COURSE NAME, NUMBER AND PREREQUISITES:

IRLS 608 Planning and Evaluation of Libraries and Information Centers

[Prerequisite: IRLS 504 or consent of the instructor.]

Instructor: Jana Bradley

PLEASE NOTE: THIS SYLLABUS HAS BEEN SUBSTANTIALLY REVISED AS January 13, 2009. Subject to changes that are mutually agreed on by students and the instructor, the syllabus is now final.

COURSE DESCRIPTION:

This course is about the leadership and management of libraries and is designed to be applicable to libraries large and small. Topics include organizational environments, cultures and governance, management of library services, resource allocation, human resource management and marketing and institutional/community relations. Students will be required to choose one real library of any type and analyze it through a series of assignments. As with any online class, discussion of the week's topic in D2L is a critical part of the course.

COURSE OBJECTIVES:

Successful completion of this course will help students achieve the B6, B7, C8, and C9 competencies outlined at http://sirls.arizona.edu/about/studentCompetencies. By the end of the semester, students will have demonstrated a theoretical and practical knowledge of:

1. The roles and activities of managers

2. Using different perspectives as filters to see different possible approaches
3. The major management activities of planning, organizing, and managing people and money.

4. Communicating within an organization structure

5. What constitutes leadership

6. The student's personal approach to management and the place of management in the student's career plans.

**REQUIRED COURSE MATERIALS:**

The required textbook for this class is:


It is available from the University of Arizona bookstore.

An optional text is:

Bolman, Leo and Terence Deal. *Reframing Organizations: Artistry, Leadership and Choice.* Jossey-Bass; 4 edition (August 18, 2008). The instructor will be using the approach of this text as a basis for lecture material. Students do not need it for class, but the instructor will be using its structure. It is available from Amazon. The 4th edition is the latest but earlier editions have the core of the approach. If you would like to see what this text is about, I suggest obtaining it on interlibrary loan first to see if you like it before spending the money to buy it.

**COURSE REQUIREMENTS:**

The effectiveness of this course will depend on the development of an active and engaged learning community in the online environment. It will require that students keep up with the content, readings, and assignments, and that they be active participants in the discussions related to the class. The assignments are described elsewhere. In addition to compliance with the code of integrity cited elsewhere, the instructor will expect that all assignments are completed on time, meet the specifications for that assignment, and are professional in appearance and grammatically correct.

**COURSE, SCHOOL, AND UNIVERSITY POLICIES:**

**Academic Code of Integrity**

Students are expected to abide by The University of Arizona [Code of Academic Integrity](#). 'The guiding principle of academic integrity is that a student's submitted work must be the student's own.' If you have any questions regarding what is acceptable practice under this Code, please ask an Instructor.

**Accommodating Disabilities**

The University has a [Disability Resource Center](#). If you anticipate the need for reasonable accommodations to meet the requirements of this course, you must register with the Disability Resource Center and request that the DRC send me, the Instructor, official notification of your accommodation needs as soon as possible. Please plan to meet with me by appointment or during office hours to discuss accommodations and how my course requirements and activities may impact your ability to fully participate.

**Assignment Policies**

- Completed assignments will be submitted via the D2L dropbox unless otherwise specified. Some completed assignments will be shared with other students. Assignments will normally be commented on and graded and returned to students via the dropbox.
- Assignments will be expected to be submitted on or before the dates specified, with the date ending at 11:59pm. The instructor will be willing to negotiate alternative dates as needed but only if such negotiation takes place prior
to the due date. Late assignments that have not been negotiated beforehand will be accepted at the discretion of the instructor.

- Assignments are expected to be professional in appearance; that is, they are neat, grammatically correct, with no spelling or typographical errors. Citations should be in APA format. (Please see the “Guide for Formal Written Assignments in Graduate School” in the contents area on D2L.)
- One assignment will entail working in groups. Online group projects are challenging, especially in virtual classes, but not impossible. Students will be expected to manage the process so that all group members are included in decisions, all share an equal responsibility for the product, and all participants are treated with respect. All students in the group are responsible for the group product.

Incompletes

The current Catalog reads

The grade of I may be awarded only at the end of a term, when all but a minor portion of the course work has been satisfactorily completed. The grade of I is not to be awarded in place of a failing grade or when the student is expected to repeat the course; in such a case, a grade other than I must be assigned. Students should make arrangements with the instructor to receive an incomplete grade before the end of the term ...

If the incomplete is not removed by the instructor within one year the I grade will revert to a failing grade.

This instructor does not grant incompletes without a substantial reason, usually involving circumstances outside the student's control. The instructor and the student negotiate the due date together, usually before the beginning of the next class.

GRADING:

In order to receive a grade of B for the class, students will have to have completed all assignments for the class reflecting a good grasp of the topic and integrating lecture material, discussions, and readings. An A will signify that all work has been completed well and a substantial amount of the work has been completed excellently. In addition, to receive an A or B, students must be engaged actively in discussions throughout the semester and demonstrate familiarity with lecture materials and readings. A C or lower will be given if some assignments are not completed, if a significant number of assignments are not completed acceptably, or if students fail to participate in class discussions or to engage with the course content.

Each assignment will be graded, and each assignment will be given a percentage weight for the semester grade. Assignments will be given the following grades:

A (90-100)
B (80-89)
C (70-79)
D (60-69)
E (59 or below)

Assignments will be noted with + or – signs to indicate placement within these ranges. University grades do not include + or -. Final grades will be computed on the work of the semester plus participation in class discussions. Students will receive a grade of A, B, C, D, or E for the semester unless we have negotiated an Incomplete.

Each assignment is due on the date specified. A student may negotiate a revised due date if necessary, but this must be
done in advance of the due date. Assignments will be accepted late only at the discretion of the instructor.

A significant portion of the semester grade is dependent on active participation and engagement in the substance of the class including the discussion topics, lectures, and readings. There will be ongoing discussions throughout the semester. Students will be expected to read the postings in the discussion forum and to contribute their ideas and opinions on a continuing basis. Participation points will be given on the basis of the percentage of postings read and the number and quality of contributions. A substantive posting is one that contributes new information, new ideas, or new perspectives or one that moves the conversation along or into new areas. On average students will be expected to contribute at least two or three substantive postings per week in addition to responding to others’ posts.

INSTRUCTOR NAME AND CONTACT ADDRESSES:

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Courses

- Syllabi
  - Fall 11
  - Summer 2011
  - Spring 11
  - Fall 10
  - Summer 10
  - Winter 10-11

  - Spring 10
    - IRLS506 Research Methods (Heidorn)
    - IRLS506 Research Methods (Spr10)
    - IRLS515-010 Organization of Information (Spring 2010 Virtual, Cui)
    - IRLS515-011 Organization of Information (Virtual, Frické)
    - IRLS520-010 Ethics for Library and Information Professionals (Virtual Fallis)
    - IRLS520-011 Ethics for Library and Information Professionals
    - IRLS530 Cataloging and Metadata Management
    - IRLS540-001 Introduction to Archives
    - IRLS551-001 Equity of Access (Montiel Overall)
    - IRLS554-001 Diverse Cultures, Communities & Libraries
Guided exploration

Click a term to initiate a search.

Audience
  for Students (92)
  for Faculty (28)
  for Alums (24)
  for Staff (17)
  for Prospective Students (7)
  more...

Course
  IRLS417 (2)
  IRLS418 (1)
  IRLS432 (1)
  IRLS470 (2)
  IRLS488 (6)