LIS 603-201: Management in Library & Information Science, Fall 2013

Format: BlackBoard online class
Instructor Information: Dr. Shannon M. Oltmann
(859) 257-0788 or shannon.oltmann@uky.edu
(contact by email is preferred, for reasons of timeliness)
Office Hours: Tuesday & Wednesday 2-4

Course Syllabus

Overview

Course Format: This is an online course and I require asynchronous class discussion via Blackboard to facilitate a sense of community. Each week we will discuss the readings and related topics in Bb discussion boards.

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.

Course objectives:

• 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.

Contact Information: I am most accessible through email: shannon.oltmann@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.

Schedule: Course weeks start on Monday and end on Sunday (except for Week One, which runs Wednesday through Sunday). The definitive schedule is on Blackboard; this printed syllabus does not reflect all web materials or changes made after the course starts.
**Required textbook:**


**Additional readings:** There will be additional readings to the textbooks, principally journal articles.

**Assignments & Grading**

*Reading.* Completing the required reading each week is essential to doing well in the class. Many readings can be found in our textbook; the other readings will be made available to you via Blackboard. Other material may also be required, such as PowerPoint slides, news articles, or videos. It is your responsibility to read/view this material as well. If you encounter a broken link or trouble accessing something, contact me.

*Assignments.* All assignments are due by midnight (Eastern time) on Sunday, unless otherwise noted. Assignments may be turned in early (though no extra credit is received for this). I will return graded assignments to you in a timely fashion. More details about each assignment can be found in the Assignments folder in Blackboard. Detailed information will become available as the assignment due date nears.

**Participation:** In this course, participation is measured by your contributions to the Blackboard discussions each week. Each classmember must contribute regularly (i.e., at least 3 postings) to each set of Discussion Board questions—the equivalent of a "B" grade for "participation." Less participation will lower the grade; frequent, informed participation will raise it. In addition, consistently thoughtful contributions that advance discussion will receive more credit. Participation is worth 20% of your final grade.

**Strategic Plan:** The key component of this class is a Strategic Plan, which you will create in four parts. This will provide a strategic roadmap for a library of your choosing and will reflect what you have learned about management through our readings and coursework. Extensive guidance is available in Blackboard. Parts 1, 2, and 3 are each worth 15% of your final grade. Part 4 is worth 20% of your final grade.

**Leadership Paper:** In the context of course readings and current literature (and a video on leadership by a UK librarian), write a paper in which you address the following. First, elaborate on the heightened urgency for professional leadership in librarianship today. Second, discuss at least two services in our field and how management of them has changed. Third, provide at least two paragraphs on how you could hone your leadership skills. This paper will be around 1000 words and is worth 15% of your final grade.
Grading. The final grade in this course is determined according to the following percentages:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td>60</td>
<td>20%</td>
</tr>
<tr>
<td>Strategic Plan, part 1</td>
<td>45</td>
<td>15%</td>
</tr>
<tr>
<td>Strategic Plan, part 2</td>
<td>45</td>
<td>15%</td>
</tr>
<tr>
<td>Strategic Plan, part 3</td>
<td>45</td>
<td>15%</td>
</tr>
<tr>
<td>Strategic Plan, part 4</td>
<td>60</td>
<td>20%</td>
</tr>
<tr>
<td>Leadership Paper</td>
<td>45</td>
<td>15%</td>
</tr>
</tbody>
</table>

Grades are based on a percentage scale. There are 300 points available. Grading will not be done on a curve, but on a strict points basis. You can check your grade at any time or email me with any questions regarding grading. **Late assignments will lose 10% for each day they are late.** For example, if a paper is worth 25 points, and it is one day late, you will lose 2.5 points. Exceptions will be granted rarely—in advance and in writing. If you are going to turn in a late assignment, contact me as soon as possible to discuss the situation. At the end of the course, I will convert the points earned into a percentage:

- 90% and above = A
- 80% to 90% = B
- 70% to 80% = C
- below 70% = E

I assign the grade of I (incomplete) only when convinced the student’s circumstances warrant it.

**Important Class Policies**

*Academic integrity:* According to Senate Regulation 6.3.1: “All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.” For specific information regarding the University’s code and regulations on plagiarism and cheating, visit:

- [http://www.uky.edu/StudentAffairs/Code/](http://www.uky.edu/StudentAffairs/Code/)
- [http://www.uky.edu/StudentAffairs/Code/part2.html](http://www.uky.edu/StudentAffairs/Code/part2.html)

*Academic accommodations due to disability:* If you have a documented disability that requires academic accommodations, please contact me as soon as possible. In order to receive accommodations in this course, you must provide a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754) for coordination of campus disability services available to students with disabilities.

