

1. Course Information

GRADLIS 9005L-650: Managing and working in information organizations Summer 2021

2. Instructor Information

Pam McKenzie, pmckenzi@uwo.ca FNB 4116 (I expect to be working remotely for the entire semester so I'm unlikely to be physically in my office).

Teaching Assistant: to be confirmed.

3. Course Description

This course offers a critical perspective on issues involved in managing and working in contemporary information organizations. Students will be introduced to theory and practice in organizational design and culture; human resources; labour-management relations; individual and group communication; legal, ethical, and policy challenges; leadership; career development; budgeting; strategic planning; evaluation.

Course-level Learning Outcomes

Upon successful completion of readings, assignments, and class participation, students will be able to:

1. Understand, apply and evaluate theories of and approaches to management and organizational studies in the context of information organizations (Program-level learning outcomes 1, 2, 5);
2. Communicate and collaborate effectively with others including users, colleagues, employers, and members of the community (Program-level learning outcomes, 4, 6, 9);
3. Apply legal, policy, regulatory and ethical frameworks relevant to the context of information organizations (Program-level learning outcomes 1, 2, 3, 5);
4. Apply professional values and standards in professional practice in information organizations (Program-level learning outcomes 3, 7);
5. Engage with ambiguity and change in the spirit of intellectual inquiry (Program-level learning outcomes 1, 2, 3, 5);
6. Develop awareness of the overarching social responsibility and power associated with the practice of library and information science (Program-level learning outcomes 1, 2, 3, 4, 5, 9)

COURSE REQUIREMENTS

The course will be divided into five modules: Module 1: Organizational Structure, Module 2: Organizational processes, Module 3: Communication and culture, Module 4: The Human Resources cycle, Module 5: Strategy, planning, and budgeting. Modules will be 2-4 weeks long.

Activities are organized by module, with assignments due at the end of the module. Content is organized so that students may divide their modules by regular weekly increments or may complete each module's work at their convenience. Classes will be held asynchronously with the opportunity for small-group synchronous interaction. Some group activities and assignments will require synchronous participation, to be scheduled by each group.

To complete this course you must participate in all virtual modules, read required readings, participate in class activities, and do the following written assignments:

1. External/crisis communication assignment
2. Team assignment
3. Planning and budgeting case study
4. Course preparation, engagement, and learning
 - a. Brief, informal reports on preparation for and participation in activities
 - b. Community of practice synthesis
 - c. Reflection on preparation, participation, and learning

4. Course Materials

All materials will be available electronically via OWL or library reserves.

5. Methods of Evaluation

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| 1. External/crisis communication assignment (due end of Module 2 [mid-June]) | 15% |
| 2. Team assignment (due middle of Module 3 [late June/early July]) | 20% |
| • Strengths inventory, meeting agenda and minutes showing distribution of tasks | |
| • Presentation | |
| • Brief report | |
| 3. Planning and budgeting case study (due End of Module 5, August) | 20% |
| 4. Course preparation, engagement, and learning (45% total) | |
| • Activities: Brief, informal posts on preparation for and engagement in course activities (5 total, worth 5% each, due throughout the term) | 25% |
| • Community of practice synthesis (once during the term, various dates) | 10% |
| • Reflection on Preparation, Engagement, and Learning (due End Module 5, August) | 10% |

6. Statement on Academic Offences

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_grad.pdf

7. Support Services

Students who are in emotional/mental distress should refer to Mental Health@Western

<http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.