INLS 585: Management for Information Professionals, 3.0 credits. Spring 2014

Section 001: Tuesday, 2-4:45, Manning Hall, room 208; Section 002: Wednesday, 12:30-3:15, Manning Hall, room 001

INSTRUCTOR

Ericka Patillo, Lecturer. patillo@unc.edu. Office hours Tuesday, 11-12 and by appointment.

COURSE DESCRIPTION

INLS 585 provides a general introduction to the principles of management. It is required for all SILS MSLS and MSIS students. Students may (and 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.

COURSE OBJECTIVES

Students will:

- develop an understanding of management within an organizational setting including organizational culture, the theories and principles of management, and contemporary issues in management.
- develop an understanding of the roles of the manager, including personal managerial skills and a philosophy about managing.
- develop an appreciation of the complexities of modern organizational life and the role of the professional within an organization.
- develop strategies for continued learning about management and organizational issues
- learn and practice basic managerial tasks.

INSTRUCTIONAL METHODS

Lecture, discussions, group work, simulations, case studies, expert presenters

REQUIRED RESOURCES

Velasquez, Diane L. (editor). Library management 101: a practical guide. Chicago: ALA Editions. 2013

There will be many additional readings, the majority of which are available through the UNC Libraries' collections. Students will purchase access to one business case simulation

(approximately $12.50). Instructions will be given later in the semester.

ASSIGNMENTS AND EVALUATION:

1. Submit written work electronically in PDF form. Documents should be double-spaced. Further information on the individual assignments will be provided in separate documents.
2. Course Project — You will create a Critical Incident Case, which will be submitted and evaluated in multiple parts. The purpose is to link theory and practice.
3. Student-led Discussions — Depending on the size of the class, small groups will also prepare and present an introduction and overview to a managerial topic and lead a discussion on that topic.
4. Portfolio Assignments — Throughout the course, students will submit five assignments that comprise a portfolio of managerial-related tasks. They concern professional development, interviewing, meetings, and feedback. The due dates are indicated in the schedule.
5. Class participation and attendance are very important and will be monitored. Much of the learning for this course takes place in the classroom; your preparation and participation will affect the success of the course.

Your grade in the course will come from the following components:

Course Project: 40%

Portfolio Assignments: 25% total

Final exam 15%

Class participation: 20%

TOTAL: 100%

Failure to complete any of the work will result in a zero for that assignment.

Final course grade will be assigned according to the following scale:

For undergraduate courses:

A = 97-100
A− = 90-96
B+ = 87-89
B = 83-86
B− = 80-82
C = 70-79, with + and − ranges the same as for B
D = 60-69, with + and − ranges the same as for B

F = 59 and below

For graduate courses:

H = A
P = A-, B+, B, B-
L = C+, C, C-
F = D+, D, F

For participation

A = Presence with pizzazz. You attend regularly and frequently have thoughtful things to say.
B = Presence with a pulse. You attend regularly and speak often (and on topic).
C = Presence period. You attend regularly but rarely speak.
D = Dubious participation. You attend sporadically and do not contribute.
F = No participation. You have exceeded the maximum number of allowed unexcused absences: 3 consecutive class sessions, or 6 class sessions in total throughout the semester (see the Class Attendance Policy section of the Undergraduate Bulletin.

EXPECTATIONS OF PROFESSIONALISM

Ethics

You are expected to abide by the Honor Code of the University, and violations are subject to severe penalties. See http://honor.unc.edu for details.

Study groups are encouraged, but all formal written assignments must be your individual work.

Model these behaviors

- Attendance is expected, but also be intellectually present (not just in body)
- 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
- Participate! (Involve yourself in the subject in your own way – don't tune out)

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

Due dates

All work is due at class time on the day assigned unless an extension is arranged in consultation with the instructor before that date. PAPERS AND MAJOR ASSIGNMENTS TURNED IN LATE WITHOUT PRIOR PERMISSION WILL AUTOMATICALLY RECEIVE A LOWERED GRADE.

If you miss a class, it is your responsibility to obtain materials and information covered during your absence. Exchange contact information with a colleague in the course who can provide assistance.

Statement Regarding Disability-Related Accommodations

If you feel you may need an accommodation based on the impact of a disability, please contact us privately to discuss your specific needs. Also, please contact UNC Disability Services at (919) 962-8300 or disabilityservices@unc.edu at the Student and Academic Services Buildings, located in Suite 2126, 450 Ridge Road, to formally coordinate accommodations and services.

Diversity Statement

In support of the University's diversity goals and the mission of the School of Information and Library Science, SILS embraces diversity as an ethical and societal value. We broadly define diversity to include race, gender, national origin, ethnicity, religion, social class, age, sexual orientation and physical and learning ability. As an academic community committed to preparing our graduates to be leaders in an increasingly multicultural and global society we strive to:

- Ensure inclusive leadership, policies and practices;
- Integrate diversity into the curriculum and research;
- Foster a mutually respectful intellectual environment in which diverse opinions are valued;
- Recruit traditionally underrepresented groups of students, faculty and staff; and
- Participate in outreach to underserved groups in the State.

The statement represents a commitment of resources to the development and maintenance of an academic environment that is open, representative, reflective and committed to the concepts of equity and fairness.

Communicating with the instructor:

Sending a message via Sakai is preferred; even then do not expect an immediate response. I will do my best to get back to you within 48 hours, but you should plan for longer.

Sometimes the fastest, most effective way to reach me is to simply come by my office, Manning 306.