



LIS 540.01W Administration of School Libraries

COURSE SYLLABUS: Fall 2025

INSTRUCTOR INFORMATION

Instructor: Tammy Butler, MLS
Office Hours: Virtual/Daily
University Email Address: Tammy.Butler@etamu.edu
Preferred Form of Communication: Q & A Forum or Email
Communication Response Time: 24 hours

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

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

*Check ETAMU University Library for an available [copy](#) online (there are a limited number of copies available).

Additional readings will be available online in full text through the ETAMU University 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

The syllabus/schedule are subject to change.

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.

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)
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.

COURSE REQUIREMENTS

Instructional Methods

This course requires reading of textbook and online materials, interacting with school librarians and administrators for specific assignments, and interacting online with classmates and the instructor. All work will be assigned and submitted through Brightspace D2L, the TAMU-Commerce online Learning Management System (LMS). All student work should be submitted following the directions given in the corresponding assignment content area.

GRADING

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

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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:

Introductions:	5%
Discussion responses:	30%
Assignments: (Librarian Interview, Facilities Plan with Peer Review, Elevator Speech with Peer Review & Marketing Plan)	40%
Compliance Trainings (1&2):	10%
Exams (1, 2, & 3):	15%

Grades will be determined using evaluation rubrics that will be posted within each assignment content area. It is the responsibility of the student to review the rubrics and raise any questions or concerns prior to submitting an assignment.

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

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

ACCESS AND NAVIGATION

The syllabus/schedule are subject to change.

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@etamu.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

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 will be online daily. Place general course questions in my Virtual Office in Brightspace D2L. For personal questions, please send me an email (Tammy.Butler@tamuc.edu). Questions will be answered within 24 hours on weekdays.

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.

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 LEOmail for messages in order to not miss time sensitive information.

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All assignments should reflect graduate level work with evidence of proofreading and editing before submission. This course will use APA 7 style guide; visit [OWL at Purdue website for more information](#).

Assignments are due by 11:59 PM on specific dates, as assigned. The clock inside D2L is the official clock for documenting when assignments are submitted. Due to the abbreviated course schedule, late work will be accepted only under extenuating circumstances and only at the discretion of the instructor. Students are expected to notify the instructor **BEFORE** the assignment deadline if there is such a situation. Full credit cannot be earned by late or incomplete assignments. Late assignments lose up to 10% of their possible value each day late if submitted after the posted due date/time. **Discussion posts and quizzes will not be accepted late.**

Extra credit is not available and assignments and quizzes are only allowed to be completed once.

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](#).
<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:
<https://www.britannica.com/topic/netiquette>

ETAMU 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/13students/academic/13.99.99.R0.01.pdf>

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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 Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.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>

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/>

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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 East Texas A&M University campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

East Texas A&M University 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,

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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.



<http://telusproduction.com/app/5108.html>

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

East Texas A&M University 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

13.99.99.R0.10 Graduate Student Academic Dishonesty

COURSE OUTLINE / CALENDAR

**** Course schedule will be available in D2L first day of class**

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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.

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. For LIS 540 identified artifacts could include the Facilities Proposal, the Marketing Plan and the Elevator Speech.

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 e-portfolio. 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. Anjum Najmi, program coordinator of ETLS program 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@etamu.edu for more information about the program's portfolio requirement.

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