*Attendance:* Regular attendance (as documented by participation in Blackboard discussions) is essential to doing well in the class—and is also important to build a community and to help your classmates succeed. Unexcused absences will have a detrimental effect on your grade. Acceptable
reasons for an excused absence from course activities include serious illness or bereavement. If in doubt, please contact the instructor as soon as possible to discuss your situation. It is UK policy to grant incompletes (I grade) only for such reasons; see the UK Student Code for details (www.uky.edu/StudentAffairs/Code/).

Integration of Syllabus with UK Educator Preparation Unit Themes: This course will address the four themes of the conceptual framework for the UK professional education unit: research, reflection, learning, and leading. Students will be given the opportunity to review, analyze, discuss, and apply research from diverse perspectives in education and information seeking environments. Reflection will also be integrated into students’ learning opportunities through the production of written work. This course emphasizes the commitment of the professional education unit to assure that its graduates move into their professional lives equipped for lifelong learning as educators who will be active in leading colleagues in their schools and/or professional organizations. The ultimate goal in addressing these four themes is to produce leaders who work together to improve service and learning among diverse populations and improve education in Kentucky and beyond.

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.

Attendance, etc.: Each classmember must contribute regularly (i.e., at least 3 postings) to each set of Discussion Board questions—the equivalent of a "B" grade for "participation." Less participation will lower the grade; frequent, informed participation will raise it. Acceptable reasons for an excused absence from course activities include serious illness or bereavement; it is UK policy to grant incompletes (I grade) only for such reasons; see the UK Student Code for details (www.uky.edu/StudentAffairs/Code/). Students with documented disabilities must contact the instructor and the Disability Resource Center in advance of requests for accommodation. Papers for this class require original research and writing. Quotation of others’ work without full attribution is a violation of ethics and UK policy; Academic Senate rules stipulate an E grade, or worse, in instances of plagiarism.

Course Schedule

Week 1 (8/28-9/01): Introduction
- Review syllabus and assignments
- Purchase textbook
- Introduce yourself on Blackboard
- Recommended: review academic integrity resources

Week 2 (9/02-9/08): Overview
Week 3 (9/09-9/15): History, theory, & change
- Chapter 2: The Evolution of Management Thought
- Chapter 3: Change—The Innovative Process

Week 4 (9/16-9/22): Strategic planning
- Chapter 4: Strategic Planning—Decision Making and Policy

Week 5 (9/23-9/29): Strategic planning continued

Week 6 (9/30-10/06): Mission, vision, and values
Note: Strategic Plan Part One is due by midnight EST on 10/06

**Week 7 (10/07-10/13): Organizational structure**
• Chapter 7: Organizations and Organizational Culture
• Chapter 9: The Structuring of Organizations

**Week 8 (10/14-10/20): Organizational culture**
**Note: Strategic Plan Part Two is due by midnight EST on 10/20**
• Chapter 8: Structuring the Organization—Specialization and Coordination

**Week 9 (10/21-10/27): Human resources & staffing**
• Chapter 10: Staffing the Library
• Chapter 11: The Human Resources Functions in the Library
• Chapter 12: Other issues in Human Resources Management

**Week 10 (10/28-11/03): Evaluating & measuring performance**
**Note: Strategic Plan Part Three is due by midnight EST on 11/03**
• Chapter 18: Measuring, Evaluating, and Coordinating Organizational Performance


**Week 11 (11/04-11/10): Fiscal responsibility & budgeting**

- Chapter 19: Fiscal Responsibility and Control

**Week 12 (11/11-11/17): Public relations & marketing**

- Chapter 6: Marketing Information Services
- Chapter 20: Library Development and Fundraising

**Week 13 (11/18-11/24): Facilities**

**Note:** Strategic Plan Part Four is due by midnight EST on 11/24

- Chapter 5: Planning and Maintaining Library Facilities
Week 14 (11/25-12/01): Leadership

- Chapter 13: Motivation
- Chapter 14: Leadership

Week 15 (12/02-12/08): Stewardship

*Note: Leadership Paper is due by midnight EST on 12/08*


Week 16 (12/09-12/15): Ethics

- Chapter 15: Ethics
- ALA Code of ethics: