COLLEGE OF INFORMATION
Department of Information Science

Course Number: INFO 4300
Course Title: - Administration of Information Agencies
Course Section: 401

Instructor Information

Hello students. My name is Lewis Giles, and I will be your instructor for INFO 4300 - Administration of Information Agencies. I'm very excited about teaching this course and sharing ideas about managing information organizations in today's dynamic environment.

I have a Master's in Library Science from the University of North Texas and a Master's in Emerging Media & Communications from UT Dallas. I've worked in library administration for over 10 years across academic settings, from community colleges to specialized law libraries. I currently serve as Assistant Director of Library Services at UNT Dallas College of Law, where I oversee daily operations, manage staff training, and coordinate technical support services for our academic community. I also served on the Dallas Municipal Library Board from 2019-2022, which gave me valuable insight into public library governance and strategic planning. I look forward to working with each of you this semester.

NOTE: This is a reading and discussion online class. No lectures, however, there could be pre-recorded video presentations. Please review the videos that will be available for some of the sections. Grading relies on discussions, case studies, and reviewing video presentations.

Professor Contact Information:
Lewis Giles, Instructor
lewis.giles@untdallas.edu
Office Phone: (214) 243-1792
Office Hours
Available via email
Weekdays, until 8 pm CST
Saturdays, 11 am CST-9 pm CST
Sundays, 1-5 pm CST

Pre-requisites: None ; **Hours:** 3

Dates

- Class begins Monday, Aug. 17th, 2026
- Labor Day, September 7, 2026 - No Classes - University Closed
- Thanksgiving Break - No classes - Monday, Nov. 23rd-Sunday, Nov. 29th, 2026
- Last Day of Class, Thursday, Dec. 3rd, 2026

Course Description, Structure, and Objectives

University Catalog Description:
Role, functions and development of principal kinds of information centers and agencies. Management principles and practices; standards and evaluation; resources and services; facilities and equipment; planning, staffing and reporting; public relations; budgeting and financial procedures; policy making; social contexts and backgrounds; professional perspectives.

Course Format and Structure:

100% course delivery online. The course will cover the development and use of modern management theory and practices in the ever-changing work environment of libraries and other information agencies. The management functions of planning, organizing, human resources, leading and coordinating will be discussed.

This is a full semester course beginning August 17, 2026 and ending December 11, 2026. This course has 7 modules structured after the required course book: Moran, B. B., & Morner, C. J. (2018). *Library and Information Center Management* (9th ed.). Libraries Unlimited, an imprint of ABC-CLIO, LLC; ISBN: 9781440854477.

Learning Objectives:

At the end of this course, the student will be able to:

1. Analyze the roles and functions of different types of information agencies (libraries, archives, information centers)
2. Apply management principles to solve common administrative challenges in information organizations
3. Evaluate information services and organizational performance using professional standards and assessment tools
4. Develop budgets, policies, and strategic plans for information agencies
5. Demonstrate effective leadership and communication skills for information professionals

F-1 Visa regulations:
Federal regulations state that students may apply only 3 fully-online semester credit hours (SCH) to the hours required for full-time status for F-1 Visa (DOC) holders. Full-time status for F-1 Visa students is 12 hours for undergraduates and 9 hours for graduate students.

How to Succeed in this Course

ADA Accommodation

The University of North Texas makes reasonable accommodations for students with disabilities. To request accommodations, you must first register with the Office of Disability Access (ODA) by completing an application for services and providing documentation to verify your eligibility each semester. Once your eligibility is confirmed, you may request your letter of accommodation. ODA will then email your faculty a letter of reasonable accommodation, initiating a private discussion about your specific needs in the course.

You can request accommodations at any time, but it's important to provide ODA notice to your faculty as early as possible in the semester to avoid delays in implementation. Keep in mind that you must obtain a new letter of accommodation for each semester and meet with each faculty member before accommodations can be implemented in each class. You are strongly encouraged to meet with faculty regarding your accommodations during office hours or by appointment. Faculty have the authority to ask you to discuss your letter during their designated office hours to protect your privacy. For more information and to access resources that can support your needs, refer to the Office of Disability Access website (https://studentaffairs.unt.edu/office-disability-access).

Communication

Connect with me through email. During busy times, my inbox becomes rather full, so if you contact me and do not receive a response within two business days, please send a follow up email. A gentle nudge is always appreciated.

