INSTRUCTOR INFORMATION:

Name: Dr. Shannon Oltmann
Office location: 342 Little Library Building
Phone Number: (859) 257-0788
Email address: shannon.oltmann@uky.edu
Office hours: Tuesday & Wednesday, 2-4 p.m., 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

Course weeks start on Wednesday and end on Tuesday. The definitive schedule is on Blackboard.

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 business hours (it may be longer over weekends and during holidays). 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 are included in the schedule below. Most citations include links to internet sites. Those that are not freely available will be available through Blackboard.

ASSESSMENT & GRADING

Assignments & Grading (total grade = 100 points)

- Strategic Plan (Part 1, 2, 3, and 4)  
  60 points (60%)
- Leadership Paper  
  20 points (20%)
- Participation  
  20 points (20%)

Final Grading Scale:

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

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.

More information about relevant policies is available here: https://ci.uky.edu/sis/sites/default/files/policies.pdf

**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

Week One: Team Dynamics

Week Two: History & Theory
- Velasquez textbook: Chapters 2: Classical Theory (pp. 9-28).
- Velasquez textbook: Chapter 3: Modern Theory (pp. 2-51).
Week Three: Leadership
- Velasquez textbook: Chapter 6: Leadership and Decision Making (pp. 91-106).

Week Four: Planning/ Strategic Planning
- Velasquez textbook: Chapter 5: Strategic Planning (pp. 77-91).

Week Five: Ethics
- Velasquez textbook: Chapter 13: Ethics and Confidentiality (pp. 209-228).
- ALA Code of ethics: http://www.ala.org/advocacy/proethics/codeofethics/codeethics

Week Six: Budgeting
- Velasquez textbook: Chapter 10: Financial Management (pp. 161-176).


**Week Seven: Evaluation and Assessment**

- Velasquez textbook: Chapter 11: Assessment and Evaluation (pp. 177-194).


**Week Eight: Marketing**

- Velasquez textbook: Chapter 9: Marketing (pp. 145-160).

• Skim: American Library Association, Campaign for America’s Librarians [take a closer look at any of the resources that interest you]: [http://www.ala.org/advocacy/advleg/publicawareness/campaign@yourlibrary](http://www.ala.org/advocacy/advleg/publicawareness/campaign@yourlibrary)

**Week Nine: Development**

- Velasquez textbook: Chapter 18: Grants and the Grant Writing Process (pp. 285-304).
- Velasquez textbook: Chapter 12: Internal and External Stakeholders (pp. 195-208).

• Skim: ALA. Library Fund Raising Annotated Bibliography [take a closer look at any of the resources that interest you]: [http://www.ala.org/tools/libfactsheets/alalibraryfactsheet24](http://www.ala.org/tools/libfactsheets/alalibraryfactsheet24)

**Week Ten: Organizational culture**

- Velasquez textbook: Chapter 7: Organizational Communication (pp. 107-120).
- Velasquez textbook: Chapter 8: Change Management and Organizational Culture (pp. 121-144).

**Week Eleven: Human Resources**

- Velasquez textbook: Chapter 4: Human Resources Management (pp. 53-76).
- Velasquez textbook: Chapter 14: Understanding and Resolving Conflict (pp. 229-240).

**Week Twelve: Human Resources, cont.**

- Velasquez textbook: Chapter 15: Diversity (pp. 241-252).

**Week Thirteen: Professionalism**

- Velasquez textbook: Chapter 19: Outsourcing (pp. 305-322).
Week Fourteen: Facilities

- Velasquez textbook: Chapter 16: Facilities Management (pp. 253-270).
- Velasquez textbook: Chapter 17: Information Technology Management (pp. 271-284).

Week Fifteen: Wrap-up, Future Trends

- Velasquez textbook: Chapter 20: Future Trends (pp. 323-332).