

INLS 585
Management for Information Professionals
Spring 2019
Tuesdays, 5:45 - 8:30 pm
Manning 307

Instructor:

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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 presentations. 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 (quantity and quality) - 25%
- Leader interview & class presentation - 20%
- Initial proposal presentation - 20%
- Final proposal presentation - 35%

Late Policy: Professionals meet deadlines; I expect this of you. If you do not meet a deadline, there is minimum 50% deduction of whatever grade you receive.

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 L - Low passing
 P - Entirely satisfactory 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 a the basis of one of your major assignments.

Assignments:

1. Leader interview and class presentation due 2/5
2. Initial proposal presentation due 3/5
3. Final proposal presentation due *either* 4/23 *or* 5/3

Class Schedule (subject to change):

Date	Theme / Competency	Assignment Due
1-15	Finding Talent. Building a Team, Talent Management	
1-22	The First Time Manager	
1-29	Funding & Basics of Finance	
2-5	Establishing a team culture	Leader interview & class presentation
2-12	Executive Presence / Building your personal brand	
2-19	Effective Communication	
2-26	Work Styles	
3-5	INITIAL PROPOSAL PRESENTATIONS	Initial proposal presentations
3-12	SPRING BREAK	
3-19	Strategy & Change Management	
3-26	Influence & Negotiation	
4-2	Managing Conflict & Workplace Politics	
4-9	Getting Things Done through Project Management	
4-16	Risk Taking & Innovation	
4-23	FINAL PROPOSAL PRESENTATIONS 1	Final proposal presentation
5-3	FINAL PROPOSAL PRESENTATIONS 2 (7:00pm)	Final proposal presentation, cont.