Office Hours

Available via email

Weekdays, until 8 pm CST

Saturdays, 11 am CST-9 pm CST

Sundays, 1-5 pm CST

Academic Success Resources

UNT strives to offer a high-quality education in a supportive environment where you can learn, grow, and thrive. As a faculty member, I am committed to supporting you, and I want to remind you that UNT offers a range of mental health and wellness services to help maintain balance and well-being. Utilizing these resources is a proactive way to support your academic and personal success. To explore campus resources designed to support you, check out mental health services (https://clear.unt.edu/student-support-services-policies), visit unt.edu/success, and explore unt.edu/wellness. To get all your enrollment and student financial-related questions answered, go to scrappysays.unt.edu.

Inclusive Learning Environment

Every student in this class should have the right to learn and engage within an environment of respect and courtesy from others. We will discuss our classroom's habits of engagement and I also encourage you to review UNT's student code of conduct so that we can all start with the same baseline civility understanding (Code of Student Conduct) (https://policy.unt.edu/policy/07-012).

Required Materials

- Textbook: Moran, B. B., & Morner, C. J. (2018). Library and Information Center Management (9th ed.). Libraries Unlimited, an imprint of ABC-CLIO, LLC; ISBN: 9781440854477
- Technology requirements: This course has digital components. To fully participate in this class, students will need internet access to reference content on the Canvas Learning Management System and Microsoft office products may be used. If circumstances change, you will be informed of other technical needs to access course content. Information on how to be successful in a digital learning environment can be found at Learn Anywhere (https://online.unt.edu/learn).

Course Requirements/Schedule

This course includes these types of assignments:

- Icebreaker-Bio
- Syllabus Quiz
- 6 Textbook Section Quizzes
- 7 Reading Discussions, Including Case Studies

Course Schedule and Assignment Structure

The class schedule will generally follow the format of the textbook. All assignments and tests are due by 11:59 p.m. Central Standard Time (CST) on the date indicated on the course assignments calendar, usually due on a Sunday evening by 11:59 pm CST. **Absolutely no late work will be accepted unless prior arrangements have been made by the student and instructor.**

Each section is two weeks in length. Sessions close on Sundays at 11:59 PM CST and new ones open on Monday mornings.

Discussion Forum Guidelines

When posting to the Discussion Forums, please remember: Do not read other students' posts until after you have posted yours. After posting your assignment, read other students' submissions and post two or more thoughtful comments on your classmates' postings in the proper discussion forum.

Quiz Instructions

Before opening any quiz, read the assigned textbook section chapters. You may refer to your textbook when taking the quiz.

INFO 4300 Schedule – Fall 2026

Module	Assignment	Points Possible	Percentage of Final Grade	Due Dates
08/17/2026	**Ice Breaker-Bio**	15 points	3%	08/30/2026
08/17/2026	**Quiz**: Syllabus	25 points	5%	08/30/2026
08/17/2026	**Section 1 - Introduction** Participation: Discussion Forums & Reading Discussions	60 points	12%	08/30/2026
08/17/2026	**Quiz**: Section 1 Introduction	15 points	3%	08/30/2026
08/31/2026	**Section 2 – Planning** Participation: Discussion Forums & Reading Discussions	60 points	12%	09/13/2026
08/31/2026	**Quiz**: Section 2 – Planning	15 points	3%	09/13/2026
09/14/2026	**Section 3 – Organizing** Participation: Discussion Forums & Reading Discussions	60 points	12%	09/27/2026
09/14/2026	**Quiz**: Section 3 – Organizing	15 points	3%	09/27/2026
09/28/2026	**Section 4 - Human Resources** Participation: Discussion Forums & Reading Discussions	60 points	12%	10/11/2026
09/28/2026	**Quiz**: Section 4 - Human Resources	15 points	3%	10/11/2026
10/12/2026	**Section 5 - Leading** Participation: Discussion Forums & Reading Discussions	60 points	12%	10/25/2026
10/12/2026	**Quiz** Section 5 - Leading	25 points	5%	10/25/2026
10/26/2026	**Section 6 - Coordinating** Participation: Discussion Forums & Reading Discussions	30 points		11/08/2026
11/09/2026	**Section 7 – Managing in the 21st Century** Participation: Discussion Forums & Reading Discussions	30 points	6%	12/03/2026
11/09/2026	**Quiz** Sections 6 & 7	15 points	3%	12/03/2026
	Total Points Possible	500	100%	

Campus Closures and Schedule Changes

Students will be notified by Eagle Alert if there is a campus closing that will impact a class. Please note that the course calendar is subject to change in accordance with the Campus Closures Policy (https://policy.unt.edu/policy/15-006).

