LIS 603: Management in Library & Information Science

University of Kentucky
School of Information Science
Spring 2017
January 11-April 28

INSTRUCTOR INFORMATION:

Name: Melissa Adler
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Office Hours: Tues. & Thurs. 11-1 & 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 Canvas.

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 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

• Students will evaluate and apply the principles and functions of management, including planning, budgeting, organization, human resource development and controlling, and how they are integrated into a 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


Additional readings are included in the schedule below. It is your responsibility to locate these resources via UK library databases or the web.

ASSESSMENT & GRADING

Assignments & Grading (total grade = 100 points)

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

Final Grading Scale:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90% and above</td>
</tr>
<tr>
<td>B</td>
<td>80% to 89%</td>
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<tr>
<td>C</td>
<td>70% to 79%</td>
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<tr>
<td>E</td>
<td>Below 70%</td>
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Strategic plan: You will create a strategic plan for an information organization (including libraries of any type, museums, archives, data centers, etc.). The purpose of this project is to simulate a real world planning process. It is necessarily limited due to time and resource constraints, but because it is applied to an existing organization, and because you will use real documents to prepare your written work and presentation, the assignment puts planning, writing, marketing, and leadership into practice. This is a team project; you will be placed in teams of 3-4 people. Your team does not need to be co-located. Your team should plan, as soon as possible, how you will regularly communicate. Some ideas: check-in emails on a regular basis; Google hangouts; Adobe connect meeting rooms; Skype video; conference phone calls. Full details are posted in Canvas.

This project has four parts:

- Organization familiarization (15% of final grade)
- Written strategic plan part A (15% of final grade)
- Written strategic plan part B (15% of final grade)
- Marketing plan (15% of final grade)

Leadership paper: You will write a reflection paper based on your own effectiveness as a leader over the course of the Strategic Plan project. You will return to the readings on leadership and group dynamics from the beginning of the semester and think about some of the ways in which you led or followed others’ lead in the project. This will be an opportunity to consider what was most effective, some of the challenges you encountered, and areas in which you could improve. You might also critique your group members’ leadership abilities and how they
affected the group. The paper will be a thoughtful analysis that engages course readings and your experience. Full details are posted in Canvas.

**Attendance and participation:** Your participation is critical to the overall success of the course and your learning. Online attendance is measured by participation in the discussion forums. A minimum of two hours per week should be spent engaged in class participation—reading your classmates’ posts and contributing your own and viewing lecture material. This is in addition to doing the readings and completing assignments. Think of the online discussion space and lecture material as the classroom.

You will assess your own performance in the discussion boards using a rubric. You may also earn points by posting items related to the course, e.g., reports of talks or events you attend. More information will be available in Canvas.

**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. Absence in this class is a week of no activity on Canvas. Any student with 3 unexcused absences will automatically receive a maximum of a B for the course. Please let me know if you will be absent for any of the reasons below.

- 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 (725 Rose Street, Multidisciplinary Science Building, Suite 407, 257-2754, susan.fogg@uky.edu) for coordination of campus disability services available to students with disabilities. We can then collaborate on the best solution. More information is available at the Disability Resource Center web site: http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/current.html

**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.
**Late Work:** Assignment due dates are indicated in the assignment section above. Late assignments incur a 10% markdown for each day late and are not accepted after three days unless arrangements have been made with the instructor prior to the due date.

**Classroom Behavior, Decorum and Civility:** Please be respectful to others in the class and engage in civil discourse in the discussion forums. I do not expect problems to occur, but if you feel threatened or harassed in the discussion board, I would prefer that you allow me to handle the situation. If you must reply, do not attack the individual.

**Military Members and Veterans**
We recognize the complexities of being a member of the military community and also a student. If you are a member of the military or a military veteran or dependent, please inform your instructor if you are in need of special accommodations. Drill schedules, calls to active duty, mandatory training exercises, complications with GI Bill disbursement, and other unforeseen military and veteran related developments can complicate your academic life. If you are aware of a complication, we will work with you and put you in contact with university staff members who are trained to assist you. Please contact the Coordinator of the University of Kentucky Veterans Resource Center at (859) 257-1148 for additional assistance. Visit [http://www.uky.edu/veterans](http://www.uky.edu/veterans) for more available resources.

**TECHNOLOGY INFORMATION & RESOURCES**

Students must have a computer with a reliable Internet connection and audio capabilities, a PDF reader, and word processing software that allows you to save files as .docx, .doc, .odt, or .rtf files. Microsoft Office and other software is available from [https://download.uky.edu/](https://download.uky.edu/). LibreOffice is available from [http://www.libreoffice.org/](http://www.libreoffice.org/). OpenOffice is available from [https://www.openoffice.org/](https://www.openoffice.org/).

Please let me know when you are having technical issues first. For more assistance, contact the following:

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

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

**Library Services**
- Distance Learning Services
  [http://www.uky.edu/Libraries/DLLS](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](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

Our class weeks will begin on Wednesdays. All assigned work must be completed by 11:59 pm on the Tuesday at the end of the week it is assigned. Due dates are noted below in the schedule.

Week One, January 11
Intro, Team Dynamics

- Velasquez textbook: Chapter 1: Introduction to Management (pp. 1-9)

Instructor will assign groups by January 17

Week Two, January 18
History & Theory

- Velasquez textbook: Chapter 2: Classical Theory (pp. 9-28).
- Velasquez textbook: Chapter 3: Modern Theory (pp. 29-52).

**Week Three, January 25**

**Leadership**

- Velasquez textbook: Chapter 6: Leadership and Decision Making (pp. 91-106).

**Week Four, February 1**

**Planning/ Strategic Planning**

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

**Submit name of library/organization via email by January 30**

**Letter of inquiry to organization by February 7**
Week Five. February 8

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, February 15

Budgeting

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

**Submit interview notes and summary by February 23**

**Peer evaluations due February 5**

Week Seven, February 22

Evaluation and Assessment

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

**Week Eight, March 1**  
**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)

**Strategic plan, Part A due March 7**  
**Peer evaluations due March 9**

**Week Nine, March 8**  
**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]:  

********March 13-17-SPRING BREAK**********

**Week Ten, March 22**  
**Organizational culture**  
• Velasquez textbook: Chapter 7: Organizational Communication (pp. 107-120).  
• Velasquez textbook: Chapter 8: Change Management and Organizational Culture (pp. 121-144).  

**Strategic plan, Part B due March 28**  
**Peer evaluations due March 30**
Week Eleven, March 29

Human Resources

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

**Submit identification of stakeholders by April 4**

Week Twelve, April 5

Human Resources, cont.

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

Week Thirteen, April 12

Professionalism

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

**Marketing presentation due April 18**
**Peer evaluations due April 20**

Week Fourteen, April 19

Facilities and Future Trends

- Velasquez textbook: Chapter 16: Facilities Management (pp. 253-270).
- Velasquez textbook: Chapter 17: Information Technology Management (pp. 271-284).
Week Fifteen, April 26
Future Trends, wrap up (short week – class ends April 28)
- Velasquez textbook: Chapter 20: Future Trends (pp. 323-332).

**Leadership paper due May 2**