

Spring 2022 Syllabus
Management for Information Professionals

INLS 585, Manning 304

Instructor:

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Office Hours: The best way to meet is to schedule an appointment. Visit careers.unc.edu and select 'SILS Career Appointment' to find my calendar. If you have a conflict, send me an email and 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.

Students can waive this course if they can present evidence of satisfactorily completing a comparable course before coming to SILS. Here is the [form](#) needed to waive this course:

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 leadership, organizational behavior, human resources, strategic thinking, and budgeting.

This course will provide students an interactive, hands-on opportunity to develop the skills required to succeed as a manager in any organization. Using class assignments, readings, and case studies, students will work to identify, discuss and understand management principles.

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 a personal philosophy about management.
- Understand the role and function of the individual, teams, and organizational culture in an organization.
- Apply principles of leadership, human resource management, and decision making in your work roles.

This course is conducted on the UNC Sakai online course management system (<https://sakai.unc.edu>).

Textbooks

There is no one textbook that covers both the for-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.
(HBR) <https://catalog.lib.unc.edu/catalog/UNCb9896654> (NOTE: If you have trouble accessing this link, it could be that they have to adjust the access. Please contact Rebecca Vargha directly (vargha@email.unc.edu) and copy me so we can get it fixed asap.)
- Moran, B.B. & Morner, C.J. (2018) Library and Information Center Management. 9th Edition (Santa Barbara, CA: Libraries Unlimited). (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: <http://honor.unc.edu/>.

Class Expectations

- Be prepared for each week's lessons by reviewing the Lessons tab for that week.
- Be an active and positive participant in discussions, characterized as:
 - ~Having a clear command of the readings for the week;
 - ~Sharing analyses and opinions based on the readings;
 - ~Respecting other students' views and opinions; and
 - ~Freely agreeing and disagreeing with others when warranted.
- ~Take responsibility for your own learning. If there is something you do not understand, ask!
 - Turn in assignments by the due date unless you make previous arrangements with the instructor. I want you to have what you need to be successful while still respecting the efforts made by your classmates in meeting deadlines.
 - As this is an evidence-based discipline, there is an expectation that you will provide references in APA style for all submitted work. Using references is an integral part of the decision making process and this course can help you develop this as a best practice. [Home - APA Style Guide - LibGuides at University of North Carolina at Chapel Hill \(unc.edu\)](#) for your reference.

Penalty for Late Assignments

Assignments are expected to be submitted on time. This is important as the need to meet deadlines is a reality of professional life.

Late assignments will receive a 5% grade reduction for each day late and will not be accepted after 4 days (20%) past due date.

However, life happens. If you cannot meet an assignment deadline, please tell me why prior to the due date. I will negotiate a new deadline with anyone who has a valid reason for needing this (i.e., not just "I did not get it done.").

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** in Sakai unless otherwise stated in assignment instructions. 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.

Lesson	Date	Topic	Readings	Assignments
1	1/11/22	Overview of the course	CH 1 HBR	
2	1/18/22	Leader Mindset	CH 1 & 7 of LICM	
3	1/25/22	Management principles	CH 14 of LICM	Org Analysis due 1/31
4	2/1/22	Managing yourself	CH 6 & 7 of HBR	
5	2/8/22	Managing others	CH 3 of HBR	
6	2/15/22	Team Dynamics	CH 2 & 12 of HBR	
7	2/22/22	Staff Development	CH 11 of HBR and CH 11 of LICM	
8	3/1/22	Strategic Planning and Change Management	CH 3 & 4 of LICM	Personal Portfolio (4 sections) due 3/7

9	3/8/22	Budgeting, Fundraising and Proposal Writing	CH 19 of LICM	
10	3/22/22	Marketing Information Services	CH 6 of LICM	
11	3/29/22	Assessment and Performance Measurement	CH 18 of LICM	Organizational Portfolio (last three sections) due 4/4
12	4/5/22	Sharing with stakeholders		Team project presentations
13	4/12/22			Team project presentations continued
14	4/19/22	Reflection		Reflection paper due 5/2/22

Grading Scale/Course Assignments and Assessment

Assignments	Points	Percentage
Org Portfolio (4 sections)	40	25%
Personal Portfolio (4 sections)	40	25%
Team Project (4 sections)	40	25%
Class Participation	24	15%
Reflection paper	16	10%

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 studies 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: 160

Grade Scale			Point Range	
Grade	Grade*	Percentage	Low	High
A	H P	95-100	152	160
A-	P	90-94	144	151
B+	P	87-89	139	143
B	P	84-86	134	138
B-	P	80-83	128	133
C+	L P	77-79	123	127
C	L P	74-76	118	122
C-	L P	70-73	112	117
D	L P	60-69	96	111
F	F	59 and below	95	

As we approach the start of classes, the spread of the COVID-19 Omicron variant is raising questions as to how it will impact our new semester and learning. UNC and SILS are committed to offering residential programs, and the campus will begin operations as scheduled. SILS faculty understand the value of face-to-face learning, and we are committed to ensuring that you maximize your learning opportunities in the coming semester.

However, the high rate of Omicron infections causes us to temporarily adapt our instructional programming at SILS for the beginning of the semester. **This section of INLS 585 that is scheduled to meet face to face for the semester will begin remotely from January 11-25 and resume as in-person on-campus on February 1st (the first three classes will be over ZOOM).**

Per Dean Marchionini's email message to students, we are "confident that this temporary shift will allow faculty and students to adapt to conditions at the beginning of the semester, during

which there may be large numbers of students out ill for multiple days, and this will help all of us minimize confusion and emotional stress that impedes learning".

Here is the **ZOOM link for the first three sessions:**

<https://unc.zoom.us/j/99032041774>

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 [here](#). 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 instructor 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. 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. I encourage your full participation and observance of this important aspect.

SILS Diversity Statement: 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.

If you feel you may need an accommodation based on the impact of a disability, 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.

Mask Policy: All enrolled students are required to wear a mask covering your mouth and nose at all times in our classroom. This requirement is to protect our educational community - your classmates and myself - as we learn together. If you choose to not wear a mask, or wear it improperly, I will ask you to leave, and will submit a report to the Office of Student Conduct. Students who have an authorized accommodation from Accessibility Resources and Service have an exception. Please refer to the [Carolina Together | UNC-Chapel Hill COVID-19 Updates : Carolina Together](#) for more details on community standards.

Welcome to the class!