

## **Management for Information Professionals**

### **INLS 585, Manning 01**

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**Office Hours:** The best way to meet is to schedule an appointment. Visit [careers.unc.edu](http://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 organizations, but the principles taught are applicable in most 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 an organization. Using class assignments, readings, and case studies, students will work to identify, discuss and understand core 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 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.

**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 Canvas tab for that week.
- Be an active and engaged 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 may 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 an extension.

## Schedule and Assignments

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

Submit written work electronically **in PDF form** through Canvas unless otherwise stated in assignment instructions. Individual assignment instructions will be provided in a separate document.

Week	Date	Topic	Readings	Assignments
1	8/24/23	Overview of the course	CH 1 HBR	
2	8/31/23	Leader Mindset	CH 1 & 7 of LICM	
3	9/7/23	Management principles	CH 14 of LICM	Org Analysis due 9/13
4	9/14/23	Managing yourself	CH 6 & 7 of HBR	
5	9/21/23	Managing others	CH 3 of HBR	
6	9/28/23	Team Dynamics	CH 2 & 12 of HBR	Personal Portfolio (4 sections) due 10/4
7	10/5/23	Staff Development	CH 11 of HBR and LICM	
8	10/12/23	Strategic Planning, Fundraising and Proposal Writing	CH 3 & 4 of LICM	

9	10/26/23	Budgeting	CH 19 of LICM	
10	11/2/23	Marketing Information Services	CH 6 of LICM	
11	11/9/23	Assessment and outcomes analysis	CH 18 of LICM	Organizational Portfolio (last three sections) due 11/15
12	11/16/23	Sharing with stakeholders		Team project presentations
13	11/30/23	Reflection		Reflection paper due 12/6

### 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

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	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	77-79	123	127
C	L	74-76	118	122
C-	L	70-73	112	117
D	L	60-69	96	111
F	F	59 and below		95

## 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](mailto:disabilityservices@unc.edu) at the Student and Academic Services Buildings, located in Suite 2126, 450 Ridge Road, to formally coordinate accommodations and services.

**Welcome to the class!**