Course Syllabus
LI805XC

Management and Information Organizations

Spring Semester 2014

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Online Course Login: canvas.emporia.edu
Credit Hours: 3
Meetings: 2/28 – 3/1 & 4/4 – 4/5

Important Dates for Spring 2014

1/22 First Day of Class
4/9 Last Day to Withdraw
5/20 Final Grades Due
2/4 Last Day to Add/Drop
5/9 Last Day of Class
3/25 Midterm Grades Due
5/17 Commencement

Program Goal

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.** (Approved 2/8/12)

Course Learning Outcomes

<table>
<thead>
<tr>
<th>By the end of the semester, students will be able to:</th>
<th>Related class assignment(s)</th>
<th>MLS Program Outcomes / Professional Values</th>
<th>ALA Core Competence(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrate basic principles of organizational planning to guide operational decisions and effective change</td>
<td>3, 5, 7</td>
<td>PO8 PV1,2</td>
<td>8A</td>
</tr>
<tr>
<td>2. Identify the elements of a budget and the principles of sound fiscal management to support organizational goals and decisions.</td>
<td>6, 7</td>
<td>PO8</td>
<td>8A, 8C</td>
</tr>
<tr>
<td>3. Describe the characteristics of an organization’s structure and the relationship between the structure and the organization of staff</td>
<td>3, 4</td>
<td>PO8</td>
<td>8A, 8C</td>
</tr>
<tr>
<td>4. Demonstrate the basic principles of human resource management and how to apply these to supervise staff in support of organizational goals</td>
<td>4, 7</td>
<td>PO8 PV1,2</td>
<td>8B</td>
</tr>
<tr>
<td>5. Define the elements of project management and the principles that support effective group – and team-work.</td>
<td>5, 7</td>
<td>PO8 PV1,2</td>
<td>8D</td>
</tr>
<tr>
<td>6. Explain the elements of physical facilities management to enhance usability.</td>
<td>6, 7</td>
<td>PO8</td>
<td>8A, 8C</td>
</tr>
<tr>
<td>7. Discuss methods of managing and evaluating relationships with constituents and stakeholders</td>
<td>3, 4</td>
<td>PO8 PV1,2,3,4</td>
<td>8D</td>
</tr>
<tr>
<td>8. Create a strategic plan</td>
<td>2, 3, 7</td>
<td>PO8 PV1,2,3,4</td>
<td>8A, 8C, 8E</td>
</tr>
</tbody>
</table>

Approved 2/22/12
Required Readings


  - This is available used through Amazon or in most online book stores

- Required articles will be available in Canvas.
  - Bibliography of articles located below

Learning Activities

This course requires you to select an organization that you are familiar with to use as a case study for the strategic planning assignment. Preferably, this will be a library or information center. If this is not possible, you are free to choose any organization with which you are familiar. Instructor will provide additional instructions in Canvas for selecting an appropriate case study.

Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date*</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Quiz 1 – Introduction</td>
<td>02/07 – 02/16</td>
<td>25</td>
</tr>
<tr>
<td>2. Quiz 2 -- Planning</td>
<td>02/28 – 03/09</td>
<td>25</td>
</tr>
<tr>
<td>3. Organizational Assessment Assignment</td>
<td>03/10</td>
<td>200</td>
</tr>
<tr>
<td>4. Strategic Planning Assignment: Part 1</td>
<td>03/30</td>
<td>150</td>
</tr>
<tr>
<td>5. Quiz 3 – Organizing</td>
<td>03/28 – 04/06</td>
<td>25</td>
</tr>
<tr>
<td>6. Management Paper</td>
<td>04/20</td>
<td>200</td>
</tr>
<tr>
<td>7. Quiz 4 – Leading &amp; Controlling</td>
<td>04/28 – 05/04</td>
<td>25</td>
</tr>
<tr>
<td>8. Strategic Planning Assignment: Part 2</td>
<td>05/11</td>
<td>250</td>
</tr>
<tr>
<td>9. Online Participation</td>
<td>05/11</td>
<td>100</td>
</tr>
</tbody>
</table>

