INSTRUCTOR INFORMATION:

Name: Melissa Adler, Ph.D.
Office location: 341 Little Library Building
Phone Number: (859) 218-2294
Email address: melissa.adler@uky.edu
Office hours: Mondays and Wednesdays 10-12, and by appointment.

OFFICIAL COURSE DESCRIPTION

LIS 603 is one of four core, or required, courses in the School of Library and Information Science master’s-degree program. The course description reads:

   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. 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

This course is taught in a distance education format. The majority of the course is conducted via Blackboard. It is expected that students will devote a considerable amount of time outside the formal class to study materials covered.

Each week there will be written lecture material in the form of slides or another document. A few of the weeks will also have video lectures. It is highly recommended that you view the slides/lectures before doing anything else for the week, as they will alert you to the key topics you should pay attention to in the readings.

Contact Information: I am most accessible through email: melissa.adler@uky.edu. As a general rule, I will respond to course-related email correspondence within 24 hours. Please include the course number in brackets [603] in the subject line for all messages. I am happy to meet face to face or via technology with students, but you should set up the appointment in advance via email.

Please note that class communication is done via your official UK email address. You must check this frequently.
STUDENT LEARNING OUTCOMES
After successful completion of this course:

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

COURSE MATERIALS
Required textbook:


Additional readings: there will be additional readings to the textbook, and they will be made available on the course Blackboard site.

ASSESSMENT & ASSIGNMENTS

Assignments & Grading (total grade = 300 points)

- Test 1 10 points (10%)
- Test 2 10 points (10%)
- Strategic Plan (Part 1, 2, and 3) 45 points (45%)
- Leadership Paper 15 points (15%)
- Participation on Discussion Boards 20 points (20%)

Final Grading Scale:

90% and above = A
80% to 89% = B
70% to 79% = C
Below 70% = E

Tests:

The two tests include multiple choice and short answer type questions. These tests are given through Blackboard. Details will be supplied with each test, but they test the content covered preceding each test.

Strategic Plan:
You will select a real library or information organization of your choice. You may want to focus on the type of information organization where you would like to work. Throughout the semester, you will prepare a strategic plan for your library/information organization. There are 3 parts to the plan to provide several opportunities for feedback from me. This is the core course artifact for the class, so we will work together to produce a high quality product that will benefit your understanding of the course concepts in a practical manner. Detailed descriptions for each part are available under Assignments in Blackboard.

**Leadership Paper:**

You will watch Gail Kennedy’s speech *A Call to Leadership* available via Bb. Then, you will write a paper in the context of course readings and current literature. A detailed description for the assignment is available under Assignments in Blackboard.

**Participation on Bb Discussion Boards**

Your participation grade is quite significant in this course. My aim is for this class to be interactive, and everybody’s contributions to the discussion and activities are essential for your and your classmates’ learning. Each week I will post a targeted question that you will be expected to discuss. For six of the weeks I will additionally post a case study/video/example for you to discuss. You must respond to every discussion item the instructor posts.

- The instructor will post questions (and case studies if applicable) by Sunday night.
- You are expected to respond to each question by 9 am on Friday morning.
- You are expected to comment on at least **two classmates’ posts per question** by 9 am on the following Monday morning.
- Your original posts should be at least 150 words, and your comments should be at least 100 words each. These should always be thoughtful and well-composed.

**Submission of Course Assignments:** Assignments will be due in Blackboard as indicated on the syllabus. If a serious circumstance (illness, death of a loved one, etc.) impedes your ability to hand your work in on time, be sure to let me know as soon as possible to discuss whether an extension is possible. Unapproved late work will be marked down by up to 2 points per day.

**ETHICS & POLICIES**

**Excused Absences and Verification:** Please refer to Student Rights and Responsibilities, Part II, Section 5.2.4.2 (http://www.uky.edu/StudentAffairs/Code/part2.html) for UK’s policy on excused absences. You can request verification for excused absences.

Excused absences include (as defined at the web site above):
- Significant illness of student or serious illness of household member or immediate family
• Death of a household member or immediate family
• Trips for members of student organizations, class excursions or participation in intercollegiate athletic events
• Major religious holidays
• Any other circumstance that the instructor finds reasonable cause for nonattendance

**Academic Accommodations:** If you have a documented disability that requires academic accommodations, please see me as soon as possible. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, jkarnes@uky.edu) for coordination of campus disability services available to students with disabilities. We can then collaborate on the best solution.

**Academic Integrity, Cheating and Plagiarism:** You are expected to submit your own original work for all assignments in this course. See the home page for the Office of Academic Ombud Services (http://www.uky.edu/Ombud) for a definition of plagiarism, how to avoid plagiarism and UK’s new academic offense policy. Please refer to Student Rights and Responsibilities, Part II, Section 6.3 (http://www.uky.edu/StudentAffairs/Code/part2.html) for UK’s policy on academic integrity.

**Classroom Behavior, Decorum and Civility:** Please be respectful to others in the class and engage in civil discourse when we discuss topics that have a diversity of perspectives. Please help me maintain the most courteous environment by using a little peer pressure if necessary.

