



MGMT 2100 Introduction to Management

May – June 2022

Professor: Jana Fitchett; jfitchet@ku.edu; 913-706-5780

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.
-
-

Course Materials

Textbook: The required text is MGMT11 by Chuck Williams, 11th edition. 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 "Modules" section 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.

Communication

ICON will be the medium used to communicate with you outside of class hours. I will also be available by email (jfitchet@ku.edu). Please check the ICON site for messages, announcements, additional readings, and detailed descriptions of assignments.

Grading and Course Requirements

Mid-term and Final Exam: 450 Points

Each exam is worth 225 points.

Class Contribution/Pre-work Assignment: 350 Points

In addition to the pre-work, we will complete several hands-on learning exercises during class. Successful completion and class engagement will result in full points.

Homework Assignments: 200 Points

Each assignment will be worth 20 points.

Total class points: 1000

Course Work Plan

<u>Date</u>	<u>Topic</u>	<u>Completed Homework</u>
5/24	Meet discussion group / Review syllabus / Discuss pre-work case study / Management Q&A	Review syllabus; pre-work completed
5/25	Chapter 1 – Lecture: What makes a good manager; in class exercises Guest Speaker: Brian Wise, Freddy's	Read chapter 1 and assignment
5/26	Chapter 3 – Lecture: Organizational culture; in class exercises	Read chapter 3 and assignment
5/27	Chapter 4 – Lecture: Ethics and social responsibility; in class exercises	Read chapter 4 and assignment
5/30	Chapter 5 – Lecture: Organizational planning	Read chapter 5
5/31	Chapter 7 – Lecture: Managing Change; in class exercises Guest Speaker: Cathy Mitchell, AGHLC, Inc.	Read chapter 7 and assignment
6/1	Chapter 9 – Lecture: Organization design; in class exercises	Read chapter 9 and assignment
6/2	Mid-term exam	Study for exam
6/6	Chapter 10 – Lecture: Managing Teams; in class exercises	Read chapter 10
6/7	Chapter 11 – Lecture: Human Resources; in class exercises Guest Speaker: Leslie Peters, CEO Elements Partnership	Read chapter 11 and assignment
6/8	Chapter 12 – Lecture: Workplace diversity; in class exercises	Read chapter 12 and assignment
6/9	Guest Speaker: Robert Sherman, Cerner	Reflection assignment
6/13	Guest Speaker: Vittorio Dalavai, State Farm	Reflection Assignment
6/14	Chapter 13 – Lecture: Motivating employees: in class exercises	Read chapter 13
6/15	Chapter 14 – Lecture: Leadership; in class exercises	Read chapter 14 and assignment
6/16	Chapter 15 – Lecture: Managing communication: in class exercises	Read chapter 15
6/17	Final Exam: Block A 6/16: 4 – 6 pm Block B 6/17: 8 – 10 am	Study for exam
Afternoon 1	Interviewing Workshop / Guest Speaker	
Afternoon 2	Company tour	
Afternoon 3	Employee budgeting workshop / Guest Speaker	
Afternoon 4	Guest Speakers	

Late assignments will not be accepted.

Grading Policy:

A	40%
B	40%
C	15%
D	5%

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 1/2 of a letter grade in that class
- b. 2nd 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?Univoflowa&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.