Spring 2015

Day/Time: Monday, Wednesday: 4:00pm - 5:15pm
Location: **Wells Library (ILS) Rm. LI036**

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We live our daily lives in organizations and we will spend our professional careers in organizations. Z513 is an introduction to information, technology, and social behavior in the organizational context. Concepts of organization theory and organization behavior, including knowledge and information management, organizational analytics, and organizational intelligence, provide a critical foundation for managing information, people, and information and communication technologies (ICTs) in rapidly changing and dynamic environments. where technologies disrupt and innovation is the expected norm. It is a complement to other management courses.

 Z513 is designed for students in the MIS, MLS, and dual degree programs as well as other departments in the university. Take this course if you plan to be on the staff of a small or large company, non-profit organization, government agency, library, or school and to work in an administrative, managerial, or supervisory capacity or as a member of a project team.

The course integrates theory with practice through case-based analysis. We read articles that describe many different types of organizational contexts/settings and work activities. There are no exams. Assignments are designed to prepare students for the writing skills they need as managers and supervisors. Weekly readings are generally between 30 and 50 to 60 pages. Assigned weekly reading is enhanced by recommended readings.

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

- Demonstrate knowledge of relevant concepts and theories of organizational theory and behavior for managing people, information, and technology in public and private sector organizations;
- Apply critical thinking skills of analysis, synthesis, and evaluation to the study of problems of managing people, information, and technology in public and private sector organizations;
- Communicate effectively both orally and in writing.

 I especially like what Tony Wagner, the Harvard-based education expert and author of *The Global Achievement Gap*, says: "There are three basic skills that students need if they want to thrive in a knowledge economy: the ability to do critical thinking and problem-solving; the ability to communicate effectively; and the ability to collaborate." (Excerpted from: http://www.nytimes.com/2010/11/21/opinion/21friedman.html)

Prepared and Updated 20 November 2014

Course Syllabus

Course Schedule

*Complete copy of **Syllabus** ⮡*

(http://tamy.t2ch.net/Sylabus/Z513.html) ⮡ *(http://tamy.t2ch.net/Sylabus/Z513.html)*

	Week 1	Week 2	
INTRODUCTION	Jan 12 & 14 **M: Course Intro** (https://iu.instructure.com/courses/1443264/pages/course-introducation) **W: Organizational Systems** (https://iu.instructure.com/courses/1443264/pages/organizational-systems)	Jan 19 & 21 **M:No Class** **W: Systems Case Analysis** (https://iu.instructure.com/courses/1443264/pages/organizational-systems)	**M: Organizat** **W: Organization**
KNOWLEDGE & INFORMATION MANAGEMENT **(https://iu.instructure.com/courses/1443264/pages/knowledge-managment-introduction)**	Week 6 Feb 16 &18 **M: Enterprise Resources Systems** (https://iu.instructure.com/courses/1443264/pages/enterprise-resources-planning-systems-erps) **W: Enterprise Resources Systems Cases** (https://iu.instructure.com/courses/1443264/pages/enterprise-resources-planning-systems-erps)	**Sat, Feb 21** **Assignment #1.1** (https://iu.instructure.com/courses/1443264/assignments/5437305) **Due by 10pm** **Online Submission**	**(https://iu.ins** **Decision Making**
ORGANIZATIONAL INTELLIGENCE **(https://iu.instructure.com/courses/1443264/pages/oranizational-intelligence-introduction)**	Week 9 March 9 & 11 **M: Organizational Culture** (https://iu.instructure.com/courses/1443264/pages/organizational-culture) **W: Organizational Culture** (https://iu.instructure.com/courses/1443264/pages/organizational-culture)	Week 10 March 16 & 18 **Spring Break** **No Class**	**M: Leadership** **W: Leadership**
	Week 13 April 6 & 8 **M: World of Work** (https://iu.instructure.com/courses/1443264/pages/world-of-work) **W: World of Work** (https://iu.instructure.com/courses/1443264/pages/world-of-work)	Week 14 April 13 & 15 **M:** Disruptive Technologies & Innovation **W:** Disruptive Technologies & Innovation	**M: IT Dev** **W: IT Dev**

Course Policies:

Grading: The following definitions of letter grades have been defined and approved by student and faculty members of the department's (formerly SLIS) Curriculum Steering Committee (November 11,1996) to help faculty evaluate academic performance and to assist students by giving them an understanding of the grading standards of the Department of Information and Library Science. Letter grades will be assigned according to a 100 point scale.

Grade	GPA	Points	Meaning
A	4.0	100-96	Outstanding achievement. Student performance demonstrates full command of the course materials and evinces a high level of originality and/or creativity that far surpasses course expectations.
A-	3.7	90-95	Excellent achievement. Student performance demonstrates thorough knowledge of the course materials and exceeds course expectations by completing all requirements in a superior manner.
B+	3.3	87-89	Very good work. Student performance demonstrates above-average comprehension of the course materials and exceeds course expectations on all tasks as defined in the course syllabus.
B	3.0	84-86	Good work. Student performance meets designated course expectations, demonstrates understanding of the course materials and is at an acceptable level.
B-	2.7	80-83	Marginal work. Student performance demonstrates incomplete understanding of course materials.

