

INLS 585
Management for Information Professionals
Fall, 2014
Syllabus

Instructor:

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Class Meetings: Tuesdays and Thursdays, 9:30-10:45 in 307 Manning Hall

Office Hours: 11-11:30 on Mondays or Wednesdays (unless I have a conflicting meeting). The best way to schedule a meeting with me is to send me an email. We can work out a time convenient for both of us.

Course Description

INLS 585 provides a general introduction to the principles of management and is required for all SILS MSLS and MSIS students. **Students should waive INLS 585 if they can present evidence of satisfactorily completing a comparable course before coming to SILS.** The focus of the course is on management in information agencies of all types both in profit and not-for profit organizations, but the principles taught are applicable in any management setting. A wide range of topics will be covered including planning, budgeting, organizational theory, staffing, leadership, organizational change and decision-making. Readings will be assigned as background to the lecture material and as preparation for the discussions.

In addition, during the semester a variety of class exercises, simulations and case studies will be undertaken to elaborate and illustrate specific topics. Your participation and thoughtful discussion of the various exercises will make the class a successful learning experience for you. **Since the**

class exercises and discussion are an integral part of the course, your attendance at every class is expected. If you will be unavoidably absent, please notify me before the class (or as soon afterward as you can) and enlist the help of a classmate to take notes and collect handouts for you.

INLS 585 will use a variety of class formats during the semester. A few classes will be primarily lecture, but the majority will combine lecture with discussion, group activities, or simulations. Several times during the semester, the class will be subdivided to allow groups of students with specific interests to meet together. Several of the classes will be "On-Line" classes. Instead of coming to class on those days, students will be asked to work on an assigned online task and to use the Sakai Discussion Forum to discuss these activities. Groups will be employed in many of the activities. In addition, students will be assigned to specific "budget groups" to prepare for the final assignment in the class: preparing a budget for a specific type of organization and then presenting that budget at the budget hearings on the last two days of class.

Course Objectives

- To understand the management task within an organizational setting including knowledge of the basic functions of management, the theories and principles of management, and contemporary issues in management.
- To help you learn to think like a manager including developing personal managerial skills and a philosophy about management. At the end of the course, you should have a sense of how you would like to manage and be managed as well as the sort of organizational culture you would find most supportive as a worker or as a manager.
- To develop an appreciation of the complexities of modern organizational life and the role of the professional within an organization.
- To learn to function effectively in teams and groups.
- To demonstrate leadership and good collaborative skills in working with classmates and the instructors to make the class an effective and efficient learning environment
- To develop strategies for continued learning about management and continued development of the skills of leadership. Since almost every SILS graduate becomes a manager (and many become one in their first position), it is important not only to get a grounding in management in INLS 585 but to continue learning about management after graduation.

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Textbooks

This course is a management course that is intended for students who intend to have careers in a wide range of information organizations including libraries and other non-profits and in the corporate world. There is no one textbook that covers both the profit and non-profit sector equally well. In an attempt to tailor the assigned readings, for most assignments students will have the choice of reading a selection from **one** of two textbooks. Most of the class readings will be taken from these two textbooks. One of each will be on reserve in the SILS library and both are also available for purchase in the UNC Student Stores. (You might also want to look at one of the online textbook vendors such as <http://gettextbooks.com> to find the best prices for these texts.) Although neither of these textbooks is required, they will be used heavily and it is recommended that you purchase **one** of these two.

Textbook recommended for students intending to pursue a career in the corporate or for-profit world. Robbins, S.P. and D.A. DeCenzo (2010) *Fundamentals of Management* 7th edition (Upper Saddle River, NJ: Prentice Hall. **NOTE: There is a new edition of this book available but I recommend that you buy the 7th edition since it is so much less expensive.**

Textbook recommended for students intending to pursue a career in a library setting.

Moran, B.B., Stueart, R.D. and Morner, C.J (2013) *Library and Information Center Management*. 8th Edition (Santa Barbara, CA: Libraries Unlimited).

We will talk about the textbooks during the first class and there is no need to purchase one before then.

