

**INF 387 School Library Management I:
Standards & competencies, literacy, and administration
The University of Texas at Austin, School of Information
Summer 2022, Unique 77910**

Dr. Barbara A. Jansen

Dates: June 6 - July 6, 2022, 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.

Crompton, H. (2017). *ISTE standards for educators: A guide for teachers and other professionals*. International Society for Technology in Education.

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 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](#)

UNIVERSITY SYLLABUS ADDITIONS

Getting Help with technology

Students needing help with technology in this course should contact the [ITS Service Desk](#) or [insert contact information for your local support unit(s) and for course materials, software, hardware, or other technology used in your course].

Content warning

Our classroom provides an open space for the critical and civil exchange of ideas. Some readings and other content in this course will include topics that some students may find offensive and/or

traumatizing. I'll aim to forewarn students about potentially disturbing content and I ask all students to help to create an atmosphere of mutual respect and sensitivity.

Online Instruction

In case of inclement weather or other unforeseen circumstances, the class may occasionally meet via Zoom. All students must use a UT Zoom account in order to participate in classes, office hours, and any UT affiliated events.

(The course you are viewing meets via Zoom all semester).

Class recording privacy

Class recordings are reserved only for students in this class for educational purposes and are protected under FERPA. The recordings should not be shared outside the class in any form. Violation of this restriction by a student could lead to Student Misconduct proceedings.

Sharing of course materials is prohibited

No materials used in this class, including, but not limited to, lecture hand-outs, videos, assessments (quizzes, exams, papers, projects, homework assignments), in-class materials, review sheets, and additional problem sets, may be shared online or with anyone outside of the class without explicit, written permission of the instructor. Unauthorized sharing of materials promotes cheating. It is a violation of the University's Student Honor Code and an act of academic dishonesty. The University is well aware of the sites used for sharing materials, and any materials found on such sites that are associated with a specific student, or any suspected unauthorized sharing of materials, will be reported to [Student Conduct and Academic Integrity](#) in the [Office of the Dean of Students](#). These reports can result in sanctions, including failure of the course.

Personal pronoun preference

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. Class rosters are provided to the instructor with the student's legal name, unless they have added a "preferred name" with the Gender and Sexuality Center, which you can do so here: [_](#)

<http://diversity.utexas.edu/genderandsexuality/publications-and-resources/>. I will gladly honor your request to address you by a name that is different from what appears on the official roster, and by the gender pronouns you use (she/he/they/ze, etc). Please advise me of any changes early in the semester so that I may make appropriate updates to my records. For instructions on how to add your pronouns to Canvas, visit <https://utexas.instructure.com/courses/633028/pages/profile-pronouns>.

Student rights & responsibilities

- You have a right to a learning environment that supports mental and physical wellness.
- You have a right to respect.
- You have a right to be assessed and graded fairly.
- You have a right to freedom of opinion and expression.
- You have a right to privacy and confidentiality.
- You have a right to meaningful and equal participation, to self-organize groups to improve your learning environment.
- You have a right to learn in an environment that is welcoming to all people. No student shall be isolated, excluded or diminished in any way.

With these rights come responsibilities:

- You are responsible for taking care of yourself, managing your time, and communicating with the teaching team and with others if things start to feel out of control or overwhelming.
- You are responsible for acting in a way that is worthy of respect and always respectful of others.
- Your experience with this course is directly related to the quality of the energy that you bring to it, and your energy shapes the quality of your peers' experiences.
- You are responsible for creating an inclusive environment and for speaking up when someone is excluded.
- You are responsible for holding yourself accountable to these standards, holding each other to these standards, and holding the teaching team accountable as well.

Religious holy days

By [UT Austin policy](#), you must notify me of your pending absence as far in advance as possible to the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.

University Resources for Students

Services for Students with Disabilities (SSD)

[This required syllabus content is repeated from above. It may be included in either place, or both.]

The university is committed to creating an accessible and inclusive learning environment consistent with university policy and federal and state law. Please let me know if you experience any barriers to learning so I can work with you to ensure you have equal opportunity to participate fully in this course. If you are a student with a disability, or think you may have a disability, and need accommodations please contact Services for Students with Disabilities (SSD). Please refer to SSD's website for contact and more information:

<http://diversity.utexas.edu/disability/>. If you are already registered with SSD, please deliver your

Accommodation Letter to me as early as possible in the semester so we can discuss your approved accommodations and needs in this course.

