



COURSE SYLLABUS
LIS 515.02W: Cataloging/Classification
Fall 2016

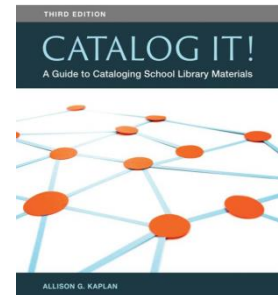
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COURSE INFORMATION

Textbooks, Readings, Supplementary Readings:

- **Textbook(s) Required:**

Kaplan, Allison G. (2016). *Catalog It! A Guide to Cataloging School Library Materials*, 3rd ed. Santa Barbara, CA: Libraries Unlimited.
ISBN 9781440835803, eISBN 9781440835810.



**** A [copy of the eBook](#) is available at TAMUC-Libraries; however, as with all technology, there might be down times or technical problems when it is unavailable.**

Course Description:

Descriptive cataloging of print and non-print materials for the school library. Emphasizes Anglo-American Cataloging Rules (AACR), Resource Access and Description (RDA), Dewey Decimal Classification (DDC), and Sears Subject Heading.

Student Learning Outcomes:

1. The student will be able to demonstrate an understanding of the organization and maintenance of current bibliographic records.
2. The student will be able to use standard classification and cataloging tools in the effective organization of collection holdings.
3. The student will demonstrate the application of the Dewey Decimal System to the classification of information in several media—print and non-print.
4. The student will demonstrate an understanding of the development and application of controlled vocabularies and syndetic structures.
5. The student will be able to identify appropriate methods for evaluating and selecting resources for cataloging, classifying, and processing resources.

COURSE INFORMATION

Instructional / Methods / Activities Assessments

This course is web based and will require you to work on Pearson LearningStudio (eCollege), an online course program. You will be required to connect at least twice a week and participate in class discussions. Students are expected to make an active and personal effort to contribute to class. This will include such basic commitments as prior preparation, regular attendance (logging in), and participating appropriately in discussions and other class activities.

There are many elements that go into class participation:

1. You will be required to log in at least twice a week.
2. Stay on top of your readings.
3. Frequent and intelligent contributions to class discussions.
4. Polite and civil interactions with all members of the class.
5. Online discussions require special consideration in the way we write, so please take the time to state your point of view in a way that shows respect for the other party.

GRADING

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

Assessments

Assignments 50%

Discussions 30%

Chapter quizzes 10%

Final 10%

Assignments: The weekly assignments will focus on cataloging and students will be working on the activities in the textbook and other activities as assigned by the instructor.

Discussions: Students are required to participate in the online discussions each week. In general, these assignments are designed to augment your comprehension of the material. For obvious reasons, there are absolutely no make-ups for these online class discussions. Each student is required to post at least 3 responses; the first one must be posted by Wednesday to allow time for feedback and discussion by all students. The postings must be substantive and thoughtful responses, to receive full credit. A substantive response includes content and adds something to the discussion.

Chapter quizzes can only be taken once and as soon as they're available and you are ready to take them.

The final will be based on the chapter quizzes and will be available the last week of class.

TECHNOLOGY REQUIREMENTS

- To fully participate in online courses you will need to use a current Flash enabled internet browser. For PC and Mac users the suggested browser is Mozilla Firefox.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 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.
 - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- 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](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](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/](https://get.adobe.com/reader/)
 - [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)

- [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
- [Apple Quick Time](http://www.apple.com/quicktime/download/) <http://www.apple.com/quicktime/download/>
- 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)
<https://secure.ecollege.com/tamuc/index.learn?action=technical>

ACCESS AND NAVIGATION

Pearson LearningStudio (eCollege) Technical Concerns: Please contact the eCollege HelpDesk, available 24 hours a day, seven days a week by sending an email directly to helpdesk@online.tamuc.org. You may also reach the HelpDesk by calling (toll-free) 1-866-656-5511, or through the Online Chat by clicking on the "Live Support" tab within your eCollege course.

Course Concerns: If you have questions pertaining to the content of this course (e.g., questions about an exam, about course due dates, etc.), please contact your instructor via email, or during office hours.

