



MGMT 2100 Introduction to Management

May – June 2020

Professor: Jana Fitchett; jfitchet@ku.edu

Course Overview and Educational Objectives

A key objective of this course is to develop your skills for becoming an effective organizational member and manager of people. In this course, we will learn experientially in an active and engaging learning environment. We will cover a wide variety of topics and theories, such as motivation, leadership, job design, group dynamics, and formal organizational structure and process.

While the overall objective of this course is to improve the skills you need to become an effective organizational manager, the expectation is that you should be able to accomplish the following objectives:

- Describe effective leadership and emotional intelligence skills while performing the basic functions of management.
 - Evaluate business ethics and social responsibility concepts and their importance in managerial decision making.
 - Explain the basic principles and practices that can be used to manage workplace diversity.
 - Understand different organizational designs and how to facilitate a culture within an organization.
 - Analyze the numerous internal and external factors that affect change in an organization.
 - Outline the ways that managers plan for and manage human resource needs.
 - Evaluate how managers design jobs and apply strategies to motivate employees.
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Course Materials

Textbook: The required text is MGMT11 by Chuck Williams, 11th edition (ISBN: 978-1337407465). This will be distributed to you at CIMBA and does not need to be purchased in advance.

ICON. This course will use ICON, the University of Iowa’s online course management system, for lecture notes, class readings, handouts, and assignments (all of which will be handed in through ICON, not on paper). See the “Assignments” and “Files” sections for all of these items.

Class Format

A variety of teaching approaches and methods will be used in this class, but predominantly experiential learning, which will require you to take a very active role throughout the course. Experiential exercises allow you to apply and analyze course concepts in ways that bridge the gap between course material and live experiences. By drawing on these experiences, as well as your own knowledge and experience, we will jointly shape the understanding of best management practices in organizations.

Due to the hands-on nature of this course, high quality preparation and participation are required. Preparing for and participating in class is not only necessary for your own learning, but also for the learning of your classmates.

Throughout this course, we will use case analysis, also called discussion learning. Case analysis requires you to use the theory and models discussed in your textbook and in class to analyze an organizational situation or problem and to recommend solutions or actions to deal with the situation or problem at hand. Consequently, class discussions should be viewed as a partnership through which we all learn from each other's ideas, comments, and input. An effective discussion evolves from a classroom culture that supports a learning community with shared values (e.g., civility, willingness to take risks, appreciation of diversity, professionalism, respect) and goals. My objective is to enhance everyone's learning, not just those who may be most vocal. The hallmark of a good discussion is high levels of student involvement. I have the responsibility to manage the teaching process and provide direction while avoiding the tendency to dominate the discussion. This means that my role is not to provide solutions but rather to facilitate the group towards its own learning.

Grading and Course Requirements

Mid-term and Final Exam: 400 Points

Each exam is worth 200 points.

Class Contribution: 240 Points

We will complete several hands-on learning exercises during class. Successful completion will result in full points.

Homework Assignments: 360 Points

Each class will have an assignment worth 30 points.

Total class points: 1000

Work Plan

<u>Date</u>	<u>Topic</u>	<u>Completed Homework</u>
5/19	Meet discussion group / Review syllabus / Management Q&A	Review syllabus
5/20	Chapter 1 – Lecture: What makes a good manager; in class exercises	Read chapter 1 and assignment
5/21	Chapter 3 – Lecture: Organizational culture; in class exercises	Read chapter 3 and assignment
5/22	Chapter 4 – Lecture: Ethics and social responsibility; in class exercises	Read chapter 4 and assignment
5/25	Chapter 7 – Lecture: Managing Change; in class exercises	Read chapter 7 and assignment
5/26	Chapter 9 – Lecture: Organization design; in class exercises	Read chapter 9 and assignment
5/27	Chapter 10 – Lecture: Managing Teams; in class exercises	Read chapter 10 and assignment
5/28	Mid-term essay exam	Study for exam
6/1	Chapter 11 – Lecture: Human Resources; in class exercises	Read chapter 11 and assignment
6/2	Chapter 11 – In class exercise: employee budgeting	Complete definition assignment
6/3	Chapter 12 – Lecture: Workplace diversity; in class exercises	Read chapter 12 and assignment
6/4	Chapter 13 – Lecture: Motivating employees: in class exercises	Read chapter 13 and assignment
6/8	Chapter 14 – Lecture: Leadership; in class exercises	Read chapter 14 and assignment
6/9	Chapter 15 – Lecture: Managing communication: in class exercises	Read chapter 15 and assignment
6/10	Final Essay Exam (schedule TBD)	Study for exam

