Instructor
Jeff Naidoo, Ph.D.
317 Little Library Building
jeff.naidoo@uky.edu
859.257.4301
Preferred method of contact: email

Office Hours
• Wednesdays: 10am-2pm and by appointment
• Contact me via e-mail to schedule an appointment to meet. I will frequently respond as soon as possible, usually within 24 hours.
• We could meet face to face, telephonically, or via Skype (Skype id: jeff.naidoo)

CLASS INFORMATION

Course Format: This is a face-to-face course. Asynchronous class discussion via Blackboard will be required periodically. You will be required to attend the weekly class sessions that will be held on Wednesdays from 5:30 pm to 8:30 pm.

Blackboard
The Blackboard course management system will be used to help facilitate the class. Please visit http://www.uky.edu/Blackboard/ to learn about this system and the login requirements.

COURSE INFORMATION

Course Description
LIS603, a core, or required course in the School of Library and Information Science program, provides an introduction to the basic elements of management and how these are applied to the effective administration of information systems. Focus will be placed on two major roles in a system: the person who is supervised as well as the manager or supervisor. Included in the course will be an examination of the functions of planning, organization, staffing and controlling as well as the theories of management and the effective use of these in an information system.

Course Overview
The course textbook (Stueart and Moran, 2007) is organized around the five functions of management and includes theories of management. The organization of the course text drives how we will proceed through the course. Additional readings are also prescribed to supplement information in the textbook.

Course Objectives
Students completing the course will:
• examine and evaluate the principles and functions of management, including planning, budgeting, organization, human resource development and controlling, and how they are integrated into the broader ethical framework.

• examine the role of leadership in effectively posturing library and information within the evolving national and global information society.

Course Methodology
Students will be expected to:

1. Attend weekly class sessions
2. Complete all assigned readings each week.
3. Read and understand any additional supplementary material that may be provided from time to time.
4. Participate actively in class and on the Discussion Board*
5. Complete and submit assignments by their due dates

* Students are expected to participate in the discussion board topics that will be posted every two weeks. The topics will relate to the course readings and supplementary material assigned. Students will be evaluated based on the substance, facts, ideas, opinions, tone, and style of their responses. Responses will be monitored for inappropriate comments.

Required Textbook and Assigned Readings

Required readings are available via e-Reserves. To access the material, click on “e-Reserves” on the left panel on the Blackboard course site. Browse the list and select LIS 603.

STUDENT EVALUATION

Grading Parameters

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Assignment 1 (Critical Response paper)</td>
<td>75</td>
<td>15%</td>
</tr>
<tr>
<td>Assignment 2 (Strategic Plan Part 1)</td>
<td>150</td>
<td>30%</td>
</tr>
<tr>
<td>Assignment 3 (Strategic Plan Part 2)</td>
<td>150</td>
<td>30%</td>
</tr>
<tr>
<td>Peer Evaluation</td>
<td>25</td>
<td>5%</td>
</tr>
<tr>
<td>Class Participation</td>
<td>100</td>
<td>20%</td>
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</tbody>
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Assignment Due Dates & Times

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Assignment 1</td>
<td>February 1, 2012, 11pm EST</td>
</tr>
<tr>
<td>Assignment 2</td>
<td>March 1, 2012, 11pm EST</td>
</tr>
<tr>
<td>Assignment 3</td>
<td>May 2, 2012, 11pm EST</td>
</tr>
<tr>
<td>Peer Evaluation</td>
<td>May 2, 2012, 11pm EST</td>
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</tbody>
</table>
All assignments must be submitted by 11pm Eastern Standard Time on the due dates identified above. Late submissions will not be accepted except for extenuating circumstances and prior approval by myself.

Grading Rubric
The following grading rubric will be employed to evaluate student submissions:

Written communication (30 %)

Organization
• Inadequate (10 %): There appears to be no organization of the essay’s contents.
• Needs Improvement (15 %): Organization of the essay is difficult to follow, due to inadequate transitions and/or rambling format.
• Adequate (20 %): The essay can be easily followed. A combination of the following is apparent: Basic transitions are used; a structured format is used.
• Professional quality (25 %): The essay can be easily followed. A combination of the following is apparent: Effective transitions are used; a professional format is used.

