

# GLIS 620: Managing Information Organizations

## Course Syllabus, Fall 2020

[Prof. Max Evans](#)

### Calendar Description

This course is an introduction to management theory, in the context of information and knowledge-based organizations. Emphasis is placed on strategic planning, leadership, and human-capital management (e.g. delegation, motivation, and conflict resolution). Other topics include project management, organizational design, change management, decision-making, communication, teamwork and collaboration.

### Learning Outcomes

By the end of this course students should be able to:

1. Apply selected management concepts and theories to information organizations.
2. Describe managerial functions such as planning, organizing, directing, and controlling, and their implications for the delivery of information organizations.
3. Define basic concepts and issues relating to the management of human, financial, material, and information resources.
4. Use decision-making techniques for identifying and solving problems related to the management of information organizations.

### Grades and Evaluation:

Deliverable	Proportion of Grade
Class Preparation and Group Discussion Assignments	30% (Pass/Fail)
Case Study	25% (Group)
Quizzes (on MyCourses)	45% (Individual)

\* Please note that assignments, as well as their corresponding grade proportions are tentative and may be subject to change.

### **Class Preparation and Group Discussion Assignments (Individual)**

Discussion questions or short activities students are expected to complete and submit to the portal. These may be embedded into video lectures, sent as weekly homework assignments through email, or done during weekly in-class sessions.

These assignments are meant to further group discussion and learning. As such, they are graded for completeness on a pass/fail basis. Each assignment is judged complete if it is submitted on time and if all of the relevant parts of the assignment are present. Students wishing to get feedback on their specific assignments are encouraged to ask questions during allocated in-class time. Students who are not able to attend online sessions may

email questions to the professor directly or post them on the course discussion forum. *Late Class Preparation and Group Discussion Assignments* will not be accepted.

**Case Study Analysis (Groups of 2-3)**

A 5-6 page analysis of a management case study. Additional details will be made available on the portal. Teams and cases will be selected in the second week of class.

**Quizzes (Individual)**

The (~3) quizzes will be posted and completed on the course portal. It is each student's responsibility to complete and submit their quizzes on or before their due dates. Late quizzes will not be accepted. Dates TBD.

**Required Readings**

**Required Textbook:** Moran, B.B. and Morner, C.J. (2017). *Library and Information Center Management*. 9<sup>th</sup> ed. Englewood, Colorado: Libraries Unlimited.

*Additional readings:* Students are also responsible for a number of other required readings, listed on the detailed course outline. All of these readings are made available on the portal or through the McGill library. *Additional readings* may be subject to change or they may be assigned during the semester.

**Additional Comments (if needed)**

*\*note that readings and assignments can vary from year to year; updated detailed course outlines will be available on myCourses prior to the first class.*