

**School of Informatics and Computing
Indiana University – Bloomington
Department of Information and Library Science**

**Z551 –Management for Information Professionals
Summer 2015**

Instructor: Madelyn Sanfilippo

Day and Time: Mondays & Wednesdays, 9:30-12:30

Location: LI 001

Contact Information: mhomuth@indiana.edu

Office: LI034

Office Hours: Mondays 1:00-3:00 and by appointment

Introduction and Purpose:

This course is an introduction to management for information professionals, emphasizing general management concepts in the context of project management for librarians and other information professionals. The course introduces topics such as teamwork, communication, leadership, motivation, planning and decision-making, budgeting, organizing and human resources, as well as ethics and diversity.

Course Objectives:

- To develop understanding of management functions and the manager's role.
- To gain understanding of the interdependencies of organizations, managers, and employees, in today's turbulent and global environment.
- To practice teamwork as a required skill for professionals in the workplace.
- To develop student's attitude, philosophy and skills of management.
- To develop student's oral and written communication skills.

Assignments:

Grades for this course will be based on a combination of written assignments, presentations, and participation during sessions.

Assignment	Portion of Final Grade	Due Date
Attendance; In-class and OnCourse Participation	25%	Ongoing basis
Case Study	20%	May 20, 2015
Project Management: Group Presentation	15%	June 3, 2015
Project Management: Group Report	15%	June 3, 2015
Final Paper	25%	June 17, 2015

Reading, attendance and participation:

Attendance is very important and will affect grades in this course. Students must notify the instructor in advance, if they are unable to attend a session. One absence will not negatively impact a student's final grade, however multiple absences will be noted in participation grades. Students are also expected to contribute to the discussion during sessions. Each student will also be expected to submit comments and questions before each class session through OnCourse.

A Case Study will be handed out with detailed guidelines for analysis. Students should follow the guidelines and support your solution with relevant references. The written analysis will follow the APA citation style and will be no longer than 4 pages (double-space, 12pt font size).

A Group assignment will be handed out with detailed instructions. Each group will work on a project management scenario of their choice. This assignment will require students to prepare documentation associated with long-term project planning, including executive summaries, budgets, timelines, project descriptions, and a formal project report. In addition to the written documents submitted, each group will conduct a 10-15 minute presentation in class, submitting all presentation materials. The written report can be as long as necessary and should follow APA citation style. Projects must be justified with relevant sources.

A written paper is due during the last class session. Each student will choose a management topic that is of interest to them. Original synthesis of the literature on the topic will be graded. Written approval is necessary if you have written or plan to write about the same topic to fulfill a course requirement in another class. The paper should be no longer than 5 pages (double-space, 12pt font size), using APA citation style. A formal presentation (10 minutes) of the paper will be scheduled during one of the last two class sessions; all presentation materials will be submitted.

NOTE: All assignments are due at the beginning of class. However, assignments may be submitted in advance if absences are planned for a due date. Final grades will be reduced when you miss an assignment (a presentation or a written assignment) by the weight of the assignment that you missed. The following will result in the lowering of your grade for a specific assignment by half a letter grade: 1) Late assignments (half a letter grade per day, including weekends); 2) Using a citation style other than APA; 3) Exceeding page limit when specified.

Honor Code:

"Individual rights are best protected by a collective commitment to mutual respect. We have a social contract with each other. Without this contract and without these obligations and responsibilities, personal rights are jeopardized. Our responsibilities and obligations to one another preserve our individual rights and freedoms and promote our collective values. For these reasons, this Code was created with an expectation that each student will commit to carrying out the following responsibilities:

1. To be ethical in his or her academic work.
2. To take responsibility for what he or she says and does.
3. To behave in a manner that is respectful of the dignity of others, treating others with civility and understanding.

4. To use University resources and facilities in appropriate ways that respect the rights of other users.

To facilitate meeting these responsibilities, every student is expected to be familiar with the contents of this Code." (The full Code of Student Rights, Responsibilities, and Conduct is available at: <http://dsa.indiana.edu/Code/>)

Textbook:

Evans, G. E., & Alire, C. A. (2013). *Management basics for information professionals*. American Library Association.

Course Schedule & Reading Assignments:

Tuesday	Class Topic and Reading Assignments	Due
W - May 13	<p>Foundations of Management; Learning Organizations</p> <p>Evans, G. E., & Alire, C. A. (2013). <i>Management basics for information professionals</i>. American Library Association. Chapters 1 & 21</p> <p>Mintzberg, H. (1975). The manager's job: Folklore and fact. <i>Harvard Business Review</i>, 53 (4), 49-6.</p> <p>Örtenblad, A., Fan, Z., Peng, C., Li, B., Li, Z., Cong, X., & Zhou, J. (2013). Chapter 3: Putting the learning organization into context: contributions from previous works. <i>Handbook of Research on the Learning Organization: Adaptation and Context</i>, 35.</p>	
M – May 18	<p>The Environment, Organizational Culture, and Ethics</p> <p>Evans, G. E., & Alire, C. A. (2013). <i>Management basics for information professionals</i>. American Library Association. Chapters 2, 3, & 20</p> <p>Paeth, S. R. (2013). The responsibility to lie and the obligation to report: Bonhoeffer's "What does it mean to tell the truth?" and the ethics of whistleblowing. <i>Journal of Business Ethics</i>, 112, 559-566.</p> <p>Schein E. (1992). Defining organizational culture. In: <i>Organizational culture and leadership</i>, 2nd Ed. San Francisco, CA: Jossey-Bass. p. 3-27.</p>	
W – May 20	<p>Teamwork; Financial Control</p> <p>Bourdeau, S., & Barki, H. (2013). Toward a Typological Theory of Information System Project Team Management Styles. In <i>8th Pre-ICIS International Research Workshop on Information Technology</i></p>	Case Study

