

VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE
MLIS 7200 MANAGEMENT OF INFORMATION CENTERS
3 SEMESTER HOURS CREDIT

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| Instructor: | Dr. Eileen McElrath |
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Course Description: An introduction to the functions of management and management's underlying theoretical concepts. The course is designed to provide an overview of the history of management, an introduction to management theory, an introduction to the functions of management including planning, leading, organizing, staffing, controlling, and budgeting, human resources issues, and an understanding of management as a system involving all staff.

Course Objectives: The student should be able to:

- Demonstrate an understanding of the underlying theoretical concepts of management by a written and oral presentation of one theoretical concept.
- Demonstrate familiarity with the functions of management by reading relevant literature and by submitting a written and oral presentation of a management function.
- Develop skills in applying management tools and techniques using practical, individual and group experiences in using management functions in simulated organizational settings.
- Demonstrate familiarity with the history and literature of management
- Develop an understanding of management as a system involving all staff
- Experience working in self-managed teams

Course Prerequisite: None

Format: This course is a weekend intensive course that meets for four weekends. Lectures, discussions, videos, presentations, guest speakers, individual and group work may be used in the course.

Attendance Policy:

MLIS 7200 is a weekend intensive course that meets four weekends in the semester. It is vital that each student attends each session. Because of the nature of the weekend intensive format, it is important that each student develop the self-discipline to define regular blocks of times to devote to the course work. It is crucial that each student stay on schedule with the readings, assignments, and discussions.

Course Requirements:

- Reading the literature of management (article evaluations)
- Written and oral presentations of management theories
- Written and oral presentations of a function of management
- Case studies to be completed individually
- Case Studies to be completed by groups
- Discussions of topics in management
- Comprehensive final exam

Texts, Required:

Evans, G. Edward, Patricia Layzell Ward and Bendik Rugaas. *Management Basics for Information Professionals*. New York: Neal-Schuman Publishers, Inc. 2000.
ISBN 1-55570-370-4

Articles to be identified.

Textbooks are available for purchase from the VSU Bookstore by shopping on their web site: www.vsubookstore.com or you may call the Bookstore at (229) 333-5666 or (800) 618-1878. Students are responsible for ordering textbooks.

Academic Dishonesty

“Valdosta State University expects that graduate students will pursue their academic endeavors and conduct themselves in a professional and ethical manner. All work that a student presents to satisfy course requirements should represent his or her own efforts, including appropriate use and acknowledgement of external sources. Specific regulations related to student conduct and behavior are contained in the *Student Handbook, Student Code of Ethics*.” (Taken from the *Valdosta State University 1999-2000 Graduate Bulletin*, pages 250-250 and remains true today.) The Academic Dishonesty information on Academic Dishonesty that can be found also at: <http://www.valdosta.edu/>

Special Needs Statement:

Valdosta State University is an equal opportunity educational institution. It is not the intent of our institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin or handicap of the individual. It is the intent of the institution to comply with Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as the Title IX section 504 of the Rehabilitation Act of 1973. Students requiring classroom accommodations or modifications because of a documented disability should discuss this need with the professor at the beginning of the semester. Students not registered with the Special Services Program should contact the Special Services office in Nevins Hall, Room 2164. The phone number is: (229) 245-2498.

Grading:

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| Written and oral presentation of theories of management | 1 @ 20 points | 10% |
| Written and oral presentation of functions of management | 1 @ 20 points | 10% |
| Group presentation of article evaluations | 1 @ 30 points | 15% |
| Case Studies by Groups | 40 points | 20% |
| Case Studies by Individuals | 20 points | 10% |
| Discussion of topics in management | 30 points | 15% |
| Comprehensive Exam | 1 @ 40 points | 20% |
| | Total: 200 Points | 100% |

Grading Policy and Scale:

Grades are determined in the following manner. Quality is expected in all products and discussions. Late assignments are not accepted unless previously approved by the instructor.

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| 90 - 100 | A | 180-200 points = A |
| 80 - 89 | B | 160-179 points = B |
| 70 - 79 | C | 140-159 points = C |
| 60 - 69 | D | 120-139 points = D |
| Below 60 | F | Below 120 = F |

Activity Assignments Eligible for Portfolio Inclusion:

Assignments, reports and presentations are eligible for inclusion in your portfolio. You should review the artifacts with your advisor to choose the most appropriate representation.