LIS 512, Information, Reference, and Mediographic Services

COURSE SYLLABUS: Fall 2024

INSTRUCTOR INFORMATION

Instructor: Valerie Lutes, MSLS
Office Location: Virtual
Office Hours: Virtual/Daily
University Email Address: Valerie.Lutes@tamuc.edu
Preferred Form of Communication: Email
Communication Response Time: 24 Hours

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) 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.

Optional Texts and/or Materials

Additional readings will be available online in full-text through the Texas A&M University-Commerce Library databases or as Web-based resources provided in the course content and in Doc Sharing.

Course Description

Student Learning Outcomes

1. The student will evaluate print, nonprint, and electronic information reference resources

2. The student will identify the appropriate resource to meet an information need

The syllabus/schedule are subject to change.

3. The student will use appropriate resources to answer reference queries effectively

4. The student will conduct and analyze reference interviews

This course focuses on competencies that are assessed for the Texas school librarian certification.

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.

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.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

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 area.

Instructional Methods

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

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Student Responsibilities or Tips for Success in the Course

Our class week begins on Monday, though assignments are due by 11:59 pm on the following Sunday or the next Tuesday, as indicated in the syllabus and course materials.

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

Due to the abbreviated course schedule, late work will be accepted only under extenuating circumstances. Determination of what is considered extenuating circumstances will be at the discretion of the instructor.

Written work that contains plagiarism will receive a zero.

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 completing the assignments.

Read each week's assignments early in the week. Some assignments require you to visit libraries or contact a librarian.

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.

This is a graduate level course and students are held to a high standard of performance. Written communications should be free of spelling and grammatical errors. This course uses the APA 7 style guide for citations, visit the OWL at Purdue website for basic formatting examples.
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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

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Assessments

	ACTIVITY	POINTS PER ACTIVITY	TOTAL POINTS POSSIBLE	WEIGHT
Unit 1	Introductions	1	1	1%
Unit 1	Assignment	5	5	5%
Unit 2-8	Discussion	5	35	35%
Unit 2-6	Assignment	5	25	25%
Unit 8	Assignment	4	4	4%
Units 2-7	Quiz	3	18	18%
Unit 8	Final Exam	12	12	12%
			Total: 100	Total: 100%

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:
https://community.brightspace.com/s/article/Brightspace-Platform-Requirements

LMS Browser Support:
https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

Zoom Video Conferencing Tool
https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

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.

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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

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. Other support options can be found here:

https://community.brightspace.com/support/s/contactsupport

Interaction with Instructor Statement

The instructor's communication response time is 24 hours during weekdays. Email is the preferred form of communication with the instructor. Grading/feedback turnaround time is generally 3-4 days after the specified due date. Announcement postings are used to convey important information about the class.

COURSE AND UNIVERSITY 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 your MyLeo email for messages in order to not miss time sensitive information.

Late Work: Assignments are due by 11:59PM on specific dates, as assigned. The clock inside D2L is the official clock for documenting when assignments are turned in. Due to

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the abbreviated course schedule, late work will be accepted only under extenuating circumstances. Determination of what is considered extenuating circumstances will be at the discretion of the instructor. If you have any extenuating circumstances that may impact your course performance, please let me know as soon as possible.

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. The Code of Student Conduct is described in detail in the Student Guidebook. https://inside.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf.

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: https://www.britannica.com/topic/netiquette

TAMUC Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedures 13.99.99.R0.01 http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

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:

Undergraduate Academic Dishonesty 13.99.99.R0.03
Undergraduate Student Academic Dishonesty Form

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf

Graduate Students Academic Integrity Policy and Form

Graduate Student Academic Dishonesty Form

https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10.pdf

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Students with Disabilities-- ADA Statement

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
Velma K. Waters Library Rm 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu

Website: Student Disability 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. 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.

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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**

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.

AI use policy [Draft 2, May 25, 2023]

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.

13.99.99.R0.03 Undergraduate Academic Dishonesty

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13.99.99.R0.10 Graduate Student Academic Dishonesty

Department or Accrediting Agency Required Content

COURSE OUTLINE / CALENDAR

Module	Textbook Readings	Weekly Assignments
Unit 1	● Ch. 1	Introductions Librarian Interview ● Must contact a Librarian ● Initial post by Tuesday followed by three replies (*must post on at least 2 separate days*) - Saturday by 11:59 pm Discussion 1 ● Initial post by Tuesday followed by three replies (*must post on at least 2 separate days*) - due Saturday by 11:59 pm Assignment 1 – Reference Terms and Definitions Sunday by 11:59 pm Unit 1 Quiz Sunday by 11:59 pm
Unit 2	● Ch. 9	Assignment 2 – Reference Interview ● Visiting a library is required - Sunday by 11:59 pm Discussion 2 ● Initial post by Tuesday followed by three replies (must post on at least 2 separate days) - due Saturday by 11:59 pm Unit 2 Quiz Sunday by 11:59 pm
Unit 3	● Ch. 2	Assignment 3 – Evaluation of Print Reference Resources ● Visiting a library is required - Sunday by 11:59 pm Discussion 3 ● Must contact a Librarian ● Initial post by Tuesday followed by three replies (must post on at least 2 separate days) due Saturday by 11:59 pm Unit 3 Quiz - Sunday by 11:59 pm Tentative -Library Instruction w/Sarah Northam via Zoom
Unit 4	● Ch. 10	Assignment 4 – Website Evaluation - Sunday by 11:59 pm Discussion 4 ● Initial post by Tuesday followed by three replies (must post on at least 2 separate days) - due Saturday by 11:59 pm
Unit 5	● Five Common Fair Use Myths ● Measuring Fair Use: The Four Factors	Assignment 5 – Fair Use and Copyright - Sunday by 11:59 pm Discussion 5 ● Initial post by Tuesday followed by three replies (must post on at least 2 separate days) - due Saturday by 11:59 pm ● Unit 5 Quiz - Sunday by 11:59 pm

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Unit 6	● Ch. 5, 7 & 8	Assignment 6 – Evaluating Online Reference Sources - Sunday by 11:59 pm Unit 6 Quiz - Sunday by 11:59 pm
Unit 7	● Ch. 3,4 & 6	Assignment 7 – Almanacs and Encyclopedias - Sunday by 11:59 pm Discussion 7 ● Initial post by Tuesday followed by three replies (must post on at least 2 separate days) - Saturday by 11:59 pm ● Must contact a Librarian Unit 7 Quiz - Sunday by 11:59 pm
Unit 8	● Short Week! Last day of class Fri	Assignment 8 – ABLE Certificates - Friday by 11:59 pm ● Discussion 8 ● Initial post by Tuesday followed by three replies (must post on at least 2 separate days) - Wed. by 11:59 pm ● Final Exam - Friday by 11:59 p

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