Introduction to Management

INSTRUCTOR

José A. Sagarnaga, PhD

jose-sagarnagacastillo@uiowa.edu

Phone: +1-405-269-2078

CIMBA Faculty Office 1 or 2

CLASS MEETING TIMES

Block C - Classroom Room 15

DROP-IN HOURS

Drop-in hours will generally be held immediately after each class session in my office or can be scheduled via email. The drop-in hours are intended to address questions about course content, assignments, and expectations.

COURSE SITE

To access the course site, log into Iowa Courses Online (ICON) (https://icon.uiowa.edu/index.shtml) using your Hawk ID and password.

ACADEMIC COURSE HOME

CIMBA Italy

Faculty Head: Zach Linge

Phone: +39-0423-932120

Email: zach-linge@uiowa.edu

PROGRAM GOALS

The Tippie College of Business Undergraduate Program has learning goals that drive decisions about curriculum and assignments within courses.

Program Goal 1: Graduates will use analytical, creative and collaborative approaches to solving complex, ambiguous problems

Program Goal 2: Graduates will demonstrate effective written, spoken and visual communication

Program Goal 3: Graduates will obtain global awareness and understanding

Program Goal 4: Graduates will demonstrate ethical reasoning

Program Goal 5: Graduates will obtain professional preparation

COURSE DESCRIPTION AND GOALS

A key objective of the Introduction to Management 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 range of topics and theories, including motivation, leadership, job design, group dynamics, and formal organizational structure and processes.

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:

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

MEDIA/SYSTEM REQUIREMENTS

Technical requirements for completing this class include:

- Student-provided Personal Computer with reliable Internet access.

If you need assistive technologies with different computer and technology requirements, you will be responsible for making those arrangements. Please check with Student Disability Services (https://sds.studentlife.uiowa.edu) to determine the requirements for specific technologies and to request assistance if necessary.

TEXTBOOK/MATERIALS

The required text for the Introduction of Management course is **MGMT11: Principles of Management by Chuck Williams, 11th edition**. This will be distributed to you at CIMBA and does not need to be purchased in advance.

GRADING CRITERIA & SCALE

Final course grades will be assessed based on the students' performance in the following activities:

Grading Criteria (Items)	Points	% of Final Grade
Pre-work Assignments	150	15%
Homework Assignments	100	10%
Class Contributions	250	25%
Midterm Exam	250	25%
Final Exam	250	25%
Total Points	**1000**	**100%**

GRADING SCALE		
Letter	**Points**	**Range**
A+	965-1000	97-100%
A	925-964	93-96%
A-	895-924	90-92%
B+	865-894	87-89%
B	825-864	83-86%
B-	795-824	80-82%
C+	765-794	77-79%
C	725-764	73-76%
C-	695-724	70-72%
F	0-694	69% or less

COURSE WORK

Pre-work Assignments (2) 150 Points:
There will be two Pre-work Assignments due before students arrive at CIMBA. The first assignment will help students build their networking skills. The second assignment will help students get to know their classmates. Each pre-work assignment is worth 75 points. All Pre-work Assignment details, including submission instructions, are in Canvas Assignments.

Homework Assignments (10) 100 Points:
There will be ten homework assignments due during the course. These assignments will consist of short research assignments, reflections, and other exercises. Homework assignments will be worth 100 points cumulatively. All homework assignment details, including submission instructions, are in Canvas Assignments.

Class Contributions 250 Points:
This course employs a range of teaching methods, with a primary emphasis on experiential learning that requires your active engagement throughout. Experiential exercises are designed to help you apply and critically analyze course concepts, bridging the gap between theory and real-world practice. Drawing on these activities, along with your own insights and experiences, we will collaboratively develop an understanding of effective management practices. Given the hands-on nature of the course, thorough preparation and high-quality participation are essential—not only for your own learning, but for the learning of your peers as well.
Class contributions, including attending each class, arriving prepared and on time, and actively engaging in activities, will account for 250 points.

Exams (2) 500 Points:
There will be two exams covering material from the textbook, lectures, and assignments. Each exam is worth 250 points and will consist of multiple-choice and short-answer questions. Students will complete each exam via ICON. Exam dates are listed on the course calendar below and on Canvas.

STUDENT SUPPORT RESOURCES

If you require additional resources for academic support, basic need fulfillment, wellness, finding community, and professional development, please contact Jayme Ringleb at jayme-ringleb@uiowa.edu.

COURSE-SPECIFIC POLICIES AND GUIDELINES

Attendance: Class and field trips attendance are mandatory. ***One unexcused absence*** will result in a **deduction of 7%** from your final grade. **Two unexcused absences** will result in an **additional 13% deduction**, bringing the **total to 20%.** The **third unexcused absence** will result in a **failing grade in the course**.

AI Policy: Use of AI tools, including ChatGPT, is permitted in this course for students who wish to use them. To be consistent with our scholarly values, students must cite any AI-generated material that informed their work and use quotation marks or other appropriate indicators of quoted material when appropriate. Students should indicate how AI tools informed their process and the final product, including how you validated any AI-generated citations, which may be invented by the AI. Assignment guidelines will provide additional guidance as to how these tools might be part of your process for each assessment this semester and how to provide transparency about their use in your work.

