LIS 540 Administration of School Libraries
COURSE SYLLABUS: Fall 2016

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COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required:

Butler, R. P. (2015). *School Libraries 3.0: Principles and Practices for the Digital Age.* Lanham, MD: Rowman & Littlefield. ISBN: 9780810885806

Additional readings will be available online in full text through the TAMU-Commerce Library databases or as Web-based resources.

Course Description

This course covers principles and processes underlying the successful administration of a school library media center and focuses on the four major roles of the school librarian as teacher, information specialist, instructional partner and program administrator. In addition to building professional knowledge in traditional areas, this course explores accountability, administration, and advocacy aspects of the school librarian's critical leadership role in the learning community.

Student Learning Outcomes

This course focuses on competencies that are assessed for Texas school librarian certification in TExES Domain II: Program Management, Leadership, and Connections to the Community:

- Competency 003 (Library Program Management)

Syllabus/schedule subject to change

The school librarian understands library program management and acquires, organizes, and manages resources.

- Competency 004 (Library Program Leadership and Connections to the Community)
  The school librarian exhibits library program leadership and collaborates within the school and community to promote the success of all students.

The student will identify and analyze the following through course assignments and course interaction:

1. Function of the school library media center within evolving state and national educational contexts.
2. Principles of management as applied to the school library media center, focusing on personnel, resources, facilities, and budget.
3. Role of the school librarian in collaborating with classroom teachers to develop curriculum and provide instruction, learning strategies, and practice in using the essential learning skills as identified in the Standards for the 21st Century Learner.
4. Effect of technology on instruction and administration of the school library media center.
5. Connections between the school library media center and constituencies within the campus, district, and community.
6. Important issues and research affecting school library media centers.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

This course requires reading of textbook and online material, interaction with school librarians and administrators for specific assignments, and online interaction with classmates and the instructor. All work will be assigned and submitted through eCollege, the TAMU-Commerce online platform, located at http://online.tamuc.org. All student work should be submitted following the directions given in the corresponding Assignment content area.

GRADING

Assessments

100 total points may be earned:

Discussion postings:	2 discussions at 5 points each	10 points
Written assignment:	Procedures/Policies/Grant	10 points
Written assignment:	Facilities	10 points
Written assignment:	Advocacy	10 points
Exams:	3 exams at 20 points each	60 points

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Be sure to complete the assigned readings as noted prior to beginning the assignments. All assignments, discussion postings, and exams are due at 11:59 pm CST on the designated due date. Due dates are announced with each assignment and can be found in the course calendar located in the DocSharing link.

Due the abbreviated course schedule, late work will not be accepted under any circumstances. NOTE: It is important to keep up with assignments, especially in the online environment. Written work that contains plagiarism will receive a zero.

TECHNOLOGY REQUIREMENTS

The following are basic requirements for this course:

- o Access to a personal computer with word processing software and web browser
- o Ability to do basic word processing and web navigation
- o Internet access

- To fully participate in online courses you will need to use a current Flash enabled browser. For PC users, the suggested browser is Google Chrome or Mozilla Firefox. For Mac users, the most current update of Firefox is suggested.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - o 512 MB of RAM, 1 GB or more preferred

- - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.

- Depending on your course, you might also need a:

  - Webcam
  - Microphone

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

- Current anti-virus software must be installed and kept up to date.

- Run a browser check through the Pearson LearningStudio Technical Requirements website. Browser Check http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset

Running the browser check will ensure your internet browser is supported.
    Pop-ups are allowed.
    JavaScript is enabled.
    Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - Adobe Reader https://get.adobe.com/reader/
  - Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet

software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

• For additional information about system requirements, please see: System Requirements for LearningStudio https://secure.ecollege.com/tamuc/index.learn?action=technical

ACCESS AND NAVIGATION

If you have not taken an eCollege online course before from TAMU-Commerce, it would be helpful for you to spend some time exploring the interface during the first days that you have access. Familiarity with the software helps students to feel comfortable when completing assignments. Technical support is also available through the Tech Support tab at the top of the eCollege web page.

