University of Maryland
College of Information Studies

Achieving Organizational Excellence

LBSC 631 ML 01
Spring 2020

Course Syllabus

Ms. Janice Young, MLS, M.Ed.
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Office hours: by appointment
Chemistry-Biochemistry Bldg. 091, in room CHM 1228
Thursday. 6:00-8:45 pm

Introduction

Welcome to LBSC 631, Achieving Organizational Excellence! This course is designed to introduce the principles, practices and techniques of leadership and management as they apply to information-based cultural institutions.

Please read the entire syllabus at the beginning of the course. It provides a roadmap for how the course is organized and how it will proceed. It will also help you plan your work during the course, e.g., about weekly assignments.

Academic Integrity. The University of Maryland’s Code of Academic Integrity sets standards for academic integrity for all undergraduate and graduate students. The Code prohibits students from cheating on exams, plagiarizing, submitting fraudulent documents, forging signatures, submitting the same paper for credit in two courses without authorization, and buying papers. It is very important for you to be aware of the consequences of academic dishonesty. Activities and instances of any suspected academic dishonesty will be reported and handled according to University policy and procedures. To learn more about the Code, visit http://www.shc.umd.edu.

Plagiarism. Is a concern in the networked digital environment. Students must write their essays and assignments in their own words. Whenever student take an idea or a passage of text directly from another author, they must acknowledge their source both by using quotation marks where appropriate and by proper referencing using footnotes or citations. To learn more about what to cite, how to cite and other citation sources, visit the UM Libraries Research Guide at: http://lib.guides.umd.edu/citation.

Accommodations. To receive reasonable accommodations, contact with the Accessibility and Disability Service (ADS) office (301-314-7682) to schedule an in-person registration interview. Receiving an accommodation or service is based on the nature of the dis/ability. To learn more
about the accommodations and services available through ADS, please visit this link: https://www.counseling.umd.edu/ads/start/accomservices/

How to contact the instructor? If you have questions about the course or assignments, contact me by sending an email to jyoung2988@aol.com or jyoung33@g.umd.edu.

COURSE REQUIREMENTS

Classroom. This course meets once a week on Thursday 6:00 pm – 8:45 pm in the Chemistry-Biochemistry Bldg. 091, in room CHM 1228.


Additionally, other required course reading materials will include journal article readings. Nearly all the required journal article readings are accessible through the University Libraries at http://www.lib.umd.ed. Articles are available online and can be accessed via the University Library’s databases portal at http://lib.umd.edu/#databases.

Attendance. Students are expected to attend classes and actively participate in discussions sharing their own experiences and integrating information from lectures and assigned readings. Students will also participate in small teams, and each team member will play an active role. Each student will lead one or two class discussions of an assigned reading.

It is essential that every student participates in the discussions of course materials. Participation means active involvement in class discussions. Students read the assigned readings for each week prior to the class meeting for that week.

Deadlines. Please make every effort to turn in all assignment on time. If there is an extenuating circumstance that prevent you from doing so, missing the deadline, please contact me.

GRADES and ASSIGNMENTS

Grades. A letter grade for each segment of student performance, and for the course, will be assigned with University and iSchool grading scale:

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<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>98-100</td>
<td>A+</td>
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<tr>
<td>93-97</td>
<td>A</td>
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<tr>
<td>90-92</td>
<td>A-</td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
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Submitting assignments. All written assignments are due at the beginning of class on the date indicated in the syllabus. Please submit all written assignments in Word if possible.

Grading. Grades will be based on class participation and four written essay assignments. All written materials for the course should be double spaced, using 12-point Times New Roman font. Page margins should be 1 inch on the top, bottom, right and left. All citations in the paper and in the references, section must conform to the most recent APA style manual guidelines. Pages should be numbered, and format should be consistent.

Extensions Timeliness is extremely important in graduate work, and extensions will only be available during personal emergencies. Students who need to request an extension should discuss the matter in advance with the professor. If an extension is granted, the work must be submitted within the extension period to avoid grade penalties. Unexcused delays in submission of the paper will result in a deduction of half of a letter grade for each day the paper is late.

Classroom participation (20% of your final grade). This course is a discussion-based course. You are expected to read all the assignments, to think through the issues they raise, and to articulate your thoughts on the materials. Attendance will be taken every week, with absences being excused in cases of illness, religious observances, and other reasons in line with university policies, or if the university is closed due to inclement weather. In order to receive an excused absence, the instructor should be notified in advance of the class meeting.

Four written essays 5-8 pages double spaced. (80% of your final grade). The essays should work in references to the unit’s readings and other course material as appropriate. But they should convey your analysis and reflections based on the readings and your own insights, observations and experience. The essays must relate to leadership, management, or administration of libraries or related programs on a topic that interests you. The essays need to be precise enough that you can carry out the research in the time available during the semester.
The paper may cover a topic that is related to your own work situation or career interests, i.e., a problem you are facing or expect to face, some aspect of management effectiveness, or some model practices or techniques.

The essays must be adequately researched, based primarily on sources beyond those that we are using in the course, well organized, clearly written, carefully proofread, present a clear thesis or argument, include appropriate footnotes in proper form, and include a bibliography that notes sources consulted.

UNIT ASSIGNMENTS

Week 1: January 30th

Start with hello! We will begin with verbal introduction and writing a short one page or less mini biography with information that you are willing to share with your colleagues in class. Please list your name, current position, career goals, interests, organizational management issues and challenges that most interest you, and any other information that you are comfortable to share.

Week 2: February 6th

Lecture


Week 3: February 13th

Lecture


Week 4: February 20th

Lecture

Readings: Chapter 4 – Leadership, Management Basics for Information Professionals 4th ed.

Week 5: February 27th

Lecture

Assignment: Essay #1 due date

Week 6: March 5th

Lecture

Readings: Chapter 6 – Accountability, Authority, Power, and Delegation; Management Basics for Information Professionals 4th ed.

Week 7: March 12th

Lecture

Readings: Chapters 7 and 8 – Vision, Mission, and Planning and Assessment, Quality Control, and Operations; Management Basics for Information Professionals 4th ed.

Week 8: March 19th

Spring Break

Week 9: March 26th

Lecture


Assignment: Essay #2 due date

Week 10: April 2nd

Lecture

Readings: Chapter 11 – Communication; Management Basics for Information Professionals 4th ed.

Week 11: April 9th

Lecture

Readings: Chapters 12 and 22 – Advocacy and Marketing and Creating Your Career; Management Basics for Information Professionals 4th ed.

Week 12: April 16th

Lecture
Readings: Chapters 13 and 14 – Staffing and Enhancing Performance; *Management Basics for Information Professionals* 4th ed.

**Week 13: April 23rd**

Lecture

Readings: Chapters 15 and 16 – Managing Diversity and Motivating Staff; *Management Basics for Information Professionals* 4th ed.

**Assignment:** Essay #3 due date

**Week 14: April 30th**

Lecture


**Week 15: May 7th**

Lecture

Readings: Chapters 19 and 20 – Managing Money and Managing Technology; *Management Basics for Information Professionals* 4th ed.

**Assignment:** Essay #4 due date