LIS 504: Leadership and Management Principles for Library and Information Services

Course Outline

Winter 2018

Instructor
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Office Hours: By appointment

Calendar Description
An introduction to principles and practices of leadership and management in the professional lives of librarians, archivists and other information services practitioners. Required course.

Objectives
Upon completion of the course, a student should be able to undertake introductory management responsibilities that might occur early in a professional career. The student will have an understanding of the context of management in different organizational environment.

Student learning objectives for this class are:
- Students will demonstrate comprehension of management concepts and theories by connecting them to experiences through stories, discussion, seminar presentations, and/or case studies.
- Drawing on the components of managerial roles and responsibilities, students will demonstrate an understanding of these aspects through stories, discussion, and/or case studies.
- By identifying and assessing human resource issues, students will demonstrate an understanding of these issues through case studies, discussion, and seminar presentations.

Content
Introduction to organizational and management theories and concepts including historical background, planning, finance, marketing, human resources, and change management.

Methods
The course will be delivered via assigned readings, power point slides, (guest) lectures, handouts, in-class and online discussions and group work, quiz, etc.

Course Relationships
Pre-requisites: LIS 501, LIS 502, LIS 503

Inclusive Language & Equity
The Faculty of Education is committed to providing an environment of equality and respect for all people within the university community, and to educating faculty, staff and students in developing teaching and learning contexts that are welcoming to all. The Faculty recommends that students and staff use inclusive language to create a classroom atmosphere in which students’ experiences and views are treated with equal respect and value in relation to their gender, racial background, sexual orientation, and ethnic backgrounds. Students who require accommodations in this course due to a disability affecting mobility, vision, hearing, learning, or mental or physical health are advised to discuss their needs with Specialized Support and Disability Services.

**Academic Integrity**

The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at http://www.governance.ualberta.ca/CodesofConductandResidenceCommunityStandards/CodeofStudentBehaviour.aspx) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.

**Recommended Texts / Readings**

There is no required text book for this class. The course has weekly readings. Please see the weekly schedule for the reading list and the articles included in the reading list are available online.

Please see the weekly schedule for specific instructions on number of articles that you will be reading each week. In addition, if required, additional readings/resources or handouts will be given in the class or posted on the course website (e.g., guest speaker material). Students are requested to check course website including announcements on course webpage and email regularly for any update.

**Grading Policy**

Grades reflect professional judgements of student achievement made by instructors. These judgements are based on a combination of absolute achievement and relative performance in class. The instructor should mark in terms of raw scores, rank the assignments in order of merit, and with due attention to the verbal descriptions of the various grades, assign an appropriate final letter grade. Also available on SLIS website:

**Recording Lectures**

Recording is permitted only with the prior written consent of the instructor or if recording is part of an approved accommodation plan.

**Assignments**

See the document titled “Assignments” for a description of the assignments and their value.