



# **LIS 512 Information, Reference, and Mediographic Services**

COURSE SYLLABUS: FALL 2019

## **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

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

Riedling, A. M., Shake, L., & Houston, C. (2013). Reference skills for the school librarian: tools and tips (3rd ed.). Santa Barbara, CA: ABC-CLIO, LLC.

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.

## **Student Learning Outcomes**

1. The student will evaluate print, nonprint, and electronic information resources
2. The student will identify the appropriate resource to meet an information need
3. The student will use appropriate resources to answer reference queries effectively

*The syllabus/schedule are subject to change.*

#### 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**

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

## **Student Responsibilities or Tips for Success in the Course**

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

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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 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.

NOTE: It is important to keep up with assignments, especially in the online environment. 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 the assignments.

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:

**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
Weeks 2-6	Assignment	5	25
Week 7	Assignment	4	4

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Weeks 1-6	Quiz	3	18
Week 7	Final Exam	12	12
			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](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

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.

## COMMUNICATION AND SUPPORT

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

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

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.

### **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 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.

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## **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>

### **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/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:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

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

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.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:

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**Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

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

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

**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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# COURSE OUTLINE / CALENDAR

Course Dates: Oct. 28 – Dec. 13

Module	Textbook Readings	Weekly Assignments
Unit 1	<ul style="list-style-type: none"> <li>Ch. 1</li> </ul>	<b>Librarian Interview Assignment &amp; Discussion 1</b> <ul style="list-style-type: none"> <li>Must post on at least 2 separate days.</li> <li>Contacting a librarian is required</li> </ul> Introductions <ul style="list-style-type: none"> <li>Must post on at least 2 separate days.</li> </ul> Assignment 1 – Reference Terms and Definitions  Week 1 Quiz
Unit 2	<ul style="list-style-type: none"> <li>Ch. 9</li> </ul>	Assignment 2 – Reference Interview <ul style="list-style-type: none"> <li>Visiting a library is required</li> </ul> Discussion 2 <ul style="list-style-type: none"> <li>Must post on at least 2 separate days</li> </ul> Week 2 Quiz
Unit 3	<ul style="list-style-type: none"> <li>Ch. 2</li> </ul>	Assignment 3 – Evaluation of Print Reference Resources <ul style="list-style-type: none"> <li>Visiting a library is required</li> </ul> Discussion 3 <ul style="list-style-type: none"> <li>Contacting a librarian is required</li> </ul> Week 3 Quiz:
Unit 4	<ul style="list-style-type: none"> <li>Ch. 10</li> </ul>	Assignment 4 – Website Evaluation Discussion 4 <ul style="list-style-type: none"> <li>Must post on at least 2 separate days.</li> </ul> Week 4 Quiz:  <i>-Tentative virtual Library Database Instruction with a TAMUC Librarian, exact date and time to be determined</i>
Unit 5	<ul style="list-style-type: none"> <li>Ch. 5, 7 &amp; 8</li> </ul>	Assignment 5 – Evaluating Online Reference Sources Discussion 5 <ul style="list-style-type: none"> <li>Must post on at least 2 separate days</li> <li>Contacting a librarian is required</li> </ul> Week 5 Quiz:

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<b>Unit 6</b>	<ul style="list-style-type: none"> <li>Ch. 3,4 &amp; 6</li> </ul>	Assignment 6 – Almanacs and Encyclopedias Discussion 6 <ul style="list-style-type: none"> <li>Must post on at least 2 separate days.</li> <li>Contacting a librarian is required</li> </ul> Week 6 Quiz:
<b>Unit 7</b>		Assignment 7 – ABLE Certificates Discussion 7 Final Exam

## 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.

This requirement does not pertain to students taking ETEC courses as an elective for other programs, or to those pursuing only the School Library Certification who have already earned a masters degree.

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.

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. Mary Jo Dondlinger, Director of the ETEC 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 [MaryJo.Dondlinger@tamuc.edu](mailto:MaryJo.Dondlinger@tamuc.edu) for more information about the program's portfolio requirement.

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