LIS 603: Management in Information Organizations  
Summer 2018

University of Kentucky  
School of Information Science

INSTRUCTOR INFORMATION:

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OFFICIAL COURSE DESCRIPTION

LIS 603 is one of four core, or required, courses in the library science master’s degree program. The course description reads:

Students learn and apply the basic elements of management and leadership within the context of information organizations.

COURSE OVERVIEW

There are 15 modules in this eight-week session. Modules run Thursday-Sunday or Monday-Wednesday (alternating). The definitive schedule is on Canvas. There is a required group project that necessitates good, frequent, and professional communication with other classmates.

Contact Information: I am most accessible through email: shannon.oltmann@uky.edu or Canvas messages. 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 and Canvas messages. You must check these 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.
Diversity: The School of Information Science defines diversity as "embracing differences between people and promoting increased understanding regarding age, ethnicity, gender, marital status, military service, physical disabilities, race, religion, sexual orientation, socioeconomic condition, and thought with the purpose of creating an inclusive community." In this course, we address diversity in several ways. Part of the semester-long project incorporates a diversity-related goal. Readings which are especially relevant to the theme of diversity are marked with a ☼ symbol.

Technology: The School of Information Science emphasizes the importance and centrality of technology in today’s society. We must develop familiarity and comfort with an array of technology. In this course, we incorporate technology across multiple readings. Readings that are particularly relevant to the theme of technology are marked with a ◊ symbol.

COURSE MATERIALS


Additional readings are included in the schedule below. Most articles are available through UK Libraries’ provision of academic databases; if you do not know how to access these articles, contact the instructor promptly. Others will be available in Canvas.

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

Program Learning Objectives | Course Objectives | Assignment that ties in
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Describe how communities & individuals interact with/in information ecosystems. | Describe an information organization and its connection to its community | Strategic Plan
Analyze the major tenets of information practice and apply them in multiple contexts | Create a strategic plan for an information organization | Strategic Plan
Operate successfully as a team member and team leader | Leadership Paper
Connect diverse communities & individuals with appropriate resources | Plan an approach to engage with a diverse element in the community | Strategic Plan
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 let me know 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 approach.

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:
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:

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

❖: Readings that are particularly relevant to the theme of diversity  
❖❖: Readings that are particularly relevant to the theme of technology

Module One: Team Dynamics (6/07-6/10)

Module Two: History & Theory (6/11-6/13)  
Note: Turn in team contract
• Velasquez textbook: Chapter 2: Classical Theory (pp. 9-28).
• Velasquez textbook: Chapter 3: Modern Theory (pp. 2 9-51).

Module Three: Leadership (6/14-6/17)  
Note: Identify organization you will study
• Velasquez textbook: Chapter 6: Leadership and Decision Making (pp. 91-106).

**Module Four: Planning/ Strategic Planning (6/18-6/20)**

Note: Turn in business letter

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

**Module Five: Ethics (6/21-6/24)**

- Velasquez textbook: Chapter 13: Ethics and Confidentiality (pp. 209-228).

**Module Six: Budgeting (6/25-6/27)**

Note: Turn in interview and peer reviews

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

**Module Seven: Evaluation and Assessment (6/28-7/01)**

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

**Module Eight: Marketing (7/02-7/04)**

**Note:** Turn in Part A of strategic plan and peer reviews

**NOTE:** July 4th is a federal holiday

- Velasquez textbook: Chapter 9: Marketing (pp. 145-160).
- Skim: American Library Association, Libraries Transform Campaign [take a closer look at any of the resources that interest you]: [http://www.ala.org/advocacy/libraries-transform-campaign](http://www.ala.org/advocacy/libraries-transform-campaign)

**Module Nine: Development (7/05-7/08)**

- 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)

**Module Ten: Organizational culture (7/09-7/11)**

**Note:** Turn in Part B of strategic plan and peer reviews

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

**Module Eleven: Human Resources (7/12-7/15)**

**Note:** Identify stakeholders

- Velasquez textbook: Chapter 4: Human Resources Management (pp. 53-76).
- Velasquez textbook: Chapter 14: Understanding and Resolving Conflict (pp. 229-240).
• Manjoo, F. (2013). The happiness machine: How Google became such a great place to work. Slate, Jan. 21, 2013. Available at: http://www.slate.com/articles/technology/technology/2013/01/google_people_operations_the_secrets_of_the_world_s_most_scientific_human.html
• Velasquez textbook: Chapter 15: Diversity (pp. 241-252).

Module Twelve: Human Resources, cont. (7/16-7/18)
• Velasquez textbook: Chapter 15: Diversity (pp. 241-252).

Module Thirteen: Professionalism (7/19-7/22)
Note: Turn in marketing presentation and peer reviews
• Velasquez textbook: Chapter 19: Outsourcing (pp. 305-322).

Module Fourteen: Facilities (7/23-7/25)
• Velasquez textbook: Chapter 16: Facilities Management (pp. 253-270).
• Velasquez textbook: Chapter 17: Information Technology Management (pp. 271-284).

Module Fifteen: Wrap-up, Future Trends (7/26-7/29)
Note: Turn in leadership reflection paper
• Velasquez textbook: Chapter 20: Future Trends (pp. 323-332).