**INF 387 School Library Management I:
Standards & competencies, literacy, and administration
The University of Texas at Austin, School of Information
Summer 2021, Unique 78274**

**Dr. Barbara A. Jansen**

**Dates:**​ June 7 - July 7, 2021, Mondays - Wednesdays, 9:00am-12:00pm. Web based.

**Office hours:** Mondays, Tuesdays, Wednesdays at 4:00 or pm via Zoom, or other times by appointment

**Email:**​ Email **must** be sent through Canvas in order to document and save student/professor correspondence. Please do not email the professor directly.

**Email format:**​ ​*Students must email professor through Canvas*​. The professor teaches more than one class so please include a descriptive subject line that begins with 387 (e.g. 387​ *Question about assignment 2*​)

**Twitter:**​ @bjansen

**Web-based class requirements:** Classes WILL be synchronous online via Zoom (you will have a UT Zoom account). You will need a laptop with a camera and microphone/speakers. We will need to **see** you and **hear** you. Also, headphones or earbuds are required so we do not hear background noises such as barking dogs or TV. An iPad or other tablet *may not* have the features for the class work we will do throughout the program, as you will need multiple tabs open, the ability to easily copy and paste, share files, collaborate with class mates using Google Docs, and create graphics, etc. And, of course, a good internet connection is critical.

**Course description:** Philosophy, objectives, and management of the school library; emphasis on standards, competencies, and evaluation; and the roles of the school librarian as a literacy leader and program administrator.

**Course objectives:** The student will be able to 1) Explain and draft the mission of school libraries; 2) identify the national (2017) and state (2005 and 2018) standards for school librarians and library programs; 3) identify and explain professional competencies and priorities; 4) demonstrate the skills and knowledge required for becoming the literacy leader on a campus; 5) describe strategies for creating a culture of reading on a campus; and 6) demonstrate skills required to run a school library including communicating with school administrators; evaluate the school library program; demonstrate the ability to set goals and evaluate self; support the school’s and state’s strategic plans; and demonstrate understanding of budget development.

**Required textbooks and additional readings:**

*Textbooks:*

American Association of School Librarians. (2018). *National school library standards for learners, school librarians, and school libraries*. Chicago, IL: ALA Editions, an imprint of the American Library Association.

Donham, J., & Sims, C. (2020). *Enhancing teaching and learning: A leadership guide for school librarians* (4th ed.). Chicago: ALA Neal-Schuman.

*Additional readings*: As assigned in Canvas modules

**Grading and major assignments (details for assignments to come):**

*All readings and assignments are due at the beginning of each class period.*

**Grading:**

* In-class participation & attendance: 30%
* Weekly and in-class assignments: 30%
* Social media professional development plan of action: 10%
* Professional portfolio: 10%
* Reading culture development plan: 20%

*Important Note:* Due to the Texas Education Agency’s requirements for the Education Preparation Program (EPP) hours, any class session missed—*for any reason*—must be made up in its entirety. Students who miss a class session will need to contact the instructor within 24 hours of the missed class to obtain directions for making up the three hour class and assignments. Students who do not make up missed classes may be in jeopardy of not fulfilling the EPP requirements and may not receive certification or may need to take an incomplete or retake the course at additional expense.

*In-class participation & attendance (30%):* ​Students are expected to be in class each session and participate actively in oral discussions and group activities. Readings for that week’s class will prepare students for active participation in discussions and group work.

Grades will be given for small group participation in selected activities each week. If you are in class and participate in each activity, you will receive credit. If you forget to bring materials in which we are using for an activity, or you are absent from class, you will receive no credit, unless you submit the assignment in written form. If the assignment was accomplished with a partner or partners, you will be required to submit all of the work that was completed in class. You have one week from the date the work was assigned to submit missed assignments and make up the three hour class.

Attend all classes and bring required materials. See important note above. One excused absence will not count against a student’s grade if prior notice of absence is received. If the absence is due to an emergency and prior notice is not possible, please notify the professor as soon as you can. The opportunity to submit assignments due to an absence is not a free pass to miss class.  The professor has the prerogative to cease allowing students to submit work if more than one class is missed.

*Weekly and in-*​*class assignments (30%):* ​Students will occasionally have assignments that are due at the time class begins. See the week’s module for assigned work and the due date and time. ​*Module readings MUST be completed before the beginning of that week’s class.* ​We will use time in class to build upon the assigned readings and written assignments, as well as exploring the course material in more depth. In most cases, students will be completing written activities in ​class as well as engaging in discussions and group assignments. On occasion, these assignments will be extended to be due later in the week if there is not enough time to finish and submit during class. Students are expected to come to class prepared to actively participate each and every week.

Please bring a fully charged, internet-​connected device as well as the required children's book with you to class each week. A laptop is preferable. Assignments must be submitted via Canvas unless otherwise directed.

*Major assignments:* ​40% for all major assignments. See breakdown below

*All assignments must be completed in order to make a passing grade.* ​If students fail to submit an assignment, they will have to take an incomplete or retake the course.

1. Implement an ongoing social media professional development plan of action to network and learn from other school librarians and educational technologists. (10%)
2. Develop and maintain a professional portfolio. (10%)
3. Develop a plan to create a culture of reading on the school campus. (20%)

**Course policies:**

Review the course learning objectives, expectations, grading, class schedule/assignments. Each student and the instructor must agree to contribute their very best work and agree to the below. One excused absence will not count against a student's grade. Prior notice of absence is required. All assignments must be completed in order to pass the course. All missed class sessions must be made up in their entirety. If students fail to submit an assignment, they must take an incomplete or retake the course. School of Information Grading Policy and UT Academic Integrity policy will be used.

Student’s responsibilities:

* Turn all assignments in on time. Late papers will receive one whole letter grade lower per day.
* Check and respond to email within 24 hours.
* Turn in assignments at the beginning of the class session or by the time given. Assignments should be submitted in the format indicated for each unless otherwise specified.
* The weekly reading response assignments may be corrected for a grade change **if** the missing points are due to APA citation formatting errors. Students *may correct only the first two assignments* and have one week after each assignment to submit the corrections.
* Read and understand expectations regarding the UT Policy on Academic Integrity and the School of Information Grading Policy.
* Respect all class members. Read and follow proper etiquette in e-mail and discussion board communication.

Professor’s responsibilities:

* Check and respond to email within 24 hours during the work week.
* Evaluate assignments considering the assessment criteria.
* Provide feedback on assignments within 1 week after the due date.
* Assist students with the course content, administrative issues, or technological support (as possible).

**Students with Disabilities Information:**

The University of Texas at Austin provides, upon request, appropriate academic accommodations for qualified students with disabilities. For more information, contact the Office of the Dean of Students at 512-471-6259 or 512-471-4641 TTY.

**Religious Holidays:**

By UT Austin policy, a student must provide notification of a pending absence at least fourteen days prior to the date of observance of a religious holy day.  The student will be given an opportunity to complete the missed work within a reasonable time after the absence.

**Academic Dishonesty:**

University of Texas rules in regard to academic dishonesty are enforced in this class. Please do not plagiarize, as instances of plagiarism will result in an automatic F (fail) for the entire course. ​[Read about academic dishonesty here](http://catalog.utexas.edu/general-information/appendices/appendix-c/student-discipline-and-conduct/)