	<p><i>Project Management (IRWITPM 2013)</i> (p. 125).</p> <p>Evans, G. E., & Alire, C. A. (2013). <i>Management basics for information professionals</i>. American Library Association. Chapters 14 & 17</p> <p>Group Workshop</p>	
M – May 25	Memorial Day – No Class	
W – May 27	<p>Project Management</p> <p>Evans, G. E., & Alire, C. A. (2013). <i>Management basics for information professionals</i>. American Library Association. Chapter 4</p> <p>Feeney, M., & Sult, L. (2011). Project Management in Practice: Implementing a Process to Ensure Accountability and Success. <i>Journal Of Library Administration</i>, 51(7/8), 744-763. doi:10.1080/01930826.2011.601273</p> <p>Kerzner, H. R. (2013). <i>Project management: a systems approach to planning, scheduling, and controlling</i>. John Wiley & Sons. Chapter 1</p> <p>Group Workshop</p>	
M – June 1	<p>Conflict Management and Negotiation; Communication</p> <p>Buell, B. (2007). Negotiation strategy: Seven common pitfalls to avoid. <i>Insights by Stanford Business</i>.</p> <p>Evans, G. E., & Alire, C. A. (2013). <i>Management basics for information professionals</i>. American Library Association. Chapter 8</p> <p>Gabarro, J.J., & Kotter, J.P. (2005). Managing your boss. <i>Harvard Business Review</i>, 83 (1), 92-99.</p> <p>Rahim, M. A. (2015). <i>Managing conflict in organizations</i>. Transaction Publishers. Chapters 2 & 11</p> <p>Group Workshop</p>	
W – June 3	Group Presentations	Group Assignment
M – June 8	<p>Leadership; Motivation</p> <p>Evans, G. E., & Alire, C. A. (2013). <i>Management basics for information professionals</i>. American Library Association. Chapters 12 & 13</p>	

	<p>Goffee, R., & Jones, G. (2000). Why should anyone be led by you? <i>Harvard Business Review</i>, 78(5), 62-70.</p> <p>Kotter, J.P. (1990). What leaders really do. <i>Harvard Business Review</i>, 68(3), 103-111. Reprinted in Dec. 2001 in <i>Harvard Business Review</i>, 79(11), 85-90.</p> <p>Maslow, A. H. (1943). A theory of human motivation. <i>Psychological Review</i>, 50, 370-396.</p>	
W – June 10	<p>Managerial Decision Making</p> <p>Evans, G. E., & Alire, C. A. (2013). <i>Management basics for information professionals</i>. American Library Association. Chapter 7</p> <p>Chen, Z., & Lawson, R.B. (1996). Groupthink: Deciding with the leader and the devil. <i>Psychological Record</i>, 46(4), 581-590.</p>	
M – June 15	<p>Strategic Planning; Time Management</p> <p>Byrne, U. (2008). If you want something done, ask a busy person. <i>Business Information Review</i>, 25(3), 190-196.</p> <p>Evans, G. E., & Alire, C. A. (2013). <i>Management basics for information professionals</i>. American Library Association. Chapters 4 & 6</p> <p>O'Connor, S. & Au, L. (2009). Steering a future through scenarios: Into the academic library of the future. <i>The Journal of Academic Librarianship</i>, 35(1), 57-64.</p> <p>Oncken, W., & Wass, D. (1999). Management time: Who's got the monkey? <i>Harvard Business Review</i>, 77(6), 178-187.</p>	
W – June 17	<p>Human Resources Management; Diversity</p> <p>Evans, G. E., & Alire, C. A. (2013). <i>Management basics for information professionals</i>. American Library Association. Chapters 15 & 16</p> <p>Howze, P.C. (2008). Search committee effectiveness in determining a finalist pool: A case study. <i>Journal of academic Librarianship</i>, 34(4), 340-353.</p> <p>Gedeon, J.A., & Rubin, R.E. (1999). Attribution theory and academic library performance evaluation. <i>Journal of Academic Librarianship</i>, 25(1), 18-25.</p>	Paper

	<p>Record, A., & Green, R. (2008). Examining gender issues and trends in library management from the male perspective. <i>Library Administration & Management</i>, 2(4), 193-198.</p> <p>Tannen, D. (1995). The power of talk: Who gets heard and why. <i>Harvard Business Review</i>, 73(5), 138-148.</p>	
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