Management for Information Professionals
(INLS 585-002)
Spring 2022
University of North Carolina at Chapel Hill

Course Hours / Location
Mon 5:45 – 8:15 pm, Manning 001
Also available on Zoom: https://unc.zoom.us/j/97940356844?pwd=c3ozRXcxalBhWituOVNzc3NVeTFEZz09
Passcode: 7042230822

Faculty:
Div Bhansali, MBA
Adjunct Faculty
email: divb@email.unc.edu

Office Hours:
Available by appointment

Course Website (on Sakai):
https://sakai.unc.edu/portal/site/585div2022

Target Audience:
Students in programs at the Master's, doctoral and post-doctoral level interested in better understanding the theory and practical application of fundamental management skills, which directly influence the success (or lack thereof) of all types of organizations.

Prerequisites:
Admission to a relevant UNC graduate program, or instructor permission.

Course Description:
Virtually everyone in a professional capacity is impacted by the practice of management. This course aims to serve as an introduction to general management principles and practices, particularly as applied by information professionals working in all types of organizations. Topics include organizational strategy, planning, leadership, change and evaluation, and decision-making.

The following topics will be covered in this course:
- Discussion of the functions of management, including planning, organizing, leading, and controlling.
- An exploration of management challenges in a variety of settings, including not-for-profit, entrepreneurial, and large organizations, as well as in our society and world at large. Both successful and unsuccessful organizational practices will be reviewed.
- Essential frameworks for business strategy and organizational behavior.
- An understanding and appreciation of the role of innovation, motivation, leadership and effective communication in management today.

Course Goals and Key Learning Objectives

At the completion of this course, students will be able to:
- Articulate key ways in which management is influenced by internal and external environments, technology and systems, and individual motivations.
- Understand the roles of planning, organizing, and leading in fast-changing organizational settings.
- Understand the managerial challenges that occur most frequently in modern organizations – and potential approaches to addressing them.

Course Requirements

Reading and comprehension of the text assigned for each class. This should be completed <u>before</u> the start of class.

Class participation. This includes regular attendance, level of participation in individual and small-group activities in class, and contributions to our discussions.

Martin Luther King, Jr. leadership review. You will read an article on the leadership principles of Dr. Martin Luther King, Jr, and provide a write-up based on questions posted to Sakai. No longer than 400 words.

Completion of 1 article review. You will write a review of a relevant article about management or leadership issues in a real-world setting. The review should provide a quick recap of the article, detail the key management issues presented in the article, and connect the topic to concepts discussed in this class. The article on which the review is based cannot be older than January 2018. No longer than 500 words. Include either the full URL (if online) or the name and date of the publication at the bottom of the page.

Case write-up. Students will read an assigned case related to management and provide a write-up. The goal of the write-up is to identify the key issues in the case as related to the topics covered in this course, and provide additional insights or recommendations for the organization in the case. The case write-up should be no longer than 800 words.

Interview and analysis. Students will conduct a one-hour informational interview with someone working in a managerial capacity, preferably in an area aligned with the student's areas of study or interest. Suggested areas of discussion include (but are not limited to) asking them about their work, important industry trends, and topics of interest to your future professional career. After the interview, students will write a summary of the experience, including background and lessons learned, and connect the interview to concepts in this class. The interview analysis should be no longer than 800 words.

For more information regarding informational interviewing, see these links:

https: //careers.unc.edu/videos/informational-interviewing-0
https: //careers.unc.edu/students/exploring-majors-and-careers/informational-interviewing

Final project. The final project will involve applying management concepts learned during this course to a real-world organizational issue. Details on the final project will be provided separately.

Required Readings and Related Information

Textbook: Understanding Management, 11th Edition, Daft and Marcic (2020). ISBN 9780357033821

We will also supplement the textbook with additional readings, posted or linked on the course website.

Evaluation of Student Performance and Grading Scale

Students will be evaluated for course grades as follows:

Item	Maximum Points (% of grade)	Description
Class participation	25	Includes attendance and participation in class discussions and in-class activities
Martin Luther King, Jr. leadership review	10	Respond to questions related to the MLK Leadership Principles article (see course schedule). No longer than 400 words.
Article review	10	Write a review of one relevant article about management or leadership in a real-world setting. Your review should be no longer than 500 words.
Case write-up	15	Respond to questions related to the case study placed on Sakai. No longer than 800 words.
Interview + analysis	15	Interview someone working in a managerial capacity, with summary + analysis of key learnings. No longer than 800 words.
Final project	25	Details will be posted to Sakai separately.
TOTAL	**100**	

Based on the current UNC grading scales, the following grades and corresponding numeric ranges are applicable for Graduate Students:

Grad Grade	Range
H	90-100
P	80-89
L	70-79
F	69 or below

Other

- Recording of class sessions is not permitted without my express permission.
- It's our goal to maintain and support a culture of trust and individual and collective responsibility within this course. To that end, all students are expected to comply with the tenets of the UNC Honor System. If you're not sure if a specific behavior complies with the Honor Code, it is your responsibility to discuss that with me before the behavior occurs.

Course Schedule

Dates	Topic	Reading / Assignment due
Jan 10	Introduction to course, The World of Innovative Management	Chapter 1
Jan 17	**NO CLASS - HOLIDAY**	
Jan 24	The Environment And Corporate Culture	Chapter 2, and read article: "The Leadership Principles of Dr. Martin Luther King, Jr." (bit.ly/2QCVPIB) **MLK leadership review due**
Jan 31	Managing in a Global Environment	Chapter 3
Feb 7	Managing Ethics and Social Responsibility	Chapter 4, **Article Review due**
Feb 14	Planning and Goal Setting	Chapter 5
Feb 21	Managerial Decision Making	Chapter 6
Feb 28	Organizational Structure	Chapter 7
Mar 7	Managing Change and Innovation, Managing Human Resources and Diversity	Chapter 8 + 9, **Case Write-Up due**
Mar 14	**NO CLASS – SPRING BREAK**	
Mar 21	Understanding Individual Behavior	Chapter 10
Mar 28	Leadership	Chapter 11
Apr 4	Motivating Employees	Chapter 12, **Interview Analysis due**
Apr 11	Managing Communication	Chapter 13
Apr 18	Leading Teams	Chapter 14
Apr 25	Final project due	**Final project due**

No final exam during Finals period.