Mechanics and grammar
• Inadequate (10 %): Sentences and paragraphs are difficult to read and understand due to poor grammar or mechanics
• Needs improvement (15 %): The essay contains numerous grammatical and mechanical errors.
• Adequate (20 %): The essay contains minimal grammatical or mechanical errors.
• Professional quality (25 %): The essay is clear and concise and contains no grammatical or mechanical errors.

Content (70 %)

Correctness of facts
• Inadequate (10 %): Most facts are wrong.
• Needs improvement (15 %): Some facts are wrong.
• Adequate (20 %): Technical details are generally correct.
• Professional quality (25 %): All facts are correct, and the technical explanation is both concise and complete.

Completeness
• Inadequate (10 %): Did not address some of the questions.
• Needs improvement (15 %): Addressed the questions, but provided few details.
• Adequate (20 %): Address the questions, but left out some details.
• Professional quality (25 %): Addressed all questions completely.

Grading Scale
[90% – 100%] = A (Exceptional Achievement)
[80% – 89%] = B (High Achievement)
[70% – 79%] = C (Average Achievement)
[0% – 69%] = E (Fail)
Discussion Board Prompts
Students are expected to participate in the discussion board forums to earn participation points. During the course of this semester a new discussion prompt will be initiated every two weeks, starting in week 2. The discussion board prompts are a series of situation-based scenarios that are constructed in such a way that they simulate on-the-job managerial tasks. Careful consideration of the management dilemma presented in the scenario and the formulation of a well-supported response will help heighten your understanding, interest, and ability to apply the material covered in this course. I encourage you to complete your discussion posts and other work in Notepad and then paste it to Blackboard. If work is composed online and there is a technology-related failure, it will likely be lost.

Absences/Attendance
Class participation is an extremely important component of your grade for this class. Class attendance and participation in all group projects is expected, as is participation in class discussion. This course is interactive and not lecture focused. If you are unable to attend class on a given night, it is your responsibility to notify the instructor. If you live outside of Lexington and the weather is creating hazardous travel conditions, please check Blackboard and/or e-mail before heading to campus for class. Attendance will be recorded for each class.

Submission Guidelines for Course Assignments

IMPORTANT: Failure to follow these guidelines will negatively impact your grade for the assignment.

Unless otherwise indicated, all assignments are to be submitted electronically via Blackboard by 11pm on the date indicated on the course schedule.

The use of proper English is expected at all times. This includes discussion posts and all submitted materials. If you need assistance with writing skills, please contact the UK Writing Center (http://www.uky.edu/AS/English/wc/). APA (6th edition) formatting is required for citations.

All assignments must be submitted as Word documents (.docx extension). Microsoft Office products are free for students. Click https://iweb.uky.edu/MSDownload/ to download. All documents must be composed in either 12-point Times New Roman or 12-point Arial with 1-inch margins. Please use single-line spacing unless otherwise indicated. Proper citations/references are always required. I encourage you to set your Word spelling and grammar review criteria to Technical, and to use the AutoCorrect feature to assist you. Please proof read all your work to mitigate grammatical and spelling errors.

Full names and course information must be included on the first page of all documents submitted for course credit. Please include your last name and first name, as well as page numbers. Use the following naming scheme for submission of electronic files: LastnameFirstInitial_Assignment number or Groupname_Assignment number, as appropriate. For example, JohnsonT_Assignment 1.doc or Group D_Assignment 2.doc.

Late Work
It is expected that you will submit course assignments on time. I am always willing to work with you if you get into a bind, but please be proactive. If you are going to be late with an assignment, let me know before the due date. Late assignments will not be accepted without prior approval.
ACADEMIC STANDARDS

Academic Integrity
All of your work for this class is expected to be original work. You may not use work submitted for a grade in another class or collaborate with anyone unless required for completion of the assignment. Proper citations are expected for all sources used for any course work. Please review the University’s plagiarism policy.
http://www.uky.edu/StudentAffairs/Code/part1.html
http://www.uky.edu/Ombud/Plagiarism.pdf
http://www.uky.edu/StudentAffairs/Code/part2.html (section 6.3.1)

Disability Accommodation
Any student with a disability who is taking this course and needs classroom or exam accommodations should contact the Disability Resource Center, 257-2754, room 2 Alumni Gym, jkarnes@uky.edu.

Incompletes
Student requests for an Incomplete (an I grade) will be considered within University guidelines and only in extreme circumstances. See section 5.1.3.2 http://www.uky.edu/StudentAffairs/Code/part2.html.