C+ C	2.3 2.0	77-79 74-76	Unsatisfactory work. Student performance demonstrates incomplete and inadequate understanding of course materials
C- D+ D D-	1.7 1.3 1.0 .7	71-73 69-70 67-68 65-66	Unacceptable work. Course work performed at this level will not count toward the MLS or MIS degree. For the course to count towards the degree, the student must repeat the course with a passing grade.
F	0.0	<65	Failing. Student may continue in program only with permission of the Dean.

Course Success: Getting the most out of the class (with thanks to Professor R. Goldstone). This course should be one of the most important and interesting courses you take. The following pointers can help to ensure this:

- Question your professor and your readings. True knowledge only comes from an active engagement of the material. Questions in class are welcome, and prolonged class discussions should be looked upon as learning opportunities rather than digressions.
- Explain the material to yourself. Don't expect the material to seep its way into your head; you must actively carry it in.
- Apply principles to your everyday life and your other interests.
- Try to appreciate the deep, underlying issues.
- View the field as ongoing investigations, not as solved puzzles.
- Visit me outside of class. I am eager to meet any students to discuss organizational informatics broadly construed.

Alternative formats. It is the desire of our university that all students participate fully in its curriculum. To accomplish this, I need your help. If you have a disability or condition that compromises your ability to complete the requirements for this course, please notify me immediately. All reasonable efforts will be made to accommodate your needs. Please see me to make alternative arrangements.

Incompletes. Permission will be granted only under special circumstances, and is available only to students with a medical or family emergency, for which written documentation is required. Decisions about granting incompletes will generally not be made until the last three weeks of the course.

Attendance. You should make every effort to attend class. If you cannot attend class, please notify the instructor in advance. Attendance will factor into your final grade, specifically, as a function of what subject content is missed by non-attendance. Please inform the instructor if multiple sessions will be missed. Makeâ€"up work may be negotiated only in cases of documented, excused absences. A gentle warning: Students who miss more than two classess typically do not do well in this course.

Ethical Behavior. Indiana University and School of Library and Information Science policies on academic dishonesty will be followed. Students who engage in plagiarism, cheating, and other types of dishonesty will receive an F for the course. As a rule of thumb, when in doubt, cite the source! Academic (e.g., plagiarism) and personal misconduct by students in this class are defined and dealt with according to the procedures in the Code of Student Ethics. There is, however, much more to avoiding plagiarism than just citing a reference. To help you recognize plagiarism, the IU Writing Center has prepared a helpful guide: **Plagiarism: What It is and How to Recognize and Avoid It** ➦ **(http://www.indiana.edu/~wts/wts/plagiarism.html)** . This is one of the few documents that actually gives you examples of what constitutes plagiarism and strategies for avoiding it. Carefully review this document and use it as a guide as you complete your assignments (in every course).

Here are some tips on how to avoid inadvertent plagiarism from my colleague Ralph Brower (FSU):

- If you take material that is not yours, from any source whatsoever, and copy it into assignments for this class, you must provide a footnote, endnote, or parenthetical reference to the source of the material.
- Any material which quotes verbatim from other sources must be enclosed in quotation marks and its source attributed as noted in rule #1 above. See the APA *Style Manual* for guidance.
- Material not taken verbatim from a text but paraphrased must also be attributed as in rule #1.
- The citing of materials also includes a page number(s).

Violations of these rules in any assignment may be subject to a minimum penalty of a grade of zero (0) for the assignment and may result in a grade of "F" for the course. The instructor will clarify any of these expectations that you do not understand.

Changes in the Course Syllabus. The instructor reserves the right to change, omit, or append the Course Syllabus whenever she deems it appropriate to do so.

Course Summary:

Date	Details	Due
Sat Feb 21, 2015	📝 **Assignment 1.1: Case Study Analysis** **(https://iu.instructure.com/courses/1443264/assignments/5437305)**	due by 10pm
Sat Mar 7, 2015	📝 **Assignment 1.2 Case Study Analysis**	due by 10pm

Date	Details	Due
	(https://iu.instructure.com/courses/1443264/assignments/5437308)	
Mon Apr 6, 2015	📝 **Assignment 2 Exended Case Study Analysis** (https://iu.instructure.com/courses/1443264/assignments/5437310)	due by 12:01pm
Tue May 5, 2015	📝 **Assignment 3 Final Assignment** (https://iu.instructure.com/courses/1443264/assignments/5437311)	due by 10pm
	📝 **Class Participation** (https://iu.instructure.com/courses/1443264/assignments/5449339)	