

Management for Information Professionals
INLS 585 Spring 2018
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

This course 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. Here is the form needed to waive this course:

<https://sils.unc.edu/sites/default/files/general/for-students/Petition%20to%20Exempt%20Required%20Course.pdf>

The focus of the course is on management in information agencies but the principles taught are applicable in any management setting. Students are expected to explore how content applies to their particular area of interest throughout the course. 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.

Course Objectives

By the end of this course, students should be able to:

- Understand management practices and concepts within an organizational setting including knowledge of the basic functions of management, the theories and principles of management, and the contemporary issues in management.
- Develop personal managerial skills and a philosophy about management.
- Appreciate the complexities of modern organizational life and the role of the professional within an organization.
- Understand the role and function of teams, groups, and organizational culture in an organization.
- Apply principles of leadership, human resource management, and decision making in your work roles.

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. As you prepare each week, think about how you can connect what you are learning into your conversations with each other and us. 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 you are able to learn from one another in the online environment.

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 through online discussion boards on Sakai. Sakai discussion boards are used for discussion purposes, to respond to reading questions, and to post answers to select assignments.

Textbooks

There is no one textbook that covers both the profit and non-profit sector equally well. We will be using both of these textbooks throughout the semester:

Harvard Business Review. (2017). *Manager's handbook - The 17 skills leaders need to stand out*. Boston, MA: Harvard Business School. Available for you to purchase in the book store. (HBR)

Moran, B.B., Stueart, R.D. and Morner, C.J. (2018) *Library and Information Center Management*. 9th Edition (Santa Barbara, CA: Libraries Unlimited). Available to you as an online book: (LICM)
<http://search.lib.unc.edu/search?R=UNCb8993774>

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!

Schedule and Assignments

You should regularly check the Sakai site for any updates to the course schedule and assigned readings. The course schedule may change. The Sakai version will be the most updated syllabus.

Submit written work electronically in PDF form. Documents should be double-spaced, with your name and title on the first page. Individual assignment instructions will be provided in a separate document in Sakai.

Week	Date	Topic	Readings	Assignments	Forum Participation
1	13-Jan	Leader Mindset	CH 1 of HBR and CH 1 of LICM		Choose 1 to answer, and respond to 2 of your peers
2	20-Jan	Characteristics of Management	CH 14 of LICM *	1/26 - Management Portfolio 1 Due	Choose 1 to answer, and respond to 2 of your peers
3	27-Jan	Managing Yourself	CH 5 & 6 of HBR	2/2 - Submit your resume	Choose 1 to answer, and respond to 2 of your peers
4	3-Feb	Team Dynamics	CH 12 & 13 of HBR	2/9 - Management Portfolio 2 Due	Choose 1 to answer, and respond to 2 of your peers
5	10-Feb	Values and Ethics	CH 7 & 15 of LICM*	2/16 - Case Study 1 Due	Choose 1 to answer, and respond to 2 of your peers
6	17-Feb	The Future of Work	CH 2 & 3 of HBR	2/23 - Management Portfolio 3 Due	Choose 1 to answer, and respond to 2 of your peers
7	24-Feb	Human Resources	CH 10 & 11 of HBR	3/2 - Case Study 2 Due	Choose 1 to answer, and respond to 2 of your peers
8	3-Mar	Diversity in the Workplace	Listed in Sakai	3/9 - Management Portfolio 4 Due	Choose 1 to answer, and respond to 2 of your peers

9	17-Mar	Strategic Planning and Change Management	CH 3 & 4 of LICM*	3/23 - Management Portfolio 5 Due	Choose 1 to answer, and respond to 2 of your peers
10	24-Mar	Budgeting	CH 19 in LICM*		Choose 1 to answer, and respond to 2 of your peers
11	31-Mar	Fund Raising	CH 20 in LICM*	4/6 - Case Study 3 Due	Choose 1 to answer, and respond to 2 of your peers
12	7-Apr	Proposal Writing	Listed in Sakai	4/13 - Management Portfolio 6 Due	Choose 1 to answer, and respond to 2 of your peers
13	14-Apr	Assessment and Performance Measurement	CH 18 in LICM*		Choose 1 to answer, and respond to 2 of your peers
14	21-Apr	Reflection			Choose 1 to answer, and respond to 2 of your peers
15	27-Apr			Consolidated Management Portfolio Due	
			*Additional readings listed in Sakai		

Grading Scale/Course Assignments and Assessment

Assignments	Points	Total	
Portfolio	15	100	Includes 10 additional points for Consolidated Portfolio
Case Study	50	150	
Forum Responses	3	42	
Total		292	

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 - **Unsatisfactory Work** – Student performance demonstrates incomplete or inadequate understanding of course material and/or frequently does not participate in online discussion forums.
- F** Fail – Student may continue in program only with the permission of the dean.

A successful online course depends on timely participation from all class members. 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: 292					
Grade Scale				Point Range	
	Grade	Grade*	Percentage	Low	High
	A	H	95-100	277	292
	A-	P	90-94	263	276
	B+	P	87-89	254	262
	B	P	84-86	245	253
	B-	P	80-83	233	244
	C+	L	77-79	224	232
	C	L	74-76	216	223
	C-	L	70-73	204	215
	D	L	60-66	175	203
	F	F	59 and below		174

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.

Turning in Assignments

Assignments will be uploaded to Dropbox on the Sakai site.

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. These due dates are not flexible and you must keep up with weekly assignments.

UNIVERSITY-WIDE POLICIES

Student Religious Observance Policy: UNC recognizes the diverse faith traditions represented and supports the rights of faculty, staff, and students to observe according to these. A more detailed student policy can be found at <http://equalopportunity-ada.unc.edu/accommodations/religious-accommodations/> . Under this policy, students are provided an opportunity to make up examination, study, or work requirements that may be missed due to religious observance. Please notify the instruction before the end of the second week of classes.

UNC Honor System: 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. More information is available at <http://www.unc.edu/depts/honor/honor.html>. The system is the responsibility of students and is regulated and governed by them, but faculty share the responsibility and readily commit to its ideals. If you have questions about your responsibility under the honor code, please bring them to me or consult with the Office of the Dean of Students. The web site identified above contains all policies and procedures pertaining to the student honor system. We encourage your full participation and observance of this important aspect.

Diversity Statement: 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.

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.

Welcome to the class!