Exams: Students are expected to take exams at regularly scheduled times, unless the instructor has granted written permission at least 2 weeks in advance. All exams are INDIVIDUAL WORK, and collaboration on exams is not permitted under any circumstances. All exams are CLOSED BOOK. Use of any materials during the exam is strictly prohibited and will result in a grade of zero in the exam.

Late Work: Because I regard this class as I would any job responsibility, I hold you to strict standards of timeliness and ethics. In this regard, late work is unprofessional and will be penalized. Late assignments will receive an **automatic 10% grade reduction**. Each subsequent day late will result in an **additional 10% reduction** in the grade.

Communications: Students can expect to receive weekly communications from the instructor (via course "Announcements" in ICON). Students are also responsible for all official correspondence sent through their University of Iowa email address. Students can expect to receive responses to email inquiries within 24-48 hours. Privacy considerations, such as federal law, may apply when using an address other than the standard University e-mail address.

CIMBA ITALY PROGRAM ATTENDANCE POLICY

CIMBA is an immersive academic study-abroad program, and regular attendance is essential to student learning and program integrity. Students are subject to CIMBA's program-wide policies, which establish attendance as a condition of program participation. More than two unexcused absences from a course may result in

program-level consequences, up to and including dismissal from the program, independent of course grades. Excused absences for this course align with CIMBA policy and include documented illness, approved academic or program activities, religious observances, and approved accommodations. Students should communicate with the instructor as soon as possible regarding any absence.

COLLEGIATE AND UNIVERSITY POLICIES AND GUIDELINES

The administrative home of this course is the Tippie College of Business, which governs academic matters relating to the course, such as the add/drop deadlines, the second-grade-only option, issues concerning academic misconduct, and how credits are applied for various graduation requirements. Different colleges might have different polices.

Students at Tippie adhere to an honor code that emphasizes the importance of honesty and integrity. Student concerns about this class or your performance in it can be discussed directly with the instructor. If you do not feel that your concern has been resolved satisfactorily, you should first contact the CIMBA Italy faculty head (contact information provided at the top of page one of this syllabus). More details about these and other policies are available on the Tippie website.

The University of Iowa is committed to the protection of freedom of speech and the principles of academic and artistic freedom, to accommodating students with disabilities, and to accommodating absences due to religious holidays and military obligations. In addition, students are expected to comply with the University's Code of Student Life. The University is also committed to non-discrimination and prohibits all forms of sexual harassment, sexual misconduct, and related retaliation. The University also provides resources for student mental health as well as for the basic needs and support of students.

Students are expected to comply with University policies regarding appropriate classroom behavior as outlined in the Code of Student Life. While students have the right to express themselves and participate freely in class, it is expected that students will behave with the same level of courtesy and respect in the virtual class setting (whether asynchronous or synchronous) as they would in an in-person classroom. Failure to follow behavior expectations as outlined in the Code of Student Life may be addressed by the instructor and may also result in discipline under the Code of Student Life policies governing E.5 Disruptive Behavior or E.6 Failure to Comply with University Directive.

COURSE CALENDAR

Date	Topic	Completed Homework
Week 1: 5/19	Meet discussion group / Review syllabus / Discuss the Pre-work Assignment	**Review syllabus and Pre-work completed**
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**
Week 2: 5/25	**Chapter 5 –** Lecture: Organizational Planning	**Read Chapter 5**
5/26	**Chapter 7 –** Lecture: Managing Change. *In-class exercises*	**Read Chapter 7 and Assignment**
5/27	**Chapter 9 –** Lecture: Organization Design. *In-class exercises* & Class time for exam prep	**Read Chapter 9**
5/28	**Mid-term Exam: (during class) 9:45 – 11:15 am**	**Study for the Exam**
Week 3: 6/1	**Chapter 10 –** Lecture: Managing Teams. *In-class exercises*	**Read Chapter 10**
6/2	**Chapter 11 –** Lecture: Human Resources. *In-class exercises*	**Read Chapter 11 and 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**
Week 4: 6/8	**Chapter 14 –** Lecture: Leadership. *In-class exercises*	**Read Chapter 14**
6/9	**Guest Speaker:** TBD	**Speaker Reflection**
6/10	**Chapter 15 –** Lecture: Managing Communication. *In-class exercises*	**Read Chapter 15 and Assignment**
6/11	**Guest Speaker:** TBD	**Speaker Reflection**
6/12	**Final Exam:** 8:00 – 10:00 am	**Study for the Exam**
	AFTERNOON SESSIONS	**ACTIVITY**
Week 1: 5/19	**Tuesday, May 19 - 2:00 to 5:00 pm**	**Interviewing Workshop**
Week 2: 5/26	**Tuesday, May 26 - 2:00 to 5:00 pm**	**Employee Budgeting Workshop**
Week 3: 6/2	**Tuesday, June 2 - 2:00 to 5:00 pm**	**Company visit**
Week 4: 6/8	**Monday, June 8 - 2:00 to 5:00 pm**	**Company visit**