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to myLeo.   http://www.tamuc.edu/myleo.aspx

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu**.**

It is strongly recommended you perform a "Browser Test" prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the "My Courses" tab, and then select the "Browser Test" link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of Pearson LearningStudio.

Technical assistance is available 24 hours a day/ 7 days a week.

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit Pearson 24/7 Customer Support Site http://247support.custhelp.com/

The student help desk may be reached by the following means 24 hours a day, seven days a week.

- **Chat Support:** Click on *'Live Support'* on the tool bar within your course to chat with a Pearson LearningStudio Representative.

- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the *'Tech Support'* icon on the upper left side of the screen inside the course. You then will be able to get assistance via online chat, email or by phone.

Note: Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure **MUST** be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students **MUST** file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and to provide me with the helpdesk ticket number
4. At that time, I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer/access problems are not a legitimate excuse for filing a ticket with the Pearson LearningStudio Help Desk. You are strongly encouraged to check for compatibility of your

browser **BEFORE** the course begins and to take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform. **ONLY** Pearson LearningStudio based problems are legitimate.

myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at myLeo. https://leo.tamuc.edu

Learner Support

Go to the following link One Stop Shop- created to serve you by attempting to provide as many resources as possible in one location.
http://www.tamuc.edu/admissions/onestopshop/

Go to the following link Academic Success Center- focused on providing academic resources to help you achieve academic success.
http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

The instructor will be online daily. Place general course questions in my Virtual Office. For personal questions, please send me an email (Lanee.Dunlap@tamuc.edu). Questions will be answered within 24 hours on weekdays.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See current Student Guidebook). Please not that plagiarism is not acceptable and will result in a grade of zero for that assignment.

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette http://www.albion.com/netiquette/corerules.html

ADA Statement

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library- Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: Rebecca.Tuerk@tamuc.edu

Website: Office of Student Disability Resources and Services

http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

COURSE OUTLINE / CALENDAR

The instructor may make adjustments to the assignments and the due dates contained in this calendar to better accomplish the course objectives. This is a 7-week class. Posting time for written assignments and availability of online exams remain open from the beginning to the end of the week in which they are due. The calendar is also available under the DocSharing link.

Week 1:   Monday, 8/29 – Sunday, 9/4
Week 2:   Monday, 9/5 – Sunday, 9/11
Week 3:   Monday, 9/12 – Sunday, 9/18
Week 4:   Monday, 9/19 – Sunday, 9/25
Week 5:   Monday, 9/26 – Sunday, 10/2
Week 6:   Monday, 10/3 – Sunday, 10/9
Week 7:   Monday, 10/10 – Friday, 10/14

Following is a summary of readings and assignments for the class. More detailed information can be found under the Assignments buttons in eCollege.

Module	Readings	Weekly Assignments (due date)
Module I: 8/29 – 9/18	o (Butler) Ch. 1,2,3 4 o Standards for the 21st Century Learner o Standards for the 21st Century Learner in Action o School Library Programs: Standards and Guidelines for Texas	1. Introduction (9/4) 2. Procedures/Policies/Grant (9/11) 3. Exam 1 (9/18)
Module II: 9/19 – 10/2	o (Butler) Ch. 5,6,7,8 o Library Spaces o Emotional Intelligence (Ingram & Cangemi) o Emotional Intelligence (Sweetman)	4. Facilities (9/25) 5. Exam 2 (10/2)
Module III: 10/3 – 10/14	o (Butler) Ch. 9,10,11,12 o School Libraries Work o School Libraries Transform Learning o A Planning Guide for Empowering Learners o Toolkit for Promoting School Library Programs o (Trimm) Transliteracy o (Gogan) Transliteracy	6. Discussion (10/9) 7. Advocacy (10/14) 8. Exam 3 (10/14)