Other Questions/Concerns: Contact the appropriate TAMU-C department relating to your questions/concern. Contact information for individual departments is available by navigating the information on the university web page (www.tamuc.edu). Phone numbers are available by clicking on "Contact Us" link at the bottom left corner of the university web main page.

Accessing Library Databases & Tutorials: Currently enrolled students wanting to access databases from abroad:

1. Install the VPN client software from: <https://vpn.tamuc.edu>.
2. Open the installed VPN application and enter personal login information as follows:

Login: student(your CWID) (Example: student\12345678)

Password: (enter your myLeo password)

NOTE: The Library databases do not always work well with Internet Explorer 9, so you may want to access them with other browsers like Mozilla Firefox or Google Chrome.

LearningStudio Notifications: Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

By default the student's university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:

The best way to contact me is via email since I check it daily. A reply will be sent within 12 hours (depending upon the time your message was received). Please limit phone calls to urgent situations.

A "Class Lounge" will also be set up allowing a space for connecting and chatting with your classmates. This space is not limited to discussion about the class. It can be used for socializing. Keep in mind that the rules of Netiquette ("[Netiquette](#)") will still be in force in this space, as well as in any communication in this class.

Periodically review (a) updated announcements in eCollege for updated information pertaining to this course, and (b) check your university e-mail account frequently.

Texas A&M University-Commerce provides students technical support in the use of eCollege. 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 an eCollege Representative.

Phone: 1-866-656-5511 (Toll Free) to speak with eCollege TechnicalSupport Representative.

Email: helpdesk@online.tamuc.org to initiate a support request with eCollege Technical Support Representative.


Help: Click on the '*Help*' button on the toolbar for information regarding working with eCollege (i.e. How to submit to dropbox, How to post to discussions etc...)

Contact the appropriate TAMU-C department relating to your questions/concern. If you are unable to reach the appropriate department with questions regarding your course enrollment, billing, advising, or financial aid, please call 903-886-5511 between the hours of 8:00 a.m.- 5:00 p.m., Monday through Friday.

FREE Mobile APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

	App Title:	iPhone – Pearson LearningStudio Courses for iPhone Android – LearningStudio Courses - Phone
	Operating System:	iPhone - OS 6 and above Android – Jelly Bean, Kitkat, and Lollipop OS
	iPhone App URL:	https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8
	Android App URL:	https://play.google.com/store/apps/details?id=com.pearson.lsphone

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

- View titles/code/Instructor of all Courses enrolled in online
- View and respond to all discussions in individual Courses
- View Instructor Announcements in individual Courses
- View Graded items, Grades and comments in individual Courses
- Grade to Date
- View Events (assignments) and Calendar in individual Courses
- View Activity Feed for all courses
- View course filters on activities
- View link to Privacy Policy
- Ability to Sign out
- Send Feedback

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

Assignment policy:

1. Font should be black and Times New Roman, 12 point.
2. The filename for each assignment should start with your last name, followed by the week number and the name of the assignment, e.g.: smith1bookreview.docx

Citizenship: All students enrolled in the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (see Students Guide Handbook, Policies and Procedures, Conduct).

Courtesy: It is my belief that if we call ourselves professionals, then we should act accordingly. I would ask you to keep this in mind as you participate in class. Please practice courtesy, respect the opinions of others, be positive in speech and effort, encourage your classmates, respect confidentiality, and support each other's learning.

Late Work: All assignments are due by midnight of the last day of the week assigned, with a few exceptions, which will be noted.

Academic Honesty: Texas A&M University-Commerce does not tolerate **plagiarism** and other forms of academic **dishonesty**. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty, which includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), auto-plagiarism (duplicate submission of single work for credit in multiple classes), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material. All works submitted for credit must be original works created **by the scholar** uniquely for the class. Works submitted are subject to submission to TurnItIn, or other similar services, to verify the absence of plagiarism. Consequences of academic dishonesty may range from reduced credit on the plagiarized assignment to petition for removal from the academic program or institution, depending on the circumstances and extent of the violation; however, in typical instances, an automatic F in the course is considered appropriate. Any works referenced should be properly cited in accordance with APA 6th edition style.

