LIS 603 202 Management in Library and Information Science

Dates of Semester: Aug. 27 – Dec. 12, 2014
Course to be Conducted Online

COURSE INFORMATION:

This is an online course, but I require asynchronous class discussion via Blackboard to facilitate a sense of community.

INSTRUCTOR INFORMATION:

Name: Namjoo Choi, Ph.D.
Office location: 339 Little Library Building
Phone Number: (859) 257-4113
Email address: namjoo.choi@uky.edu,
Office hours: Wednesday, 1:00 p.m. – 5:00 p.m. and by appointment (via both face to face and virtually, Adobe Connect or Skype)
Preferred Contact Method: Email
Response time: If you email me, you should expect a response with 24 hours. There may be a delay over weekends or holidays.

COURSE DESCRIPTION

LIS603 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.

STUDENT LEARNING OUTCOMES

After successful completion of this course, you will be able to:

- 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 30 points (10%)
- Test 2 30 points (10%)
- Strategic Plan (Part 1, 2, and 3) 135 points (45%)
- Leadership Paper 45 points (15%)
- Participation on Bb Discussion Boards 60 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 our course Bb.

**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 our course Bb.

**Participation on Bb Discussion Boards**

Class participation is a large portion of your grade because participation is an important component of facilitating learning in this class. Participation points come from a quality post to the discussion board for each of the fifteen weeks of the semester (i.e., 4 points for a quality post x 15 weeks = 60 points). A quality post includes a substantive and thoughtful contribution to each week's discussion board topics, during that week. No credit will be given for posts that occur after the week. A quality post is both substantive (in most instances this means at least one hundred fifty words) and thoughtful (“I agree with the author” is not a credit-worthy response). I encourage you to complete your discussion posts in Word and then paste it to Blackboard. If you
compose online and there is a technology-related failure, you will likely lose your work. Please note: discussion board topics will be posted every Monday.

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

There follows an outline of course content by major topical areas for each week of the semester, with course assignments. An asterisk (*) is placed by those optional but recommended readings.

<table>
<thead>
<tr>
<th>Week</th>
<th>Begins</th>
<th>Read</th>
<th>Pages in Textbook</th>
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<tbody>
<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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<tr>
<td></td>
<td></td>
<td>Chapter 1 Managing in Today’s Libraries</td>
<td>3-18</td>
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<td>**</td>
<td>September 1 - Monday - Labor Day - Academic Holiday **</td>
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<tr>
<td>2</td>
<td>Sep. 2</td>
<td>Chapter 2 Evolution of Management Thought</td>
<td>19-42</td>
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<td></td>
<td></td>
<td>*Chapter 3 Change – The Innovative Process</td>
<td>43-61</td>
</tr>
<tr>
<td>3</td>
<td>Sep. 8</td>
<td>Chapter 4 Strategic Planning – Decision Making and Policy</td>
<td>65-95</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Birdsall, Douglas G. “Strategic Planning in Academic Libraries: A Political Perspective.”</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Sep. 15</td>
<td>Chapter 5 Planning and Maintaining Library Facilities</td>
<td>97-106</td>
</tr>
</tbody>
</table>


5 Sep. 22 Chapter 6 Marketing Information Services 107-116


*Horn, L.P. (2011). Online marketing strategies for reaching today’s teens. *Young Adult Library Services, 9*(2), 24-27.


**Strategic Plan Part 1 is due 11:59 PM EST Sunday, Sep. 28.**

6 Sep. 29 Chapter 7 Organizations and Organizational Culture 119-139


Test 1 study guide 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, Oct. 10 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. 10  **Chapter 13** Motivation 269-290


**Strategic Plan Part 3 is due 11:59 PM EST Sunday, Nov. 16.**

13 Nov. 17  **Chapter 14** Leadership 291-314


*Hernon, P. (2010). Shaping the Future: Advancing the Understanding of Leadership (ch. 1, 3 & 4)


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


**Test 2 study guide will be provided**

*Leadership paper is due 11:59 PM EST, Friday, Dec. 5.*

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

15 Dec. 4 **Chapter 16** Communication 335-378


**Chapter 21** Managers: The Next Generation 441-454


**Test 2 must be taken between 9:00 a.m., Friday, Dec. 12 and 11:59 p.m., Sunday, Dec. 14.**