Total: 1000

*All Due Dates are in Central Standard Time
## Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Module</th>
<th>Module Topics</th>
<th>Required Readings</th>
</tr>
</thead>
</table>
| Jan 22 – 26  | Module 1: *Introduction to Management & Information Organizations*    | • Introduction to Management  
• History of Management                                                        | • Moran: *Intro & Ch. 1*  
• Daft: *Ch. 1 -2, pp. 62 – 74*                                                 |
| Jan 27 – Feb 2 |                                                                        |                                                                               | • Mintzberg (1975)  
• Marcum (2009)  
• Ross (1989)                                                             |
| Feb 3 – 9    | Module 2: *Planning in Information Organizations*                     | • Managerial Planning  
• Environmental Assessment                                                       | • Moran: *Ch. 3 - 6*  
• Daft: *Ch. 7*                                                                 |
| Feb 10 – 16  |                                                                        |                                                                               | • Singh (2013)  
• Germano (2012)                                                             |
| Feb 17 – 23  |                                                                        |                                                                               |                                                        |
| Feb 24 – Mar 2* | Module 3: *Organizing Tasks within Information Organizations*        | • Organizational Structures & Contingencies  
• Strategic Human Resource Mgmt  
• Motivation                                                                      | • Moran: *Ch. 7 –12*  
• Daft: *Ch. 15*                                                               |
| Mar 3 – 9    |                                                                        |                                                                               | • Chapman (2009)  
• Wagner (2010)  
• Kirk (2004)  
• Kieserman (2008)                                                          |
| Mar 10 – 16  | *First Weekend Class: 2/28 – 3/1*                                      |                                                                               |                                                        |
| Mar 17 – 23  |                                                                        |                                                                               |                                                        |
| Mar 24 – 30  |                                                                        |                                                                               |                                                        |
| Mar 31 – Apr 6* | Module 4: *Leading & Controlling Information Organizations*      | • Process Improvement & Workflow Mapping  
• Leading  
• Decision Making                                                            | • Moran: *Ch. 18 –19*  
• Daft: *Ch. 14*                                                               |
| Apr 7 – 13   |                                                                        |                                                                               | • Alexander (2005)  
• McMenny (2008)  
• Reid (2011)  
• Linn (2007)  
• Bowlby (2011)                                                              |
| Apr 14 – 20  | *Second Weekend Class: 4/4 – 4/5*                                      |                                                                               |                                                        |
| Apr 21 – 27  |                                                                        |                                                                               |                                                        |
| Apr 28 – May 4 | Module 4: *Course Conclusion*                                          |                                                                               | • Moran: *Ch. 21*  
• Duffy (2008)                                                                |
| May 5 – 11   |                                                                        |                                                                               |                                                        |
Bibliography


Grading Criteria

These criteria should identify all the elements required and the degree of achievement necessary for each assignment.

SLIM Grading Scale

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

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 http://www.emporia.edu.slim/about/policies.html 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 his or her 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 also applies 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/regist/trnsept/grades.html](http://www.emporia.edu/regist/trnsept/grades.html)).

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.

**Course Evaluations**

SLIM uses the IDEA evaluation instrument to gather feedback from students on the effectiveness of each course. The data gathered is shared with instructors in aggregated form, and is used for both course and teaching improvement. Evaluation surveys are made available to students toward the end of each semester, and periodic email reminders are sent to encourage participation. The surveys are administered by The IDEA Center and student responses are anonymous (unless students share any identifying information in their comments). Instructors do not have access to individual student surveys at any time, and only receive aggregated data at least two weeks after final grades are submitted.

**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
106 Plumb Hall
Emporia State University
1200 Commercial Street / Box 23
Emporia, KS 66801
Phone: 620/341-6637
TTY: 620/341-6646
Email: disabser@emporia.edu