Course Syllabus
LI805XO

Management and Information Organizations
Fall Semester 2013

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Primary Phone: (620) 341-5181
Office Hours: Tuesdays 9:30am -2:30pm CT and by appointment.
Online Course Login: https://elearning.emporia.edu
Credit Hours: 3
Meetings: 9/13-14, 11/15-16 & Internet

Important Dates for Fall 2013
8/19 First Day of Class
10/15 Midterm Grades Due
11/27-12/1 Thanksgiving (ESU closed)
12/17 Final Grades Due
8/30 Last Day to Add/Drop
10/25 Last Day to Withdraw
12/6 Last Day of Class
9/2 Labor Day (ESU closed)
11/11 Veteran’s Day (ESU closed)
12/14 Commencement

Program Outcomes

The goal of the SLIM Master of Library Science program is to prepare creative problem solvers who will provide proactive client-centered services in information agencies.
Catalog Description

Students learn the foundations and basic skills necessary for the management of information organizations. Students examine and apply management skills, including planning, organizing, leading, and influencing. (Required) Prerequisite: LI 801 or concurrent enrollment.

Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Demonstrate basic principles of organizational planning to guide operational decisions and effective change
2. Identify the elements of a budget and the principles of sound fiscal management to support organizational goals and decisions
3. Describe the characteristics of an organization’s structure and the relationship between the structure and the organization of staff
4. Demonstrate the basic principles of human resource management and how to apply these to supervise staff in support of organizational goals
5. Define the elements of project management and the principles that support effective group- and team-work
6. Explain the elements of physical facilities management to enhance usability
7. Discuss methods of managing and evaluating relationships with constituents and stakeholders
8. Create a strategic plan
Required Texts


**About StrengthsFinder Access Code**

This book includes an access code that will enable you to take an online "StrengthsFinder 2.0 Assessment." After you complete the test, you will receive a "Strengths Insight and Action-Planning Insight" The related assignment will provide you with instructions at the beginning of the course.

**IMPORTANT INFO ABOUT ACCESS CODE**

Taking the test in this book is a required activity for this course, so you **must** have a valid access code.

If you buy a used book, make sure that access code that comes with the book is still sealed and not already used by the previous owner.

If you prefer to buy an e-book, make sure that you understand how to obtain the access code.
Recommended Readings


## Course Schedule (Subject to Change)

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
<th>Required Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 19 – 25</td>
<td>Welcome and Introduction</td>
<td></td>
</tr>
</tbody>
</table>
*Moran, Stueart, & Morner: Chap 1-2, 13, 21* |
*Moran, Stueart, & Morner: Chap 8-9*     |
*Moran, Stueart, & Morner: Chap 4-5*     |
<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
<th>Required Readings</th>
</tr>
</thead>
</table>
| Sept 13 – 14 | First Face-to-Face Weekend Meeting | - Overview of Management  
- Organizational Structure and Design  
- Organizational Planning and Decision Making  
- Financial Management  
- Managing Teams  
*Moran, Stueart, & Morner: Chap 19* |
*Moran, Stueart, & Morner: Chap 19* |
*Moran, Stueart, & Morner: Chap 17* |
| Sept 30 – Oct 6 | Managerial Strengths        | *StrengthsFinder 2.0: p. 3-30, 37-171.*                                                                                                               |
*Moran, Stueart, & Morner: Chap 7, 16* |
<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
<th>Required Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 4 – 14</td>
<td>Work on Assignment 2.</td>
<td></td>
</tr>
</tbody>
</table>
| Nov 15 – 16   | Second Face-to-Face Weekend Meeting         | • Human Resource Management  
• Leadership and Organizational Culture  
• Strategic Plan Presentations                                                                                                                                                                               |
<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
<th>Required Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Duffy, J. S., Jaggars, D.E. &amp; Smith, S. E. (2008). Getting our priorities in order: Are our service values in line with the communities we serve?</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Moran, Stueart, &amp; Morner: Chap 18</em></td>
</tr>
<tr>
<td>Dec 1 – 6</td>
<td>Wrap – up Discussion</td>
<td></td>
</tr>
</tbody>
</table>

**Course Assignments, Due Dates and Points**  
*Subject to Revision*

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Managerial Strengths Profile</td>
<td>Sept 8</td>
<td>18</td>
</tr>
<tr>
<td>2. Strategic Plan Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part 1 Team Progress Update</td>
<td>Oct 6</td>
<td>50</td>
</tr>
<tr>
<td>Part 2 Strategic Plan Document</td>
<td>Nov 6</td>
<td>5</td>
</tr>
<tr>
<td>Part 3 Strategic Plan Presentation</td>
<td>Nov 13</td>
<td>30</td>
</tr>
<tr>
<td>Part 4 Strategic Plan Team</td>
<td>Nov 16</td>
<td>10</td>
</tr>
<tr>
<td>2. Management Journey Blog</td>
<td>Nov 18</td>
<td>5</td>
</tr>
<tr>
<td>3. Management Journey Blog</td>
<td>As assigned.</td>
<td>18</td>
</tr>
<tr>
<td>4. In-Class Participation</td>
<td>Face-to-Face Weekend Meeting</td>
<td>12</td>
</tr>
<tr>
<td>5. Wrap – up Discussion</td>
<td>Dec 1-6</td>
<td>2</td>
</tr>
</tbody>
</table>
Further information about assignments will be available at the beginning of the course. All assignments must be submitted through Blackboard by 11:59pm your local time on the respective due dates. You will lose one point per day for late submission of your assignment unless prior approval has been granted by the instructor.