Assessing Your Work

Grading Policy

All work in this course must adhere to the highest standards of academic integrity as outlined in UNT's Academic Integrity Policy (https://policy.unt.edu/policy/06-003). Academic dishonesty, including but not limited to cheating, plagiarism, fabrication, and unauthorized collaboration, will result in academic penalties ranging from assignment failure to course failure.

Grading Scale:

- A=500-450. Excellent work that goes beyond the stated course requirements (i.e., participation, insights, consistent excellence in content and presentation).
- B=449-400. Good work that meets all stated course requirements.
- C=399-350. Generally poor work that does show some effort at meeting course requirements.
- D=349-300
- F=299 and below

Note: Canvas enables faculty to track whether and when students visit various areas of the course site, times and durations of visits, number and category of items read, and number of posts. This information may be reviewed in determining the grade for the course.

Grade Options

Incomplete
The Graduate Catalog describes and explains grading policies. A grade of Incomplete (I) will be given only for a justifiable reason and only if the student is passing the course. The student is responsible for emailing the instructor to request an incomplete and discuss requirements and a specific date for completing the course. If an incomplete is not removed within the time frame agreed to by instructor and student or within one calendar year from the time the incomplete is assigned, the instructor may assign a grade of F.

Withdrawal
The Graduate Catalog describes and explains withdrawal policies and deadlines. The UNT semester course schedule lists specific deadlines. A grade of Withdraw (W) or Withdraw-Failing (WF) will be given depending on a student's course participation and grade earned to date. Please note that a student who simply stops participating in class and does not file a withdrawal form may receive an F.

Student Support Services & Policies
UNT provides comprehensive support services to ensure student success and wellbeing. Key resources include academic integrity standards, disability accommodations through the Office of Disability Access, mental health support services, and technology assistance via the Student Help Desk. The university

maintains policies regarding non-discrimination, sexual misconduct prevention, student privacy, and international student compliance. Students are encouraged to utilize chosen names and pronouns, and all official communication is delivered through Eagle Connect email. In emergencies, students receive notifications through the Eagle Alert system.

For complete details on all student support services and university policies, visit: https://digitalstrategy.unt.edu/clear/student-support-services-policies.html

GenAI use

You are responsible for the content you submit in this course. If you consider exploring or using AI-generated content in this course, I encourage you to be thoughtful and carefully gauge how you use it. Do not use it for your exams or to write your assignments. You may use it to research topics. Using AI can give you an overview of concepts covered in class, but it's only a starting point when it comes to learning and writing assignments. NOTE: AI can be factually incorrect (hallucinations) and biased. If you find information by using AI, please cite it. Correct citations can be found in the APA Manual. See the Assignments section for more information.

Assignment Policies and Academic Expectations

Students are expected to submit all assignments on time to earn the computed course grade. Each missing assignment will result in an automatic zero (0) for that assignment. If you expect to submit work late or intend to withdraw from the course, please contact the instructor as soon as possible. If for some reason you cannot meet an assignment deadline, please contact me 48 hours before the assignment due date so we can discuss alternatives. No extra credit opportunities are available - focus your energy on completing all assigned coursework to achieve your desired grade.

Assignment Quality Standards

For all assignments, please check your spelling, grammar, paragraphing, sentence structure, and punctuation. Do not use text message grammar or informal language. Points will be deducted for poor writing mechanics. Treat your assignments like professional work assignments and maintain academic writing standards.

Communication and Course Management

It is essential to check your UNT email and class announcements on Canvas regularly for new information related to this class. Stay engaged with course updates and communications to ensure you don't miss important deadlines or changes.

AI Detection and Academic Integrity

Assignment submissions may be run through AI detection software. If your submission appears to have been written using AI, you may either receive a failing grade or be asked to resubmit. Every student in my class can improve by doing their own work and trying their hardest with access to appropriate resources. Students who use other people's work without proper citations will be violating UNT's Academic Integrity Policy. Please read and follow these important guidelines for your academic success

(https://policy.unt.edu/policy/06-003). If you have questions about this or any UNT policy, please email me.

Attendance and Participation

Research has shown that students who actively engage with course material are more likely to be successful. You should maintain timely, active engagement with all course components, especially discussion forums and assigned readings, unless you have a university excused absence such as active military service, a religious holy day, or an official university function as stated in the Student Attendance and Authorized Absences Policy (PDF) (https://policy.unt.edu/policy/06-039). As this is a 100% online course, you must meet the deadlines for assignments. This helps me keep attendance. If you cannot participate in course activities due to an emergency, please let me know. Your safety and well-being are important to me.

Course Evaluation

Students will complete the course evaluation at the end of the semester to evaluate the class. In addition, the instructor may choose to administer a course reflection as a supplemental course evaluation.