

**School Library Management  
School of Information  
Spring 2020, INF 388C, Unique 27715**

**Barbara A. Jansen, Ph.D.**

Syllabus subject to slight changes

**Dates:** January 27 - May 4, 2020, Mondays, 6:00-9:00 p.m., UTA 1.504

**Office hours 5.402:** 5:00-5:45 on Mondays or by appointment (phone or Web)

**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.*

**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:**

The student should

1. be able to explain the state and national school library program standards and mission of the school library.
2. be able to identify the certification requirements of a Texas School Librarian and describe the competencies, priorities, and leadership qualities of a school librarian.
3. discuss the research on the impact of school libraries.
4. describe the main roles of a school librarian--instructional partner, information specialist, collection curator, literacy leader, and program administrator--and demonstrate the responsibilities required for each role.
5. identify student learning standards as published by the American Association of School Librarians and the International Society for Technology in Education.
6. define the steps of the inquiry process and identify the information literacy skills required for each step.
7. be able to effectively collaborate with teachers to plan, teach, and assess information literacy skills at point of need in the curriculum.
8. develop comprehensive lesson plans.
9. explain the learning commons concept and develop a plan to transform a traditional library space--both physical and intellectual--into a learning commons.

10. discuss how the principle of intellectual freedom informs the school library program.
11. demonstrate how a school librarian creates a culture of reading on the campus.
12. explain and demonstrate advocacy through evidence-based practice and program evaluation.

### **Required textbooks and additional readings:**

Woolls, B., & Coatney, S. (2018). *The school library manager: Surviving and thriving* (6th ed.). Santa Barbara, CA: Libraries Unlimited.

Additional readings: As assigned each week in Canvas modules

### **Grading and major assignments:**

*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 lesson plan: 10%
- Digital literacy or digital citizenship lesson plan: 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 of 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. Students should attend to the guided questions as they read the week's material.

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 *within one week*. 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 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* lesson plan. (10%) Due March 9 at 6:00 pm
- 2) Develop one digital literacy or digital citizenship lesson plan for elementary, middle school, or high school. (10%) Due April 20 at 6:00 pm
- 4) School library program evaluation. (10%) Due April 27 at 6:00 pm
- 5) Develop a learning commons grant application (may be completed with one other student or independently). (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

### **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 on weekdays.
- Bring textbook and laptop/internet connected device to EVERY class.
- 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 on weekdays.
- 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 or via the Zoom platform. Students log in from their physical location of choice and participate live online. On days of inclement weather, students should check email at least three hours before class to see if class will be held online.