Reserve Materials

Readings will be primarily from the text. Additional readings will be placed on reserve in the SILS Library or will be available on the Sakai Resources page. These additional materials will be used to provide more in depth coverage of issues and/or to represent the particular problems of managing, organizing, or working for particular types of organizations. In case of the online readings, if you find a URL that does not work, please either me know or post a message to the Discussion Board. All links were working when I

compiled the reading list, but they may not all be functional later in the semester.

Honor Code

The University of North Carolina at Chapel Hill has had a student-administered honor system and judicial system for over 100 years. Because academic honesty and the development and nurturing of trust and trustworthiness are important to all of us as individuals, and are encouraged and promoted by the honor system, this is a most significant University tradition. The system is the responsibility of students and is regulated and governed by them, but faculty members share the responsibility and readily recommit themselves to its ideals. If students in this class have questions about their responsibility under the honor code, please bring them to me or consult with the Office of the Dean of Students or the Instrument of Student Judicial Governance. This document contains all policies and procedures pertaining to the student honor system. I encourage your full participation and observance of this important aspect of the University.

Class Expectations

Ethics

- You are expected to abide by the Honor Code of the University, and violations are subject to severe penalties.
- Study groups are encouraged, but all formal written assignments must be your individual work (except for the final written group project).

Model these behaviors

- Attendance is expected, but also be intellectually present. You are expected to participate in class and group discussions and activities and in the class listserv and discussion forums on the Web.
- Arrive on time for class.
- Display preparedness for class by completing reading assignments

- Respect yourself, classmates and the instructor
- Take responsibility for your own learning. . If there is something you do not understand, ask us a question. If you do not want to ask during class, send an e-mail or come see me during office hours.

Avoid these disruptive behaviors

- Cellphones are disruptive - put them on “silent” while in class
- Laptops and smartphones can be disruptive; while in class, use them to supplement your learning, not to distract you from learning
- Avoid side conversations

Grading

Management Portfolio **40%** (see assignment section for details)

Midterm Exam **20%**

Final Budgeting Project: **20 %** The budget and all supporting documents

10% The presentation of the budget to class

Class Participation **10 %** The class participation grade is based on participation in classroom discussions, the discussion forum and class attendance.

Due dates and incompletes:

All work is due at class time on the day assigned unless an extension is arranged in consultation with the instructors before that date. Papers and major assignments turned in late without prior permission will automatically receive a lowered grade.

A grade of incomplete may be taken only because of illness or special circumstances and only with the permission of the instructor.

Grading Policy

Following UNC Graduate School policy, all graduate students enrolled in INLS 585 will receive one of the following grades: H, P, L, or F. If there are any undergraduates in the class, I will use the A, B, C, D, and F grade scale. The scale used for graduate students is defined as:

H	Clear excellence
P	Entirely satisfactory
L	Low Pass
F	Fail
IN	Work Incomplete

To provide some additional guidelines, here is how I interpret that grading scale in INLS 585.

- **H Clear Excellence** Student performance demonstrates full command of the course materials that surpasses course expectations. In INLS 585, this means that the student has contributed on a regular basis to the in-class activities and the discussion forums with insightful comments supported by professional literature beyond that provided by the basic required readings. Command and understanding of the subject is demonstrated in the written assignments and the mid-term examination. The H student initiates issues discussions, leads in summary and conclusions, and shares knowledge with classmates. Leadership and initiative are demonstrated throughout the semester.
- **P Satisfactory Work at the Graduate Level.** Student performance meets designated course expectations, demonstrates understanding of the topics across the entire semester and supports this understanding with the required readings. The students participates in both in-class and forum discussions with relevant comments.
- **L Unsatisfactory Work.** Student performance demonstrates incomplete or inadequate understanding of course material and/or is frequently absent.
- **F Failing.** Student may continue in program only with the permission of the dean.

- **IN Incomplete.** A grade of incomplete may be taken only because of illness or special circumstances and only with the permission of the instructor.

INLS 585 will be graded on a 100-point scale, as follows:

H	95-100
P	94-80
L	70-79
F	69 and below.