

INLS 585  
Management for Information Professionals  
Fall 2018  
Tuesdays, 5:45 - 8:30 pm  
Manning 307

**Instructor:**

Rob Ross, MFA, MLIS  
Executive Director

[NC LIVE](#)

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**Office Hours:** I am happy to meet with you to discuss questions or ideas related to this course or your academic and career endeavors in general. Please contact me at least 48 hours in advance to arrange a time and location.

**Course Description:** An introduction to general management principles and practices intended for information professionals working in all types of organizations. Topics include planning, budgeting, staffing, leadership, organizational change and evaluation, and decision making.

**Course Goals:** To prepare you to lead teams, departments, divisions, or entire organizations. While there is a limit to how much we can cover in a 3 credit course, my goal is to prepare you so that, when you find yourself in a leadership role, you will succeed by any objective measure.

**Course Expectations:** Be engaged in class; debate; be passionate; acknowledge when you don't understand something; embrace being uncomfortable; respect each other.

**Class Structure:** Each class session will focus on a particular leadership theme or competency. This theme or competency will be explored through readings, brief lectures, classroom exercises and discussions, case studies, student presentations, and guest interviews. I will facilitate each class, but the learning will happen together through your active participation.

**Grading:** Your course grade will be determined based on the following:

- Class participation (both quantity and quality) - 25%
- Leader interview & class presentation - 25%
- *Five Dysfunctions of a Team* group presentation - 20%
- Proposal presentation - 30%

**Grading Policy:** The SILS grading policy is based on the University Grading Policy. SILS uses the graduate grading scale, which is defined as follows:

- H - Clear excellence
- P - Entirely satisfactory
- L - Low passing

F - Failed

**Readings:** No textbook is required for this course. However, readings will be assigned throughout the semester. One long-read you will want to get a start on is *Five Dysfunctions of a Team*, available as an ebook at <http://search.lib.unc.edu/search?R=UNCb6062324> This will serve as the basis of one of your major assignments.

**Assignments:**

1. Leader interview & class presentation due 9/25
2. Five Dysfunctions of a Team group presentation due 11/13
3. Proposal presentation due Tuesday, 12/11 beginning at 7:00pm

**Class Schedule (subject to change):**

Date	Theme / Competency	Assignment Due
8-21	The First Time Manager	
8-28	Finding Talent, Building and Managing a Team	
9-4	Executive Presence / Building your Personal Brand	
9-11	Funding & Basics of Finance	
9-18	Leading Others	
9-25	Effective Communication	Leader interview & class presentation
10-2	Establishing a Team Culture	
10-9	Influence & Negotiation	
10-16	Work Styles	
10-23	Change Management	
10-30	Managing Conflict	
11-6	Strategy	
11-13	Getting Things Done	<i>Five Dysfunctions</i> presentation
11-20	Risk Taking & Innovation	
11-27	Workplace Politics	
12-4	Leadership and Gender	
12/11	FINAL (7:00pm)	Proposal presentation