



FLORIDA STATE UNIVERSITY
COLLEGE OF COMMUNICATION & INFORMATION
School of Information

LIS 5408 – MANAGEMENT OF INFORMATION ORGANIZATIONS

SECTION(S)

TERM 20XX, COURSE MEETING DAY/TIME, COURSE MEETING LOCATION

MODE OF INSTRUCTION:

Instructor:

Email:

Office:

Phone:

Course Location/Website:

Office Hours (in office, online or via phone):

Teaching Assistant:

Email:

COURSE DESCRIPTION

This is an introductory course in management of information organizations within a variety of organizational contexts. It is designed to develop a conceptual framework for integrating fundamental management concepts, principles, policies, theories, and practices into an effective personal management process that relates to information organizations of the 21st century. In addition, students acquire strategies for developing cohesive, productive management teams through experiential learning.

COURSE OBJECTIVES:

At the end of the course, the student will be able to:

1. Recognize the characteristics of a well-functioning 21st century information organization;
2. Employ appropriate management theories in the planning, practice and evaluation of management within information organizations;
3. Demonstrate the relevance of the Information Provision Environment (IPE) to the resolution of information organization challenges;
4. Analyze information organization challenges, propose solutions and succinctly explain the reasoning behind proposed solutions;

5. Determine what constitutes appropriate outcome variables for an information organization;
6. Translate government legislation and professional ethics into appropriate organizational policies;
7. Design an advocacy strategy for a specific information organization;
8. Create a strategic plan for a specific information organization;
9. Practice strategies that result in cohesive, productive management teams;
10. Evaluate various approaches to team participation and management, including the communication of information within group settings;
11. Consider the importance of management to all persons working within, and serviced by, an information organization;
12. Establish methods to stay abreast of current developments in management within the information professions.

COURSE MATERIALS

Required Text:

Evans, G Edward & Camila Alire. (2013). ***Management Basics for Information Professionals, 3rd edition***. London: Facet Publishing. ISBN-10: 185604954X ISBN-13: 978-1856049542

COURSE ASSIGNMENTS AND EVALUATION:

The majority of your assignments will be team-based. Your instructor will assign you to a team after you indicate your preference for an information organization type.

GRADE CALCULATION:

The course is worth a total of **1000 points** as follows:

1. Diversity Case Study **Paper*** (50pts) – with **Discussion Board Postings** (50pts)
2. Ethics Case Study **Paper*** (50pts) – with **Discussion Board Postings** (50pts)
3. Digital Divide Advocacy Strategy PowerPoint **Presentation*** (50pts)
4. Digital Divide Advocacy Strategy – Team Presentations **Evaluation**** (50pts)
5. Strategic Plan **Project*** (300pts)
6. Strategic Plan PowerPoint **Presentation*** (50pts)
7. Strategic Plan – Team Presentations **Evaluation**** (50pts)
8. Team Peer/Self Strategic Plan Participation **Evaluation**** (100pts)
9. Reflection Journal **Paper** (200pts)

***Note:** These activities are team-based. Lack of participation in any team assignment by an individual will result in a deduction in points for that individual.

****Note:** You will be provided a template for evaluating your classmates' team presentations, as well as a template for evaluation your and your teammates' strategic plan project participation.

GRADING SCALE:

A	930-1000
A-	900-929
B+	870-899
B	830-869
B-	800-829
C+	770-799
C	730-769
C-	700-729
D+	670-699
D	630-669
D-	600-629
F	599

COURSE SCHEDULE:

WEEK	TOPICS TO BE COVERED
1	Introduction to LIS5408: Management of Information Organizations
2	Information Organizations
3	Management Theories and Concepts
4	Diversity
5	Communication
6	Ethics
7	Decision Making
8	Advocacy
9	Performance Measurement
10	Planning Process
11	Marketing
12	Human and Technology
13	Financial
14	Strategic Plan Presentations
15	Debrief Strategic Plan Experience

COPYRIGHT STATEMENT:

Some of the materials in this course are possibly copyrighted. They are intended for use only by

students registered and enrolled in this course and only for instructional activities associated with, and for the duration of, the course. They may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the *Technology, Education, And Copyright Harmonization* (TEACH) Act (refer to the 3/7/2001 TEACH Act at www.copyright.gov/legislation/archive/).

SEXUAL HARRASSMENT POLICY:

It is the policy of the University that its employees and students neither commit nor condone sexual harassment in any form.

http://registrar.fsu.edu/bulletin/grad/info/university_notices.htm

SCHOOL OF INFORMATION HARDWARE AND SOFTWARE REQUIREMENTS:

A list of all hardware and software requirements for students participating in the School of Information courses can be found at the following location:

<http://ischool.cci.fsu.edu/academics/online/requirements/>

STUDENT ELIGIBILITY FOR AN INCOMPLETE GRADE:

Incomplete (“I”) grades will not be assigned, except in the case of exceptional unforeseen circumstances that occur within the last three weeks of the semester and your work has otherwise been satisfactory (C average).

University Attendance Policy:

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

Academic Honor Policy:

The Florida State University Academic Honor Policy outlines the University’s expectations for the integrity of students’ academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to “. . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University.” (Florida State University Academic Honor Policy, found at <http://fda.fsu.edu/Academics/Academic-Honor-Policy>.)

Americans With Disabilities Act:

Students with disabilities needing academic accommodation should:

- (1) register with and provide documentation to the Student Disability Resource Center; and
- (2) bring a letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class.

This syllabus and other class materials are available in alternative format upon request.

For more information about services available to FSU students with disabilities, contact the:

Student Disability Resource Center
874 Traditions Way
108 Student Services Building
Florida State University
Tallahassee, FL 32306-4167
(850) 644-9566 (voice)
(850) 644-8504 (TDD)
sdrc@admin.fsu.edu
<http://www.disabilitycenter.fsu.edu/>

Free Tutoring from FSU

On-campus tutoring and writing assistance is available for many courses at Florida State University. For more information, visit the Academic Center for Excellence (ACE) Tutoring Services' comprehensive list of on-campus tutoring options - see <http://ace.fsu.edu/tutoring> or contact tutor@fsu.edu. High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

Syllabus Change Policy

"Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice."