



LIS 515 01W CATALOGING/CLASSIFICATION
COURSE SYLLABUS: Spring 2024

Instructor:	Anjum Najmi Phd, MLS
Office Hours:	Virtual, daily (email for online appt.)
Preferred Form of Communication:	Email
Communication Response Time:	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

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings Textbook(s) Required:

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

Course Description

This course will focus on the descriptive and subject cataloging of print and non-print materials for the school library. It will emphasize Resource Description and Access (RDA), Anglo-American Cataloging Rules (AACR), Dewey Decimal Classification (DDC), Sears Subject Headings, and Library of Congress Subject Headings (LCSH).

Course Learning Outcomes

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

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Certification. Activities and assignments provide Practicum field experience² related to the functioning of a school library.

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.

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 REQUIREMENTS

Instructional / Methods / Activities Assessments

This course is web based and will require you to work on Brightspace D2L, an online Learning Management System (LMS). 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.

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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 and activities that contribute to the final grade are as follows,

- Assignments/Peer Review/Unit Practice 50%
- Discussions 30%
- Chapter quizzes 10%
- Final Project 10%

Assignments:

The weekly assignments will focus on cataloging and include unit practices. Students will create their own bibliographic record and peer review their work in week 6 to provide feedback then revise and submit the final project.

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 follow the guidelines to construct and post an initial response to the discussion question by Thursday of the week assigned, to allow time for feedback and discussion by all students. Followed by 2-3 responses to classmates posts by Saturday. 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 will cover material from the assigned textbook chapter for the module. They will be available Tuesday morning of the week to allow time to for weekly readings.

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

TECHNOLOGY REQUIREMENTS

Browser Support

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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:

- 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 environment 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

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Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point 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. Chrome: Latest version for the iOS browser.
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- 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
 - o Broadband connection required courses are heavily video intensive
 - o 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
- You must have a:
 - o Sound card, which is usually integrated into your desktop or laptop computer
 - o Speakers or headphones.
 - o *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.

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

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- 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.
- Current anti-virus software must be installed and kept up to date.
- Running the browser check will ensure your Internet browser is supported.
 - o Pop-ups are allowed.
 - o JavaScript is enabled.
 - o 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:
 - o [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
 - o [Adobe Flash Player \(version 17 or later\)](https://get.adobe.com/flashplayer/) <https://get.adobe.com/flashplayer/>

At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office 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.

ACCESS AND NAVIGATION

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.

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.

COMMUNICATION AND SUPPORT

Student Support

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

Technical Support

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If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **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 my Virtual Office in Brightspace D2L. It will be under course home and the hours will be the same as my office hours (please allow 24 hours for a response). For personal questions, please send me an email (anjum.najmi@tamuc.edu). Questions will be answered within 24 hours on weekdays.

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 Brightspace D2L for updated information pertaining to this course, and (b) check your university (i.e. myleo) e-mail account frequently.

**This syllabus/schedule are subject to change. Be sure to check the revised version first day of class in the class Brightspace D2L LMS.*

COURSE PROCEDURES/POLICIES

Course Specific Procedures/Policies

There are seven modules corresponding to the weeks in the course. To complete a module you will read the textbook chapters and other readings as assigned, and complete the assignments, discussions and quizzes by 11:59 pm, central time on the designated deadlines.

In the case of an emergency, late work will be accepted, but you must contact me as soon as possible and an excused absence must be approved by me. In non-emergency know. Coursework will be accepted, but with penalties -- 5% will be taken off each day beyond the assigned deadline.

Note: Late quizzes and discussion board posts will not be accepted.

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).

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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.

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 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 current APA 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).

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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.

13.99.99.R0.03 Undergraduate Academic Dishonesty
13.99.99.R0.10 Graduate Student Academic Dishonesty

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:

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.

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 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. The Code of Student Conduct is described in detail in the

Student Guidebook.

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.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>

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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/rulesProcedure s/13students/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

Email: 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.

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.

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Qualified law enforcement officers or those who are otherwise authorized to carry a 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

COURSE OUTLINE/CALENDAR

January 16, 2024 to March 8, 2024

***schedule subject to change – download updated schedule from D2L first day of class**

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~~File is available in long key links. Note: the first link is from the old page.~~
ETEC ePORTFOLIO FOR MS/MEd IN EDUCATIONAL TECHNOLOGY

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 515, the required artifacts are:

- Access points – Assignment 4
- Future of Cataloging - Information Package – Assignment 6

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 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 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.

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