

Management for Information Professionals
(INLS 585-002)
Spring 2023
UNC Chapel Hill

Course Hours / Location

Mon 10:10 am – 12:40 pm, Manning 208

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/585divsp23>

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 will introduce 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 before 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 2019. 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 750 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/students/exploring-majors-and-careers/informational-interviewing>
<https://management.buffalo.edu/career-resource-center/students/networking/mentorlink/40-questions-to-ask-in-an-informational-interview.html>

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 less |

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 9 | Introduction to course, The World of Innovative Management | Chapter 1 |
| Jan 16 | NO CLASS - HOLIDAY | |
| Jan 23 | The Environment and Corporate Culture | Chapter 2, and read article: <u>"The Leadership Principles of Dr. Martin Luther King, Jr."</u> (bit.ly/2QCVPIB) MLK leadership review due |
| Jan 30 | Managing in a Global Environment | Chapter 3 |
| Feb 6 | Managing Ethics and Social Responsibility | Chapter 4, Article Review due |
| Feb 13 | NO CLASS – WELLNESS DAY | |
| Feb 20 | Planning and Goal Setting | Chapter 5 |
| Feb 27 | Managerial Decision Making | Chapter 6 |
| Mar 6 | Organizational Structure | Chapter 7 |
| Mar 13 | NO CLASS – SPRING BREAK | |
| Mar 20 | Managing Change and Innovation, Managing Human Resources and Diversity | Chapters 8 + 9, Case Write-Up due |
| Mar 27 | Understanding Individual Behavior | Chapter 10 |
| Apr 3 | NO CLASS | Interview Analysis due |
| Apr 10 | Leadership | Chapter 11 |
| Apr 17 | Motivating Employees | Chapter 12 |
| Apr 24 | Managing Communication, Leading Teams | Chapters 13 + 14 |
| Apr 27 | Final project due | Final project due |

No final exam during Finals period.