**SLIM Grading Scale**

<table>
<thead>
<tr>
<th>96 - 100 A</th>
<th>77 - 79 C+</th>
</tr>
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<tbody>
<tr>
<td>90 - 95 A-</td>
<td>74 - 76 C</td>
</tr>
<tr>
<td>87 - 89 B+</td>
<td>70 - 73 D</td>
</tr>
<tr>
<td>84 - 86 B</td>
<td>0 – 69 F</td>
</tr>
<tr>
<td>80 - 83 B-</td>
<td></td>
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**SLIM Attendance Policy**

Students must attend all face-to-face classes. Class hours for weekend face-to-face meetings are 6pm-9pm on Friday and 9am-5pm on Saturday.

In cases of emergency, go to the following URL for more information:

**SLIM Grade Policy**

All graduate courses required in the university-approved curricula of SLIM’s master’s programs program, certificate programs, academic concentrations, and doctoral program--or their approved substitutions--must be passed with a final grade of B- or better to receive academic credit. If a student does not receive a final grade of B- or better in any or all of SLIM’s required classes, then the student will be given an academic warning and the student will be notified by SLIM administration that he or she must retake that course or those courses.

When a student has been given an academic warning, an administrative hold will be placed on the student’s record to block future enrollment. Before enrollment can be done, the student is required to meet with the student’s academic advisor with the goal of developing an academic improvement plan. The administrative hold can only be released by the student’s academic advisor or by the SLIM dean. The administrative hold will be released once the student completes their next semester course(s) with a B- or above.
If a student has a semester GPA of less than 3.0 for two semesters or has been given an academic warning for two semesters, then the student’s academic progress will be reviewed in light of the academic improvement plan by the student’s program director and the SLIM dean, and a decision will be made regarding whether the student should be academically dismissed from the SLIM’s graduate program.

This SLIM Grade Policy applies to all students in SLIM’s master’s degree programs, certificate programs, doctoral program, and academic concentrations. It will also apply to all those who have passed into MLS or doctoral degree candidacy.

**SLIM Incomplete Grade Policy**

SLIM’s Incomplete Grade Policy upholds the Emporia State University Incomplete Grade Policy (for full policy, go to: http://www.emporia.edu/grad/docs/policyhandbook2.pdf).

SLIM’s Incomplete Grade Policy further stipulates that an incomplete request will not be considered approved without an Incomplete Request Form having been submitted by the instructor and approved by the SLIM dean within two weeks after the issuance of the incomplete. If the incomplete grade is being requested for reasons of health, then documentation must be submitted to the SLIM dean’s office before the final grade change is made.

If a SLIM student’s request for a single incomplete grade is approved by the instructor and dean, then the student will be limited to enrolling in six credit hours in the immediately succeeding semester. If a SLIM student requests more than one incomplete grade to be issued at the conclusion of a semester, then an administrative hold will be placed on the student’s record to block future enrollment until all incomplete grades are finished and the final grade changes have been submitted by the instructor(s), signed by the SLIM dean, and accepted by the ESU Registrar’s Office.

**Faculty-Initiated Student Withdrawal Procedure**

Students should be aware that your instructor follows the university’s policy of faculty-initiated student withdrawal. It reads as follows: “If a student’s absences from class or disruptive behavior become detrimental to the student’s progress or that of other students in the class, the faculty member shall attempt to contact the student in writing about withdrawing from the class and shall seek the aid of the office of Vice President of Student Affairs to help insure contacting the Student. The Office of the Vice President of Student Affairs shall provide the student information about the existing appeals procedures. Upon receiving a written report from the faculty member, the Vice President of Student Affairs may initiate a student withdrawal from the class. None of the above implies or states that faculty members are required to initiate the student withdrawals for excessive absence. [Policy and Procedures Manual 43.11]
Academic Dishonesty

At Emporia State University, academic dishonesty is a basis for disciplinary action. Academic dishonesty includes but is not limited to activities such as cheating and plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the source or sources.)

The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question and may refer the case to other academic personnel for further action. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university.

Disabilities Policy

Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, the Office of Disability Services, and the professor will be strictly confidential.

Contact information for the Office of Disability Services:

Office of Disability Services
211 S Morse Hall
Emporia State University
1200 Commercial Street / Box 23
Emporia, KS 66801
Phone: 620/341-6637
TTY: 620/341-6646
Email: disabser@emporia.edu