University of Kentucky  
School of Library & Information Science (SLIS)  
LIS 603 Management in Library and Information Science  
Spring 2015

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 Sunday and end on Saturday (except for Week One, which runs Wednesday through Saturday). The definitive schedule is on Blackboard; this printed syllabus does not reflect all web materials or changes made after the course starts.

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:


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.

ASSESSMENT & ASSIGNMENTS

Assignments & Grading (total grade = 300 points)

- Tests 20 points (20%)
- Strategic Plan (Part 1, 2, and 3) 45 points (45%)
- Leadership Paper 15 points (15%)
- Participation 20 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 Blackboard.

Leadership Paper: You will watch Gail Kennedy’s interview and read the text of her speech, *A Call to Leadership*, available via Blackboard. You will then write a paper in the context of course
readings and current literature. A detailed description for the assignment is available under Assignments in Blackboard.

**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." (Note: this means at least three posts per week, not two posts for each question each week.) Less participation will lower the grade; frequent, informed participation will raise it. In addition, consistently thoughtful contributions that advance discussion will receive more credit.

**Submission of Course Assignments:** All assignments are due by 11:59 p.m. (Eastern time) on Saturday, 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 the Blackboard environment. Detailed information will become available as the assignment due date nears. All assignments will be turned in and returned to students via Blackboard.

**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.
**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/](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/](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**

**Week Zero (01/14-01/17): Preparation**
- Get textbook, review syllabus, plan for assignments
- No required reading this week

**Week One (01/18-01/24): Introduction to the course**
- Textbook: Chapter 1
Week Two (01/25-01/31): Evolution of management thought and ethics

- Textbook: Chapters 2 and 15

Week Three (02/01-02/07): Strategic planning

- Textbook: Chapter 4
- Review these examples of strategic plans:
  - Seattle Public Library: [http://www.spl.org/about-the-library/strategic-planning](http://www.spl.org/about-the-library/strategic-planning)
  - Colorado Health Information Exchange: [http://www.corhio.org/media/4901/coloradostatehealthinformationexchangestrategicplan.pdf](http://www.corhio.org/media/4901/coloradostatehealthinformationexchangestrategicplan.pdf)

Week Four (02/08-02/14): Facilities

- Textbook: Chapter 5
Week Five (02/15-02/21): Marketing
- Textbook: Chapter 6

Week Six (02/22-02/28): Organizational culture
Note: Strategic Plan Part One due by 11:59 p.m. (Eastern) on Saturday, 02/28
- Textbook: Chapter 7

Week Seven (03/01-03/07): Organizational structure
- Textbook: Chapters 8 and 9

Week Eight (03/08-03/14): Staffing the library
Note: Test 1 must be completed by 11:50 p.m. (Eastern) on Sunday, 03/15
- Textbook: Chapter 10

03/15-03/21: Spring break

Week Nine (03/22-03/28): Human resources
Note: Strategic Plan Part Two due by 11:59 p.m. (Eastern) on Saturday, 03/28
• Textbook: Chapters 11 and 12

Week Ten (03/29-04/04): Evaluation
• Textbook: Chapter 18

Week Eleven (04/05-04/11): Budgets
Note: Strategic Plan Part Three due by 11:59 p.m. (Eastern) on Saturday, 04/11
• Textbook: Chapter 19

Week Twelve (04/12-04/18): Development
• Textbook: Chapter 20

Week Thirteen (04/19-04/25): Leadership
• Textbook: Chapters 13 and 14

Week Fourteen (04/26-05/02): Conclusion
Note: Leadership Paper due by 11:59 p.m. (Eastern) on Saturday, 05/02
Note: Test 2 due by 11:59 p.m. (Eastern) on Sunday, 05/03