

The University of Texas at Austin
School of Information
School Library Management
Spring 2016, INF 388C, 27545

Barbara A. Jansen, Ph.D.

Dates: January 25-May 2, 2016

Mondays, 6:00-9:00 p.m.

Office hours by appointment before 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.* 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. Using professional readings, develop a Five Year Plan, budget and presentation for new teachers for the case study school.
7. Prepare a budget proposal as part of a group.
8. Participate in class discussions, projects, professional associations and social media, and field experiences.

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

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

In-class assignments (20%) If a student misses class, the in-class assignments must be completed in the next two weeks. It is the responsibility of the student to contact the professor for make-up work.

Discussion assignments (10%)

Major assignments: (70% 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 February 15 at 6:00 pm

2) [Analyze a school library webpage](#) (group project). (10%) Due February 29 at 6:00 pm

3) [Develop series of three bibliographic instruction lessons for elementary or middle school.](#) (10%) Due March 7 at 6:00 pm

4) [School library program evaluation.](#) (10%) Due April 18

5) [Develop a 5 Year Budget Plan](#) (group project). (20%) Due May 9 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 daily.
- 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 and teaching assistant responsibilities:

- Answer e-mail within 24 hours on weekdays.
- Evaluate assignments considering the assessment criteria.
- Provide feedback on assignments in no more than 2 weeks.
- Assist students with the course content, administrative issues, or technological support.

Required texts:

Empowering learners: Guidelines for school library programs. (2009). Chicago, Ill.: American Association of School Librarians.

McGhee, M. W., & Jansen, B. A. (2010). *The principal's guide to a powerful library media program: A school library for the 21st century* (2nd ed.). Santa Barbara, CA: Linworth.

Woolfs, B., Weeks, A. C., & Coatney, S. (2014). *The school library manager* (5th ed.). Santa Barbara, CA: Libraries Unlimited.

Optional text:

Dickinson, G. K., & Repman, J. (Eds.). (2015). *School library management* (7th ed.). Santa Barbara, CA: ABC-CLIO.

Additional readings:

Certification

[School librarian certification \(Links to an external site.\)](#)

[State Board for Educator Certification \(SBEC\) \(Links to an external site.\)](#)

[\(Links to an external site.\)](#)

[Standards and guidelines \(Links to an external site.\)](#)

[AASL standards for the 21st century learner](#)  

[ISTE standards for students](#)  

[National Association of Independent Schools guidelines of professional practice for librarians \(Links to an external site.\)](#)

[School library programs: Standards and guidelines for Texas \(Links to an external site.\)](#)

[Dr. Immroth's additional readings and links to professional associations and journals \(Links to an external site.\)](#)

And, additional readings as posted on weekly assignments.

Additional Readings

American Association of School Librarians. (2007). *Sample job description, title: School librarian.*

Retrieved February 22, 2015, from

http://www.ala.org/aasl/sites/ala.org.aasl/files/content/guidelinesandstandards/learning4life/resources/sample_job_description_L4L.pdf

American Association of School Librarians. (2007). Standards for the 21st century learner. Retrieved February 22, 2015, from <http://www.ala.org/aasl/standards-guidelines/learning-standards>

American Association of School Librarians, & Association for Educational Communications and Technology. (1998). *Information literacy standards for student learning.* Retrieved February 22, 2015, from file:///C:/Users/user/Downloads/AASLInfoLitStandards1998%20(1).pdf

eSchool News. (2014). *2014 progressive school libraries.* Retrieved February 22, 2015, from file:///C:/Users/user/Downloads/ESchoolNews_ProgressiveSchoolLibraries2014.pdf

International Society for Technology Education. (2007). *ISTE standards: Students.* Retrieved February 22, 2015, from http://www.iste.org/docs/pdfs/20-14_ISTE_Standards-S_PDF.pdf

Jansen, B. A. (2010). *Internet filtering 2.0: Checking intellectual freedom and participative practices at the schoolhouse door.* Retrieved from

file:///C:/Users/user/Downloads/Jansen_KQArticleSept2010%20(1).pdf

Jansen, B. A. (2011, March). *Inquiry unpacked: An introduction to inquiry based learning.* Retrieved February 22, 2015, from file:///C:/Users/user/Downloads/LMC_MA_11_Jansen%20(2).pdf

Library Research Service. (n.d.). School libraries impact studies. Retrieved February 22, 2015, from <http://www.lrs.org/data-tools/school-libraries/impact-studies/>

National Association of Independent Schools. (2008, December 17). NAIS guidelines of professional practice for librarians. Retrieved February 22, 2015, from <http://www.nais.org/Series/Pages/NAIS-Guidelines-of-Professional-Practice-for-Librarians.aspx>

Partnership for 21st Century Skills. (2009, December). *P21 framework definitions.* Retrieved February 22, 2015, from http://www.p21.org/storage/documents/P21_Framework_Definitions.pdf

Scholastic Library Publishing. (2008). *School libraries work.* Retrieved February 22, 2015, from http://www.scholastic.com/content/collateral_resources/pdf/s/slw3_2008.pdf

Texas Secretary of State. (2009, December 23). Texas administrative code: School librarian certificate. Retrieved February 22, 2015, from

http://texreg.sos.state.tx.us/public/readtac%24ext.ViewTAC?tac_view=5&ti=19&pt=7&ch=239&sch=B&rl=Y

Texas State Library and Archives Commission (Ed.). (2012, August 14). School library programs: Standards and guidelines for Texas. Retrieved February 22, 2015, from <https://www.tsl.texas.gov/ld/schoollibs/sls/index.html>

Texas State Library and Archives Commission. (2015, January 8). School library programs: Standards and guidelines for Texas. Retrieved February 22, 2015, from <https://www.tsl.texas.gov/ld/schoollibs/sls/introduction.html>

The University of Texas at Austin School of Information. (n.d.). School librarian certification. Retrieved February 22, 2015, from <https://www.ischool.utexas.edu/programs/specializations/sslc>

[\(Links to an external site.\)](#)

[\(Links to an external site.\)](#)

Date	Details
Mon Jan 25, 2016	Jan. 25: Intro to course; standards & guidelines; certification
Mon Feb 1, 2016	Feb. 1: Roles of the SLMS--Instructional partner
Mon Feb 8, 2016	Feb. 8: Standards, roles & priorities, leadership, impact
Mon Feb 15, 2016	Collaborative, integrated unit of instruction Feb. 15: Instructional partner continued
Mon Feb 22, 2016	Feb. 22: Instructional partner continued
Mon Feb 29, 2016	School library webpage analysis Feb. 29: Roles of the SLMS--Information specialist
Mon Mar 7, 2016	Bibliographic instruction lessons Mar. 7: Information specialist continued
Mon Mar 14, 2016	Mar. 14: Spring break!
Mon Mar 21, 2016	Mar. 21: Roles of the SLMS--Collection developer
Mon Mar 28, 2016	Mar. 28: The school administrator connection--Guest speaker
Mon Apr 4, 2016	Apr. 4: Collection developer continued
Mon Apr 11, 2016	Apr. 11: Roles of the SLMS--Literacy programmer
Mon Apr 18, 2016	School library program evaluation Apr. 18: Roles of the SLMS--Program administrator

Date	Details
Mon Apr 25, 2016	Apr. 25: Program administrator continued
Mon May 2, 2016	May 2: Program admin continued & School library trends
Mon May 9, 2016	Five-year budget plan