

Management for Information Professionals
INLS 585 Fall 2017
Online Course
Three Credit Hours

Instructors:

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Office Hours: The best way to schedule a meeting with us is to send an email. We can work out a time convenient for us to meet.

Course Description

Management for Information Professionals is an introduction to general management principles and practices intended for information professionals working in all types of organizations. It 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 but the principles taught are applicable in any management setting. Topics covered include accounting, budgeting, evidence-based management, finance, goal setting, human resources, leadership, organizational behavior, and strategy.

This course will provide students an interactive, hands-on opportunity to develop the business, analytical and research skills required to succeed as a manager in any organization. Using readings, class postings, case studies, and video, students will work to identify, analyze, and solve management problems particularly in the areas of library and technology management but applicable to any management situation.

Goal of this Course

By the end of this course, students will have acquired the analytical and research skills required and confidence necessary to make informed management decisions. Additionally, by the end of this semester you should be able to:

- To understand the management task within an organizational setting including knowledge of the basic functions of management, the theories and principles of management, and the contemporary issues in management.
- To help you learn to think like a manager including developing personal managerial skills and a philosophy about management.
- 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.
- To develop strategies for continued learning about management and leadership

During this course, students will be exposed not only to important management principles but to the science of management itself.

Instructional Methods

Since this is an online class, it is important that you feel connected with us and with the other students in the class.

This course heavily relies on the UNC Sakai online course management system (<https://sakai.unc.edu>). Much of the communication for this class will be done in online discussion boards on Sakai.

In this course, the Sakai discussion boards are used for discussion purposes, to respond to reading questions, and to post answers to select assignments. The assignments posted to the discussion boards are designed to reinforce key concepts and give you the opportunity to expand your understanding by reading classmates' responses. In this way, the course builds overtime and students are able to learn from one another in the online environment.

Textbook

There is no one textbook that covers both the profit and non-profit sector equally well. We will place on reserve at the SILS library these textbooks for your review, and other readings will be linked through Sakai. There will also be copies of these two textbooks in the bookstore if you'd like to purchase your own copy.

Harvard Business Review. (2017). *Manager's handbook - The 17 skills leaders need to stand out*. Boston, MA: Harvard Business School.

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

Statement on Academic Integrity

Students are expected to conform to the Honor Code in all academic manners. For more information about the Honor Code, please visit the following URL: <http://honor.unc.edu/>.

Class Expectations

- You are expected to abide by the Honor Code of the University, and violations are subject to severe penalties.
- Participation is expected
- Take responsibility for your own learning. If there is something you do not understand, ask us a question.

Grading Scale/Course Assignments and Assessment

The graduate grading scale is as follows:

- H** High Pass - Clear Excellence – Student performance demonstrates full command of the course materials that surpasses course expectations. This means that the student has contributed on a regular basis to online discussion forums with insightful comments supported by professional literature beyond that provided by required readings. Command and understanding of the subject is demonstrated in written forums, case study and portfolio.
- P** Pass - Entirely Satisfactory Graduate Work – Student performance meets designated course expectations, demonstrates understanding of the topics across the semester and supports this understanding with the required readings. The student participates in online discussion forums with relevant comments
- L** Low Pass - Inadequate Graduate Work – Student performance demonstrates incomplete or inadequate understanding of course material and/or frequently does not participate in online discussion forums.
- F** Fail

Each assignment is worth a set number of points (described below). Information describing how each assignment will be assessed is also stated below so there are no surprises. **A successful online course depends on timely participation from all class members. I will not accept assignments late.** Assignment grades will be posted to the Sakai grade book. Semester grades are based on your cumulative total of points awarded for all assignments, which are then converted to letter grades or HPL grades as follows:

Total Course Points Available: 188					
Grade Scale				Point Range	
	Grade	Grade*	Percentage	Low	High
	A	H	95-100	178	188
	A-	P	90-94	169	177
	B+	P	87-89	163	168
	B	P	84-86	157	162
	B-	P	80-83	150	156
	C+	L	77-79	144	149
	C	L	74-76	139	143
	C-	L	70-73	131	138
	D	L	60-66	112	130
	F	F	59 and below		111

Due Dates and Incompletes

All work is due by the day assigned unless an extension is arranged in consultation with instructors beforehand. Assignments turned in late without prior permission will automatically receive a lower grade. Extensions are only granted in emergency situations. A grade of incomplete may be taken only because of illness or special circumstances and only with the permission of the instructors.

Questions Regarding Assignment Assessments

Any questions regarding the grading of an assignment must be raised within one week after the score is made available.

Turning in Assignments

Assignments will be posted on the appropriate discussion board.

General Flow of the Course

This is an online course. It is not an independent study. The course schedule is set up so that assignments are due based on the assignment spreadsheet on Sakai. These due dates are not flexible and you must keep up with weekly assignments.

Welcome to the class!