need special arrangements in the event the classroom must be evacuated, please let me know. Additional assistance is available from the University of Iowa's Office of Student Disability Services: 319-335-1462; http://www.uiowa.edu/~sds.

Academic Integrity: The ethical standards that you develop as an undergraduate student will guide your behavior after you graduate. I regard this class as a serious responsibility for you and for me; I will hold you and me to strict standards of timeliness and ethics. If I believe that a student cheats on an examination, the student will receive a "0" for that examination and may, as a result, receive an "F" for the class. Further sanctions and reporting may also occur at the discretion of the instructor.

All students in this class are subject to the requirements and sanctions of the Honor Code for the Tippie College of Business - http://tippie.uiowa.edu/undergraduate/honorcode.cfm. The Honor Code applies to you even if you are not enrolled in the Tippie College of Business.

Any incident of academic misconduct will be reported to the Tippie College's Senior Associate Dean. The Honor Code for the Henry B. Tippie College of Business will determine the appropriate student appeal process in such cases.

Grade Components

Mid-term Exam	30%
Final Exam	30%
Individual Research Papers	20%
Attendance/Participation	<u>20%</u>
	100%

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. These are only guidelines.

Tentative Class Schedule

Week 1	Chapter 1: Developing Self-Awareness; Research Paper #1 Due
Week 2	Chapter 2: Managing Personal Stress
Week 3	Chapter 3: Solving Problems Analytically and Creatively
Week 4	Chapter 4: Building Relationships by Communicating Supportively
Week 5	Chapter 5: Gaining Power and Influence; Mid-term Exam
Week 6	Chapter 6: Motivating Others
Week 7	Chapter 7: Managing Conflict
Week 8	Chapter 8: Empowering and Delegating; Research Paper #2 Due
Week 9	Chapter 9: Building Effective Teams and Teamwork
Week 10	Chapter 10: Leading Positive Change
Week 11	Wrap-up and Final Exam

Changes to this syllabus: The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.