

School of Library & Information Studies

## LS 508 Administration & Management

The University of Alabama  
ONLINE  
M/W 6-10:15 CDT

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Summer 2010

### ADMINISTRATION & MANAGEMENT

**Catalog Description:** Introduces students to the theory and practice of modern management by studying the management aspects of authority, communications, decision making, delegation, leadership, personnel, planning, budgeting, and motivation. Use is made of simulations and case studies.

**Credit:** 3 hours

**Objectives:** Upon successful completion of the course, the student will be able to

- List several important management approaches and theories and their places in the history of management;
- Identify the major components and functions of management and administrative work;
- Apply decision making and problem solving skills as they relate to planning, organizing, budgeting, human resources management, communicating, and leading in the organizational context;
- Apply appropriate organizational theory and approaches to the information oriented organization;
- Distinguish between efficient and effective organizational performance;
- Differentiate management, administration, leadership and supervision.
- Develop a personal management style that emphasizes leadership.
- Develop and discuss solutions to in-box and case studies on library management and administration.

**Text:** Robert D. Stueart and Barbara B. Moran, *Library and Information Center Management* 7<sup>th</sup> edition, Greenwood Village, CO: Libraries Unlimited, 2007. Please purchase or borrow this book for the five weeks of the course.

Additional readings will be required. A list will be provided.

**Methods of Presentation:** Lectures by Myrick and Aversa; case studies; discussion; in-box and simulations of management situations.

**Assignments:** Students will be expected to complete all assignments and to participate in class discussion and group activities. Assignments consist of reading, completion of 3

study exercises, and the preparation of five brief book reviews. Late assignments will not be accepted and points will be forfeited unless prior arrangements are made with the instructors.

**Evaluation:** Students may earn up to 100 points in the course. They will be graded as follows:

- |                         |                |                 |
|-------------------------|----------------|-----------------|
| • Techniques Exercises: | 5 points each  | 15 points       |
| • Participation         | 10 points      | 10 points total |
| • Mid-Term Exam         | 25 points      | 25 points total |
| • Book Reviews          | 10 points each | 50 points total |

Grades will not be rounded or curved.

Grades will be provided as quickly as possible. However, the size of the class and administrative responsibilities of the director may make it impossible to return grades in less than seven working days. Please be patient regarding feedback.

Students will have the opportunity to evaluate the course and the teaching of it. Participation in the evaluation of the course is encouraged.

**Attendance:** Students are expected to attend class sessions and to participate fully. We learn from one another and we contribute to one another's learning. If we are not present we neither learn nor contribute.

If you are logged into the class and do not respond when called upon, participation points will be lost just as if you are absent from the class.

**Technical Difficulties with Online Access:** Please have a WORKING microphone and headset. There will be occasions when we will need to hear you rather than reading your chat. Please see that you are equipped to take the class from the first class meeting. Repeated "technical difficulties" must be addressed and resolved so that you can participate fully in the class. Assistance is available through SLIS, but your hardware and internet connectivity are your responsibility.

**Students Needing Accommodations:** The University of Alabama provides reasonable accommodations for program accessibility for qualified persons with disabilities as defined in applicable laws and regulations. Reasonable accommodations are made on an individualized basis. It is the responsibility of persons with disabilities, however, to seek available assistance and make their needs known.

The University has designated the Office of Disability Services as the campus coordinating office for the provision and delivery of services and reasonable accommodations that ensure the University's programs, services, and activities are accessible to students with disabilities. The Office of Disability Services is available to assist any student who has a qualified and documented disability. The Office of Disability Services also serves as a resource to faculty members and University departments,

assisting them in accommodating the needs of individuals with disabilities in the classroom and other program settings.

Please contact the Office of Disability Services and/or the instructor for more information. Please note that accommodations, if needed, must be requested in advance and that documentation must be provided.

**Code of Academic Conduct:** All students in attendance at The University of Alabama are expected to be honorable and to observe standards of conduct appropriate to a community of scholars. The University of Alabama expects from its students a higher standard of conduct than the minimum required to avoid discipline.

Academic misconduct includes all acts of dishonesty in any academic or related matter and any knowing or intentional help, attempt to help, or conspiracy to help, another student commit an act of academic dishonesty. Academic dishonesty includes, but is not limited to, the following acts, when performed in any type of academic or academically related matter, exercise, or activity:

- Cheating: using or attempting to use unauthorized materials, information, study aids, or computer-related information
- Plagiarism: representing the words, data, works, ideas, computer programs or output, or anything not generated in an authorized fashion, as one's own
- Fabrication: presenting as genuine any invented or falsified citation or material
- Misrepresentation: falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, and transcripts.

**Course Calendar Summer I 2010  
LS508**

The course will meet Monday and Wednesday evenings from 6 until 10:15 p.m. This calendar may change but students will receive ample notice.

Session	Date	Topic(s)	Assignment Due	Reading
1	W-6-2	Introductions. Conduct of LS 508. What is management? What is its history? Why is a library different? (EA)	None	Read Text 3-61.
2	M-6-7	Planning. Why plan? Visions, missions, goals and objectives.(JPM)		Read Text 65-128.

3	W-6-9	Organizing and organizational structure. How does organizational structure relate to behavior? (EA)	Exercise 1	Read Text 131-207 and 385-406.
4	M-6-14	The human element – human resources. HR functions. Hiring, orienting, supervising, evaluating and firing personnel. (JPM)	Exercise 2	Read Text 207-295.
5	W-6-16	Leading & Leadership Part 1. (EA)	MIDTERM EXAMINATION	Read Text 299-362.
6	M-6-21	Review of Midterm. Leadership Part 2. (EA)	Exercise 3	Read Text 363-384.
7	W-6-23	Resourcing and all about budgets.(JPM,EA)		Read Text 437-459.
8	M-6-28	Evaluation, measurement & accountability.(EA,JPM)		Read Text 409-436.
9	W-6-30	Trends and future prospects in library management and leadership.		Read Text 463-474.
10	Th-7-1*		Book Reviews due by noon.	

\*Make up date if necessary.

**Class format:**

General schedule for class sessions will be as follows:

6-7:30           Lecture  
7:30-7:40       Break  
7:40-9:00       Lecture  
9:00-9:10       Break  
9:10-9:55       Discussion  
10:00            Reconvene, last words and dismissal.

For the midterm examination date, the examination will be given at 6:00 and the lecture will begin at 7:40.