



**LIS 512: Information, Reference, and Mediographic Services**  
**COURSE SYLLABUS: Spring - 2024**

<b>Instructor:</b> Valerie, MLS
<b>Office Hours:</b> Virtual, daily (email for online appt.)
<b>Preferred Form of Communication:</b> Email
<b>Communication Response Time:</b> 24 hours
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**Texas A&M-Commerce Supports Students' Mental Health:** The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

**COURSE INFORMATION**

**Textbook Required**

Riedling, A. M., Shake, L., & Houston, C. (2019). Reference skills for the school librarian: tools and tips (4th ed.). Santa Barbara, CA: ABC-CLIO, LLC.

**\*Please only use the 4th edition for this course**

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

**Course Description**

This course is a detailed study of the basic and most useful reference sources and instruction in their use as they apply to the school library situation.

**Course Learning Outcomes:**

This course focus is on Texas Learner Centered School Librarian Standards and Principles 1-6 (TAC 239B) assessed for School Librarian Certification.

*Syllabus/schedule are subject to change, first day of class check for updates*

**Standard I: Learner-Centered Teaching and Learning**

**Standard IV: Learner-Centered Library Program Leadership and Management**

**Domain I: Teaching, Learning, and the School Library Environment:**

**Competency 001: (Teaching and Learning in the School Library Program)**

The school librarian understands teaching and learning processes and promotes the integration of curriculum, resources, and teaching strategies to ensure all students' success as creators and users of ideas and information.

**Standard III: Learner-Centered Technology and Information Access**

**Standard VI: Learner-Centered Information Science and Librarianship**

**Domain III: Librarianship, Information Science, and Technology**

**Competency 005: (Librarianship and Information Science)**

The school librarian applies knowledge of librarianship and information science to help the school community locate, evaluate, and use information to solve problems and to encourage lifelong reading and learning.

**Competency 006: (Information Access and Technology)**

The school librarian uses and integrates technology, telecommunications, and information systems to enrich the curriculum, enhance learning, and promote the success of the school community.

**The student will:**

- evaluate print, non-print, and electronic information resources
- identify the appropriate resource to meet an information need
- utilize appropriate resources to answer reference queries effectively
- conduct and analyze reference interviews

<b>COURSE REQUIREMENTS</b>
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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 myLeo Online, the TAMU-Commerce online platform. All student work should be submitted following the directions given in the corresponding Assignment content are

**Instructional/Methods/Activities Assessments**

This course requires: The course includes in-person visits to libraries, online interaction, quizzes, discussions, final exam and online learning modules

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Our class week begins on Monday, so assignments are due by 11:59 pm on the following Sunday.

At the beginning of the course, select a school librarian with whom you can collaborate. If you are currently a librarian, you may use your own library collection for the assignments.

All work will be assigned through D2L, the TAMU-Commerce online platform. All student work should be submitted following the directions given in the assignment content area.

Due to the accelerated course schedule, **no late work** will be accepted.

**\*Read each week's assignments early in the week. Some assignments require you to visit libraries.**

Be sure to allow adequate time each day to read the materials and complete the assignments. We must move quickly to complete all of the course objectives, and you will not be able to complete the assignments at the last minute.

Since this is a graduate course, students will be held to a high standard of performance. Written communications should be free of spelling and grammatical errors.

### **Grading:**

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

Total points corresponding to the final letter grades

A = 90-100 points

B = 80-89 points

C = 70-79 points

D = 60-69 points

F = 59 points or Below

## Assessments

	ACTIVITY	POINTS PER ACTIVITY TOTAL POINTS POSSIBLE
Unit 1	Introductions	1 1
Unit 1	Assignment	5 5
Unit 1-7	Discussion	5 35
Unit 2-6	Assignment	5 25
Unit 7	Assignment	4 4
Units 1-6	Quiz	3 18
Unit 7	Final Exam	12 12
		Total: 100

## TECHNOLOGY REQUIREMENT

### Browser Support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

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- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers, using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

### Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A

Google® Chrome™ Latest N/A

Apple® Safari® Latest N/A

### Table and Mobile Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Android™	Android 4.4+ Chrome Latest	

Apple	iOS® Safari, Chrome The current major version of iOS  (the latest minor or <b>point</b> release of that major version) and the previous major
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	<p>version of iOS (the latest minor or <b>point</b> release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version.</p> <p>Chrome: Latest version for the iOS browser.</p>
Windows	Windows 10 Edge, Chrome, Firefox Latest of all browsers, and Firefox ESR.

- 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.
- 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.

The following are basic requirements for this course:

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- Access to a personal computer with word processing software and web browser
- Ability to do basic word processing and web navigation
- 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.
- Running the browser check will ensure your Internet browser is supported.
  - Pop-ups are allowed
  - JavaScript is enabled
  - Cookies are enabled
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- 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.

<b>ACCESS AND NAVIGATION</b>
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You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and Internet connection 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, Starbucks, a TAMUC campus open computer lab, etc.

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## COMMUNICATION AND SUPPORT

### Brightspace Support Need Help?

#### Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

#### Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on **Live Chat**.

#### System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance, which means the system will not be available 12 pm-6 am CST.

