Course Syllabus - Spring 2012  
LI 805XU  
Leadership and Administration of Information Organizations  
2/17-18, 4/20-21, & Internet

Faculty: Rajesh Singh  
Email: rsingh1@emporia.edu  
Primary Phone: (620) 341-5181  
Office Hours: Tuesdays 9:30am-2:30pm CT and by appointment.  
Online Course Login: https://elearning.emporia.edu  
Credit Hours: 3.0  
Note: Course Syllabus May Change

Important Dates for Spring 2012

1/11: First day of class  
1/16: Martin Luther King Day (ESU closed)  
3/19-3/25: Spring Break  
3/28: Last day to withdraw  
5/15: Final grades due by noon

1/25: Last day to drop  
3/6: Midterm grades due  
5/4: Last day of classes  
5/12: Commencement

Course Meetings

Face-to-face Weekend Meetings: Feb 17-18 and Apr 20-21

Course Description

How can people who work in or administer information agencies use organization theories and models to see, understand, and shape the processes of the organization and the products and services it provides? How do the components of an organization--the people, techniques of work, structure, goals and values, and management--work together and influence the political, social and cultural environments in which the agency functions? This course explores ways of thinking about organizations that can be applied to the challenging tasks involved in administering information agencies.

Learning Outcomes
Upon successful completion of this course, students will be able to:

- Understand contemporary leadership principles, theories and processes, and their relationship to library and information organizations
- Identify environmental issues as they impact leadership and develop effective strategies to adapt to these environments
- Analyze and compare the concepts and practices of leadership communication at individual, group, and organizational levels and demonstrate their application in a variety of workplace situations
- Work effectively as a team member through group projects, case studies and problem analysis
- Identify and explain issues involved in managing a diverse workforce and conduct necessary research to address these issues
- Assume leadership roles by employing effective management strategies in the organizational context
- Articulate an understanding of their leadership strengths and weaknesses, identifying ways in which personal leadership may be further developed.
- Think critically about existing challenges and developing issues in the LIS profession

Required Text:

**REQUIRED TEXT**

Below is the information about the required text for this course.


This book includes an access code that will enable you to take an online "StrengthsFinder 2.0 Assessment." After you complete the test, you will receive a "Strengths-Based Leadership Report (with your personalized Strengths Insights)" and a "Strengths-Based Leadership Guide (with action strategies)." The related assignment will provide you with instructions at the beginning of the course.

**** IMPORTANT INFO ABOUT ACCESS CODE ****

Taking the test in this book is a required activity for this course, so you must have a valid access code.

If you buy a used book, make sure that access code that comes with the book
is still sealed and not already used by the previous owner.

If you prefer to buy an e-book, make sure that you understand how to obtain the access code.

**Recommended Readings**


## Course Schedule (Subject to Change)

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
<th>Required Readings &amp; Assignments</th>
</tr>
</thead>
</table>


Strength Based Leadership: p. 31-66; 79-95.

Casullo, D. (2011). Tell me the rule - I have plenty of good information: rule 1: leadership development is first about leaders who are develop-able. *Business Strategy Series, 12*(1), 35-36.


**Mon Feb 6 - Sun Feb 12**

**Leadership Communication and Emotional Intelligence**

**Fri Feb 17 - Sat Feb 18**

**First Weekend Face-to-Face Class**

- Strength Based Leadership: p. 7-17
- StrengthsFinder 2.0 Assessment
- Leadership and Employee Motivation
- Leadership and Strategy
- Leadership in Theory and Practice
- Emotional Intelligence
- Leading and Managing Teams

**Mon Feb 20 - Sun Mar 4**

**Leading and Managing Teams**

Mon Mar 5 - Sun Mar 18
Leadership Strengths and Talents

Mon Mar 26 - Sun Apr 8
Leadership and Organizational Culture

Mon Apr 9 - Thurs Apr 19

Fri Apr 20 - Sat Apr 21
Second Weekend face-to-Face Class

Mon Apr 23 - Sun Apr 29
Organizational Change and Development

Mon Apr 30 - Fri May

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Strength Based Leadership: p. 21-27; 67-76.

Work on leadership Lens Assignment.

Griffin, T.J. (2011). Values-driven leadership: Changes in leadership culture can improve bottom-line results. Chief Learning Officer, April, 54.


Work on ‘Strategic Plan’ Assignment.

