LIS 9005 002 Fall 2022
Managing and Working in Information Organizations

Instructor: kirstyn seanor (they/them)
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Office Hours: After class, by appointment
Class Meets: Monday 1:30-4:20 | FNB 3220

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.

Graduate Course Level Learning Outcomes/Objectives

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 Materials

Textbooks used in this course include:

- Ross, Catherine Sheldrick and Kirsti Nilsen. 2013. *Communicating professionally*. Chicago: NealSchuman. Available online through Western Libraries Online Public Access Catalogue from on campus or through the proxy server [link to OPAC record]

- Moran, Barbara B., and Claudia J. Morner. *Library and Information Center Management*, 9th Edition, ABC-CLIO, LLC, 2017. ProQuest Ebook Central. Available online through Western Libraries Online Public Access Catalogue from on campus or through the proxy server [link to OPAC record]

These textbooks and all other required readings are available online and will be linked directly from a lesson. Books will also be on reserve in the FIMS Graduate Library where possible.

Methods of Evaluation

Participation	Term Planner 5%	*Week 2*
	Work style reflection 5%	*Week 3*
	Career search 5%	*Week 4*
Professional document	10%	*Week 5*
Case study	25%	*Week 7*
Workplace analysis	20%	*Week 10*
Group assignment	Team document 5%	*Week 8*
	Presentation 10%	*Week 12*
	Brief report 10%	*Week 13*
	Self-assessment 5%	*Week 13*

Assignment details will be released on OWL and discussed in class closer to each due date.

Regulations

Course Timeline and Format

Week	Theme	Topics
Week 1	Introduction Managing yourself	Introductions; course overview Individual differences; self-reflection; EDIAD
Week 2	Managing yourself	Information professions, the information workforce, credentialing and competencies.
Week 3	Managing yourself	Career progression, motivation and leadership
Week 4	Managing a project	Planning and budgeting; setting organizational goals and priorities Project management tools
Week 5	Managing a project	Assessing outcomes; measuring and demonstrating impact Planning management tools
Week 6	Managing a team	Sensemaking and approaches to management
Week 7	Managing a team	Interpersonal dimensions, conflict resolution

Week 8	Managing an organization	Organizational structure
Week 9	Managing an organization	Organizational communication and workplace culture
Week 10	Managing an organization	Staffing; hiring; working in a unionized environment
Week 11	Managing expectations	Working and communicating with stakeholders; labour and employment law
Weeks 12 & 13	Presentations	

Enrollment Restrictions

Enrollment in this course is restricted to graduate students in the master of library and information science program.

Health/Wellness 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.

Accessible Education Western (AEW)

Western is committed to achieving barrier-free accessibility for all its members, including graduate students. As part of this commitment, Western provides a variety of services devoted to promoting, advocating, and accommodating persons with disabilities in their respective graduate program. Graduate students with disabilities (for example, chronic illnesses, mental health conditions, mobility impairments) are strongly encouraged to register with Accessible Education Western (AEW), a confidential service designed to support graduate and undergraduate students through their academic program. With the appropriate documentation, the student will work with both AEW and their graduate programs (normally their Graduate Chair and/or Course instructor) to ensure that appropriate academic accommodations to program requirements are arranged. These accommodations include individual counselling, alternative formatted literature, accessible campus transportation, learning strategy instruction, writing exams and assistive technology instruction.

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