#### Interaction with Instructor Statement

The instructor will be online daily. Place general course questions in Virtual Office. For personal questions, please send me an email ([anjum.najmi@tamuc.edu](mailto:anjum.najmi@tamuc.edu)). Questions will be answered within 24 hours on weekdays.

## COURSE PROCEDURES/POLICIES

### Course Specific Procedures/Policies

Class attendance and/or participation is most important to a student's education.

There are numerous elements that go into class participation:

- a. Regular attendance or logging in to class.
- b. Timely contributions to class discussion.
- c. Reading assigned work and completing course assignments by the due dates.
- d. Polite and civil interactions with all members of the class and the staff/students in the practicum library.
- e. Checking leoMail for messages in order to not miss time sensitive information.

\*Recovering lost course content or assignment information is the responsibility of the student.

### **Assignment Policy:**

1. All assignments (unless otherwise specified) are placed in the dropbox under the correct unit number.
2. Assignments graded in the drop box are automatically posted in the grade book.
3. Font should be black and Times New Roman, 12 point.
4. The filename for each assignment should start with your last name, followed by the unit number and the name of the assignment, e.g., smith1bookreview.docx

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**A NOTE ABOUT DISCUSSIONS**—For full credit, you must follow the guidelines for constructing discussions, post one original post in response to the question and two comments on your classmates' postings by the due date.

**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). [https://inside.tamuc.edu/student\\_guidebook/Student\\_Guidebook.pdf](https://inside.tamuc.edu/student_guidebook/Student_Guidebook.pdf)

**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 unit assigned, with a few exceptions, which will be noted.

Grade of "X" (Incomplete) - In accordance with the Academic Procedures stated in the TAMU-C Catalog, "students, who because of circumstances beyond their control, are unable to attend classes during finals week or the preceding three weeks will, upon approval of their instructor, receive a mark of 'X' (incomplete) in all courses in which they were maintaining passing grades." The mark of "X" will only be considered in strict compliance with University Policy upon submission of complete medical or other

relevant documentation.

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

### **Academic Honesty**

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

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In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

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.

**Texas A&M University-Commerce** acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, **students are fully responsible for the content of any assignment they submit**, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

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### **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.

### **Timeliness**

I grant extensions on assignments only under the most exceptional of circumstances. You should make explicit prior arrangements with me and provide evidence of extenuating circumstances.

**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.

**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.

## UNIVERSITY PROCEDURES/POLICIES

### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the

### **Student Guidebook**

[http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentG 11](http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook)

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[uid ebook.aspx](#)

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](http://www.albion.com/netiquette/corerules.html)

### **TAMUC Attendance**

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13student/academic/13.99.99.R0.01.pdf>

### **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Graduate Student Academic Dishonesty 13.99.99.R0.10

<https://inside.tamuc.edu/aboutus/policiesproceduresstandardsstatements/rulesprocedures/13students/graduate/13.99.99.R0.10.pdf>

### **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

**Email:** [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

**Website:** Office of Student Disability Resources and Services

<https://www.tamuc.edu/student-disability-services/>

### **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.

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### **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.

<https://inside.tamuc.edu/aboutus/policiesproceduresstandardsstatements/rulesprocedures/34safetyofemployeesandstudents/34.06.02.r1.pdf>

### **FAQs:**

<https://inside.tamuc.edu/aboutus/CampusCarry/FAQs.aspx>

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

<b>COURSE OUTLINE / CALENDAR</b>
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**\*\*Available first day of class in D2L**

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<b>ETEC ePORTFOLIO for MS/MEd in Educational Technology</b>
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Students pursuing the MS/MEd degree in Educational Technology Library Science (ETLS) are now required to submit an electronic portfolio prior to graduation as it will benefit the student in obtaining a position in Library or Media Services. They should view the 'eportfolio guidelines and expectations' under eportfolios tab on the orientation webpage.

Beginning in the 2014-15 academic year, it will become a program requirement to graduate with the MS/Med in ETLS. However, this requirement does not pertain to students taking ETEC courses as an **elective** for other programs, including those pursuing only the School Library Certification who already have earned a master's degree.

Many courses in the ETEC 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 master's degree.

For LIS 512 the required artifacts are:

- Reference Interview
- Evaluating Print or Reference Resources
- Website Evaluation

For example, if a student takes courses in ELED, EDAD, MGMT, or TDEV and applies credits earned toward their ETEC master's degree, the student should include artifacts from those courses in their ETEC eportfolio.

Newly admitted majors in the program should contact Dr. Anjum Najmi, for more information on how to get started with the ETEC e-Portfolio. 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 [anjum.najmi@tamuc.edu](mailto:anjum.najmi@tamuc.edu) for more information about the program's portfolio requirement.

Texas A&M University-Commerce enhances civility and collegiality of administrators, faculty, staff, students, and guests through intentional acts of respect, trust, self-accountability, and collaboration. We recognize our strength is found in togetherness 14

*Syllabus/schedule are subject to change, first day of class check for updates* as we commit to kindness through one-on-one communication, fostering a healthy environment of conflict resolution and teamwork. The university is also committed to incorporating the tenets of civility in ways that do not silence traditionally marginalized voices.