**TECHNOLOGY INFORMATION & RESOURCES**

Students must have a computer with a reliable Internet connection and audio capabilities. Internet Explorer 7 (IE) or Firefox 2.x are the recommended browsers for those using a Windows-based PC. Those using Firefox 3.x may encounter problems with assignment uploads. Those using an Apple computer with MAC OS X (10.5.x) may use Firefox 3.x or Safari 3.x. Please be certain that your computer and/or browser allow you to view Adobe Reader documents (.pdf). Microsoft Office and other software products are free for students: https://iweb.uky.edu/MSDownload/. As your instructor, I am your first go-to person for technology problems. If you need more immediate assistance, please contact TASC or UKIT.

**Teaching and Learning Services Center (TASC)**
http://www.uky.edu/TASC/; 859-257-8272

**Information Technology Customer Service Center (UKIT)**
http://www.uky.edu/UKIT/; 859-257-1300

**Library Services**
  - Distance Learning Services
    http://www.uky.edu/Libraries/DLLS
  - DL Interlibrary Loan Service:

**General Course Policies:** Policies concerning academic integrity, excused absences and academic accommodations due to disability are available online at:
http://cis.uky.edu/lis/sites/default/files/policies.pdf
INTEGRATION OF THE SYLLABUS WITH THE THEMES OF DIVERSITY, ASSESSMENT, AND TECHNOLOGY

All UK professional education programs address and affirm the value of diversity in education, the use of technology to support all aspects of instructional programming, and the importance of attaining high levels of skill in assessing the outcomes of instruction. This course provides students an opportunity to demonstrate attention to these themes and reflect on the mechanisms that this course has provided to demonstrate improved skills in these areas.

COURSE SCHEDULE AND READINGS

An asterisk (*) is placed by optional but recommended readings.

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<thead>
<tr>
<th>Week</th>
<th>Begins</th>
<th>Read</th>
<th>Pages in Textbook</th>
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<tr>
<td>1</td>
<td>Aug. 27</td>
<td>Review syllabus and familiarize yourself with organization of the course in Bb</td>
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<td><strong>Chapter 1 Managing in Today’s Libraries</strong></td>
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<td>**September 1 - Monday - Labor Day - Academic Holiday **</td>
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<td>Sep. 2</td>
<td><strong>Chapter 2 Evolution of Management Thought</strong></td>
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<td><em>Chapter 3 Change – The Innovative Process</em></td>
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<td>* Skim Library Notes. (This is a remarkable text in early librarianship, and exemplifies the early management approaches as put forth by Melvil Dewey and the ALA.) Available via Google Books: <a href="http://books.google.com/books?id=PqIQAAAAIAAJ&amp;printsec=frontcover&amp;source=gbs_ge_summary_r&amp;cad=0#v=onepage&amp;q&amp;f=false">http://books.google.com/books?id=PqIQAAAAIAAJ&amp;printsec=frontcover&amp;source=gbs_ge_summary_r&amp;cad=0#v=onepage&amp;q&amp;f=false</a></td>
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<td>3</td>
<td>Sep. 8</td>
<td><strong>Chapter 4 Strategic Planning – Decision Making and Policy</strong></td>
<td>65-95</td>
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<td>Sep. 15</td>
<td><strong>Chapter 5 Planning and Maintaining Library Facilities</strong></td>
<td>97-106</td>
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5 Sept. 22 **Chapter 6** Marketing Information Services 107-116


**Strategic Plan Part 1 is due 11:59 PM EST Sunday, Sep. 29.**

6 Sep. 30 **Chapter 7** Organizations and Organizational Culture 119-139


**Test 1 review sheet will be provided**

7 Oct. 6 **Chapter 8** Structuring the Organization – Specialization…141-163

**Chapter 9** The Structuring of Organizations 165-185

**Test 1 must be taken between 9:00 a.m., Friday, Feb. 28 and 11:59 p.m., Sunday, Oct. 12.**

8 Oct. 13 **Chapter 10** Staffing the Library 189-212

9 Oct. 20 **Chapter 11** Human Resources Functions in… 213-241

**Chapter 12** Other Issues in HR Management 243-265
**Strategic Plan Part 2 is due 11:59 PM EST Sunday, Oct. 26.**

10  Oct. 27  **Chapter 18** Measuring, Evaluating, Coordinating… 381-407


11  Nov. 3  **Chapter 19** Fiscal Responsibility and Control 409-429

  **Chapter 20** Library Development and Fund-raising 431-438


12  Nov. 11  **Chapter 13** Motivation 269-290


**Strategic Plan Part 3 is due 11:59 PM EST Sunday, Nov. 17**

13  Nov. 18  **Chapter 14** Leadership 291-314


14  Nov. 24  **Chapter 15** Ethics 315-333

Test 2 review sheet will be provided

Leadership paper is due 11:59 PM EST, Sunday, November 29.

**November 26-29 - Wednesday through Saturday - Thanksgiving - Academic Holiday**

15 Dec. 5 Chapter 16 Communication 335-378


*Chapter 21 Managers: The Next Generation 441-454


Test 2 must be taken between 9 a.m., Friday December 12 and 11:59, Sunday December 14.