



LIS 540 01W: Administration of School Libraries

COURSE SYLLABUS: Fall 2026

Instructor:	Anjum Najmi PhD, MLS
Office Hours:	Virtual, daily (email for online appt.)
Preferred Form Communication:	Email
Communication Response Time:	24 hours
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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**

Web-based online resource: Texas Teacher Evaluation and Support System (T-TESS) and rubric @ <https://teachfortexas.org/>

Additional readings will be available online in full text through the East Texas A&M - 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.

Student Learning Outcomes

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

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

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.

COURSE REQUIREMENTS

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.

INSTRUCTIONAL METHODS

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

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 ETAMU 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

Available first day of class.

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by East Texas A&M University 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@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. Checking leomail/email daily.
- c. Timely contributions to class discussion.
- d. Reading assigned work and completing course assignments by the due dates.
- e. Polite and civil interactions with all members of the class and the staff/students in the practicum library.
- f. 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. Assignments graded in the drop box are automatically posted in the grade book.
2. Font should be black and Times New Roman, 12 point.
3. 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

A NOTE ABOUT DISCUSSIONS—For full credit, you must follow the guidelines given to construct your initial discussion post in response to the question followed by 3-4 replies to classmates' posts by the due date.

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.

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.

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>

ETAMU 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 East Texas A&M University 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>

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

East Texas A&M University 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, 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**

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.

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 Electronic 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 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.

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