Scholarly Expectations: Work submitted at the graduate level is expected to demonstrate critical and creative thinking skills and be of significantly higher quality than work produced at the undergraduate level. To achieve this expectation, all students are responsible for giving and getting peer feedback of their work prior to submitting it for a grade. Students are also expected to resolve technical issues, be active problem solvers, and embrace challenges as positive learning opportunities. Educational technology professionals must be able to work cooperatively and collaboratively with others—skills which students are expected to practice in this course.

Students are expected to ask for help when they need it and offer help when they notice someone in need.

Dropping the Class: At times, we become overloaded or have unplanned events that demand our attention. If you need to adjust your schedule by dropping this course, please follow university procedures to officially drop the class. Please do not just disappear. If you fail to officially drop the class, a grade must be assigned at the end of the course.

Incomplete Grades: Per university policy, you must visit with the instructor, develop, and sign "A Plan for Completing the Grade of X" before you may receive an incomplete for the course. The reason for such requests is limited to "circumstances beyond student's control which prevented student from attending classes during Finals Week or the preceding three weeks." You are notified that the deadline date for all plans is not to exceed one semester. Failure to fulfill plan requirements within the specified time will result in a course grade of F.

University Specific Procedures:

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 132

Phone (903) 886-5150 or (903) 886-5835 Fax (903) 468-8148

StudentDisabilityServices@tamu-commerce.edu

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 *Code of Student Conduct in the Student Guidebook*).

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 Statement: 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 the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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

Readings are from required course text:

Kaplan, Allison G. 2016. *Catalog It! A Guide to Cataloging School Library Materials*. 3rd ed. Santa Barbara, CA: Libraries Unlimited.

Tentative; subject to change:

Module	Dates	Topic	Readings	Assignments
Module 1	Aug. 29- Sept. 4	Introduction; Brief History of Cataloging; Copy Cataloging; MARC Concepts	Textbook ch. 1-3	- Discussion board - Chapter quiz - Assignment
Module 2	Sept. 5 - 11	Subject Headings	Textbook ch. 4	- Discussion board - Chapter quiz - Assignment
Module 3	Sept. 12 - 18	Classification	Textbook ch. 5	- Discussion board - Chapter quiz - Assignment
Module 4	Sept. 19 - 25	Access Points	Textbook ch. 6	- Discussion board - Chapter quiz - Assignment
Module 5	Sept. 26 - Oct. 2	RDA	Textbook ch. 7	- Discussion board - Chapter quiz - Assignment
Module 6	Oct. 3 - 9	Future of Cataloging; Processing Information Packages	Textbook ch. 8-9	- Discussion board
Module 7	Oct. 10 - 14	Final	--	Final exam

ETEC ePORTFOLIO for MS/MEd in Educational Technology

Students pursuing the MS/MEd degree in Educational Technology Leadership (ETLD) program *and* the MS/MEd degree in Educational Technology Library Science (ETLS) are now required to submit an electronic portfolio prior to graduation. This requirement does not pertain to students taking ETEC courses as an elective for other programs, or to those pursuing only the School Library Certification who have already earned a masters degree.

Many courses in ETEC and LIS program have identified artifact(s) that should be included in the eportfolio to provide evidence of acquired and developing knowledge, skills, and philosophical approaches. In courses where recommended artifacts are not identified, it is the student's responsibility to *collect* artifacts throughout the course and appropriately *select* which artifacts to include in the eportfolio. This includes courses from other departments and/or institutions for which the student is receiving credit towards the ETEC masters degree. For example, if a student takes courses in ELED, EDAD, MGMT, or TDEV and applies credits earned toward their ETEC masters degree, the student should include artifacts from those courses in their ETEC eportfolio.

Newly admitted majors in the program should contact Dr. Mary Jo Dondlinger, coordinator of the ETEC program, for more information on how to get started with the ETEC ePortfolio. If you plan to major in the program, but have not yet applied, you are strongly encouraged to do so as soon as possible. Please contact MaryJo.Dondlinger@tamuc.edu for more information about the program's portfolio requirement.