

INLS 585
Management for Information Professionals
Spring 2018
Wednesdays, 6:00 - 8:45 pm
Manning 307

Instructor:

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Executive Director

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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%
- *Five Dysfunctions of a Team* group presentation - 25%
- Leader interview & class presentation - 25%
- Proposal presentation - 25%

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. The 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 2/21
2. *Five Dysfunctions of a Team* group presentation - due 4/4
3. Proposal presentation - due Thursday, 5/8 beginning at 7:00pm

Class Schedule (subject to change):

Date	Theme / Competency	Assignment Due
1-10	The First Time Manager	
1-17	Finding Talent, Building a Team, Talent Management	
1-24	Establishing a Team Culture	
1-31	Leading Others	
2-7	Effective Communication	
2-14	Building your Personal Brand	
2-21	Change Management	Leader interview & class presentation
2-28	Work Styles	
3-7	Influence & Negotiation	
3-14	SPRING BREAK	
3-21	Managing Conflict	
3-28	Strategy	
4-4	Getting Things Done	<i>Five Dysfunctions</i> presentation
4-11	Workplace Politics	
4-18	Funding & Basics of Finance	
4-25	Risk Taking	
5-8	FINAL	Proposal presentation