Barbara A. Jansen, Ph.D.

Syllabus subject to slight changes

**Dates:** January 28 - May 6, 2019, Mondays, 6:00-9:00 p.m., UTA 1.504

**Office hours:** By appointment before or after class

**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 388C (e.g. 388C Question about assignment 2)

**Twitter:** @bjansen

**Course Description:** Philosophy, objectives, and management of the school library; emphasis on facilities, staff resources, administrative procedures, and programs and services. Three lecture hours a week for one semester. Information Studies 388C and 388W may not both be counted.

**Course Objectives:** At the conclusion of this course the student should be

1. familiar with a wide range of professional information about topics of concern in administering a school library program.
2. familiar with features necessary in planning facilities and apply this knowledge in a case study situation.
3. familiar with the administrative and instructional roles of a school library media specialist.
4. aware of current issues and trends in school library programs and be prepared to develop a position on such issues and trends.
5. familiar with administrative procedures in a school library program, and have practice in developing a planning document and budget proposal.
To meet these objectives the student will be required to complete the following:

1. Learn how to access/evaluate databases and Internet resources.
2. Read the AASL Standards for the 21st Century Learner in Action, the ISTE Standards for Students, and the Texas School Library Standards.
3. Read a wide range of professional literature about administering a school library program and prepare annotations of the readings and summaries of presentations.
4. Read the literature about facilities planning. Design a facilities plan for a given situation using knowledge of necessary features gained from class lectures and readings.
5. Identify topics and read widely about current issues and trends. Discuss issues in written reports and in class discussions.
6. Prepare a budget/grant proposal as part of a group.
7. Participate in class discussions, projects, professional associations and social media, and field experiences.

Required textbooks and additional readings:


Additional readings: As assigned each week 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: 20%
- Weekly and in-class assignments: 20%
- Social media plan of action: 10%
- Collaborative, integrated unit of instruction: 10%
- Bibliographic unit of instruction: 10%
- School library program evaluation: 10%
- Learning commons grant application: 20%
In-class participation & attendance: Students are expected to be in class each session and participate actively, and to the best or his or her ability, 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.

Attend all classes and bring required materials. 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: 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: (60% for all major assignments. See breakdown below)

All assignments must be completed in order to make a C-. If a student fails to submit an assignment, the highest grade attainable in the class will be a C-.

1) Develop a collaborative, integrated unit of instruction, consisting of three sequential lessons. (10%) Due March 11 at 6:00 pm
2) Develop series of three bibliographic instruction lessons for elementary or middle school. (10%) Due April 8 at 6:00 pm

4) School library program evaluation. (10%) Due April 22

5) Develop a learning commons grant application (group project). (20%) Due May 10 at 6:00 pm

6) Implement a social media plan of action to network and learn from other school librarians (and educational technologists). (10%) Due: Ongoing

Office hours: Mondays, 5:15-5:45 by appointment. Please make appointments at least 2 days prior.

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 make at least a C-. If a student fails to submit any assignment, the highest grade attainable will be a C-. School of Information Grading Policy and UT Academic Integrity policy will be used.

Student responsibilities:

- Turn all assignments in on time. Late papers will receive one whole letter grade lower per day.
- Check and respond to email.
- Post reactions to class readings to the discussion board in a timely manner.
- 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.
- 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 responsibilities:

- Check and respond to email.
- Evaluate assignments considering the assessment criteria.
- Provide feedback on assignments within 2 weeks after the due date.
• Assist students with the course content, administrative issues, or technological support.

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

Inclement Weather:

Because the professor commutes from out of town to the University, there may be a day she cannot commute due to bad weather. On those days, class WILL be held via the "Conference" module on the course Canvas page. Students log in from their physical location of choice and participate live online. On days of inclement weather, students should check email at least two hours before class to see if class will be held online.