Late assignments will not be accepted. Grades are not curved. You will need to obtain the following number of points to guarantee the course grade listed. Missing the next higher grade by “only” 1 point still misses the grade and is not a basis for adjustment.

All assignments are posted in detail on ICON.

Point Achievement to Letter Grade Conversion Schedule		
Student Point Achievement	Percentage Achievement	Letter Grade Equivalent
929-1000	92.9% and higher	A
896-928	89.6-92.8	A-
862-895	86.2-89.5	B+
829-861	82.9-86.1	B
796-828	79.6-82.8	B-
763-795	76.3-79.5	C+
730-762	73.0-76.2	C
696-729	69.6-72.9	C-
662-695	66.2-69.5	D+
629-661	62.9-66.1	D
596-628	59.6-62.8	D-
595 or below	Below 59.5%	F

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, Stephanie Schnicker (319-335-0100, stephanie-schnicker@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 has an Honor Code, and you must abide by it in completion of all assignments. Integrity is a reflection of your character and is critical for creating meaningful and lasting relationships. One part of integrity is abstaining from acts like cheating, so cheating on any assignment in this class will result in an appropriate consequence, usually a zero for the grade in question and, if that penalty does not reduce the grade, a penalty of a full letter grade reduction. In addition, all incidents of cheating will be reported to the appropriate academic offices, and the student may be placed on disciplinary probation, be suspended, or even permanently expelled, depending on the severity of the offense. If a student has been found in violation of this policy, they will first be notified directly, then I will report to the appropriate program office. Faculty and students can report

Academic Misconduct via the college website.
(https://cm.maxient.com/reportingform.php?UnivofIowa&layout_id=6)

Accommodating Students with Disabilities/Academic Accommodations

A student seeking academic accommodations such as a modification of seating, testing, timing, etc. should first register with their home institution's Student Disability Services, then contact Joelle Petersen (joelle-petersen@uiowa.edu) in the CIMBA Office to make further arrangements. See <http://sds.studentlife.uiowa.edu> for more information.

Fairness and Freedom of Expression:

Every student is entitled to the same intellectual freedom I have. I will respect that freedom, and I am obliged to protect your freedom to learn, regardless of your religion, race, sex, sexual orientation, gender identity, or political views, or on your agreement or disagreement with my positions pertaining to matters of controversy within the discipline. I will do my best to provide you with a fair and impartial evaluation of your work, consistent with articulated standards for this course.

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, and to seek assistance from the CIMBA Director, Stephanie Schnicker, at 319-335-0100 or stephanie-schnicker@uiowa.edu.

Sustainability

The University is committed to demonstrating sustainability practices within all facets of the institution. Student support is critical to our campus wide efforts to reduce waste by consuming as few natural resources as possible and purchasing recycled materials when feasible. Recycling and reuse of all materials is encouraged. Together, let's ensure a better world for us and future generations. Learn more at the Office of Sustainability and the Environment <https://sustainability.uiowa.edu>.

Mental Health

Students are encouraged to be mindful of their mental health and seek help if they are feeling overwhelmed and/or incapable of meeting course expectations. For assistance with the class, students are encouraged to talk to the faculty member. Find out more about the UCS at <http://counseling.uiowa.edu>. The CIMBA travel insurance will cover online counseling services. Please reach out to the CIMBA office for more details and support. After hours, we encourage you to call the emergency phone number at CIMBA or the Johnson County Crisis Line at 319.351.0140 if you are having a mental health emergency.