- Leadership Communication and Culture
- Discussion on Leadership Lens
- Leading Organizational Change and Development
- Strategic Plan Presentations


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Course Assignments, Due Dates and Points in Relation to Final
**Course Work (Subject to Revision)**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Points</th>
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<tbody>
<tr>
<td>1. Leadership Talent Profile</td>
<td>Feb 4</td>
<td>10</td>
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<tr>
<td>2. Leadership Lens: &quot;At the Movies&quot;</td>
<td>Mar 18</td>
<td>10</td>
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<tr>
<td>3. Strategic Plan Project</td>
<td></td>
<td>50</td>
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<tr>
<td>Part 1: Strategic Plan Document</td>
<td>Apr 18</td>
<td>35</td>
</tr>
<tr>
<td>Part 2a: Strategic Plan Class Presentation</td>
<td>Apr 21</td>
<td>10</td>
</tr>
<tr>
<td>Part 2b: Strategic Plan Presentation</td>
<td>Apr 23</td>
<td></td>
</tr>
<tr>
<td>Document (or link) Submission</td>
<td>Apr 23</td>
<td>5</td>
</tr>
<tr>
<td>Part 3: Team Participation</td>
<td></td>
<td></td>
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<tr>
<td>4. Leadership Journey Blog</td>
<td>As assigned.</td>
<td>18</td>
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<tr>
<td>5. Class Participation</td>
<td>Face-to-Face</td>
<td>12</td>
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<tr>
<td></td>
<td>Weekend Meetings</td>
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Further information about assignments will be at the beginning of the course. All assignments must be submitted through Blackboard by 11:59pm *your local time* on the respective due dates. You will lose one point per day for late submission of your assignment unless prior approval has been granted by the instructor.

**SLIM Grading Scale**

96 - 100 A  77 - 79 C+
90 - 95 A-  74 - 76 C
87 - 89 B+70 - 73 D
84 - 86 B  0 - 69 F
80 - 83 B-

**SLIM Attendance Policy**

Students must attend all face-to-face classes.

In cases of emergency, see SLIM's [Policy and Procedures for Absence from a Class Weekend due to Illness or Personal Emergency](PDF).
SLIM Grade Policy

All graduate courses included in the SLIM MLS and doctoral programs' required curricula or their approved substitutions must be passed with a final grade of B- or better to receive academic credit. If a student does not receive a final grade of B- or better in any or all of SLIM’s required classes, then the student will be placed on academic probation and notified by the office of the director of program administration that he or she must retake that course or those courses.

When a student has been placed on academic probation, an administrative hold will be placed on the student’s record to block future enrollment. The administrative hold can only be released by the student’s academic advisor or by the SLIM dean or director of program administration. Before enrollment can be done, the student is required to meet with the student’s academic advisor with the goal of developing an academic improvement plan.

If a student has a semester GPA of less than 3.0 for two semesters or is on academic probation for two semesters, then the student’s academic progress will be reviewed in light of the academic improvement plan by the student’s program director, the SLIM dean, and the SLIM director of program administration, and a decision will be made regarding whether the student should be academically dismissed from the SLIM’s graduate program. This policy goes into effect fall 2009 semester. This SLIM Grade Policy applies to all SLIM students, including those students who entered SLIM under the 42-credit-hour MLS program, the 36-credit-hour MLS program, or the SLIM doctoral program. It will also apply to all those who have passed into MLS or doctoral degree candidacy.

SLIM Incomplete Grade Policy

SLIM’s Incomplete Grade Policy upholds the Emporia State University Incomplete Grade Policy (for full policy, go to: http://www.emporia.edu/grad/docs/policyhandbook2.pdf).

SLIM’s Incomplete Grade Policy further stipulates that an incomplete request will not be considered approved without an Incomplete Request Form having been submitted by the instructor and approved by the SLIM dean within two weeks after the issuance of the incomplete. If the incomplete grade is being requested for reasons of health, then documentation must be submitted to the SLIM dean’s office before the final grade change is made.

If a SLIM student’s request for a single incomplete grade is approved by the instructor and dean, then the student will be limited to enrolling in six credit hours in the immediately succeeding semester. If a SLIM student requests more than one incomplete grade to be issued at the conclusion of a semester, then an administrative hold will be placed on the student’s record to block future enrollment until all incomplete grades are finished and the final grade changes.
have been submitted by the instructor(s), signed by the SLIM dean, and accepted by the ESU Registrar’s Office.

**Faculty-Initiated Student Withdrawal Procedure**

Students should be aware that your instructor follows the university’s policy of faculty-initiated student withdrawal. It reads as follows: “If a student’s absences from class or disruptive behavior become detrimental to the student’s progress or that of other students in the class, the faculty member shall attempt to contact the student in writing about withdrawing from the class and shall seek the aid of the office of Vice President of Student Affairs to help insure contacting the Student. The Office of the Vice President of Student Affairs shall provide the student information about the existing appeals procedures. Upon receiving a written report from the faculty member, the Vice President of Student Affairs may initiate a student withdrawal from the class. None of the above implies or states that faculty members are required to initiate the student withdrawals for excessive absence. [Policy and Procedures Manual 43.11]

**Academic Dishonesty**

At Emporia State University, academic dishonesty is a basis for disciplinary action. Academic dishonesty includes but is not limited to activities such as cheating and plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the source or sources.)

The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question and may refer the case to other academic personnel for further action. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university.

**Disabilities Policy**

Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, the Office of Disability Services, and the professor will be strictly confidential.

**Contact information for the Office of Disability Services:**
Office of Disability Services  
211 S Morse Hall  
Emporia State University  
1200 Commercial Street / Box 23  
Emporia, KS 66801
Phone: 620/341-6637
TTY: 620/341-6646
Email: disabser@emporia.edu