Counseling and Mental Health Center (CMHC)

All of us benefit from support during times of struggle. Know you are not alone. If you or anyone you know is experiencing symptoms of stress, anxiety, depression, academic concerns, loneliness, difficulty sleeping, or any other concern impacting your wellbeing – you are strongly encouraged to connect with CMHC. The Counseling and Mental Health Center provides a wide variety of mental health services to all UT students including crisis services, counseling services with immediate support and well-being resources. Additionally, CARE Counselors are located within the academic schools and colleges. These counselors get to know the concerns that are unique to their college's students. For more information on CMHC, visit <https://cmhc.utexas.edu> or call 512-471-3515.

University Health Services (UHS)

Your physical health and wellness are a priority. University Health Services is an on-campus high-quality medical facility providing care to all UT students. Services offered by UHS include general medicine, urgent care, a 24/7 nurse advice line, women's health, sports medicine, physical therapy, lab and radiology services, COVID-19 testing and vaccinations and much more. For additional information, visit <https://healthyhorns.utexas.edu> or call 512-471-4955.

Student emergency services

Student Emergency Services in the Office of the Dean of Students helps students and their families during difficult or emergency situations. Assistance includes outreach, advocacy, intervention, support, and referrals to relevant campus and community resources. If you need to be absent from class due to a family emergency, medical or mental health concern, or academic difficulty due to crisis or an emergency situation, you can work with Student Emergency Services. SES will document your situation and notify your professors. Additional information is available at <https://deanofstudents.utexas.edu/emergency/> or by calling 512-471-5017.

Classroom safety and COVID-19

- To help preserve our in-person learning environment, the university recommends the following.
- Adhere to university [mask guidance](#). Masks are strongly recommended inside university buildings for vaccinated and unvaccinated individuals, except when alone in a private office or single-occupant cubicle.
- [Vaccinations are widely available](#), free and not billed to health insurance. The vaccine will help protect against the transmission of the virus to others and reduce serious symptoms in those who are vaccinated.
- [Proactive Community Testing](#) remains an important part of the university's efforts to protect our community. Tests are fast and free.

- The university has determined that all students coming to campus for the fall semester must receive a viral COVID-19 test in their local community within 72 hours prior to arrival in Austin for move in. If they already reside in Austin, they must test within 72 hours of moving into the residence where they will reside for the academic semester. Finally, individuals who are already living in the residence in Austin where they will reside this academic semester should test within 72 hours (3 days) prior to the start of class on Aug. 25.
- We encourage the use of the [Protect Texas App](#) each day prior to coming to campus.
- If you develop COVID-19 symptoms or feel sick, stay home and contact the [University Health Services](#)' Nurse Advice Line at 512-475-6877. If you need to be absent from class, contact [Student Emergency Services](#) and they will notify your professors. In addition, to help understand what to do if you have been had close contact with someone who tested positive for COVID-19, see this [University Health Services link](#).
- [Behavior Concerns and COVID-19 Advice Line](#) (BCCAL) remains available as the primary tool to address questions or concerns from the university community about COVID-19.
- Students who test positive should contact [BCCAL](#) or self-report (if tested off campus) to [University Health Services](#).
- Visit [Protect Texas Together](#) for more information.

Title IX disclosure

Beginning January 1, 2020, Texas Senate Bill 212 requires all employees of Texas universities, including faculty, to report any information to the Title IX Office regarding sexual harassment, sexual assault, dating violence and stalking that is disclosed to them. Texas law requires that all employees who witness or receive any information of this type (including, but not limited to, writing assignments, class discussions, or one-on-one conversations) must report it. If you would like to speak with someone who can provide support or remedies without making an official report to the university, please email advocate@austin.utexas.edu. For more information about reporting options and resources, visit <http://www.titleix.utexas.edu/>, contact the Title IX Office via email at titleix@austin.utexas.edu, or call 512-471-0419. Although graduate teaching and research assistants are not subject to Texas Senate Bill 212, they are still mandatory reporters under Federal Title IX laws and are required to report a wide range of behaviors we refer to as sexual misconduct, including the types of sexual misconduct covered under Texas Senate Bill 212. The Title IX office has developed supportive ways to respond to a survivor and compiled campus resources to support survivors.

Faculty members and certain staff members are considered “Responsible Employees” or “Mandatory Reporters,” which means that they are required to report violations of Title IX to the Title IX Coordinator. **I am a Responsible Employee and must report any Title IX-related incidents** that are disclosed in writing, discussion, or one-on-one. Before talking with me or with any faculty or staff member about a Title IX-related incident, be sure to ask whether they are a responsible employee. If you want to speak with someone for support or remedies without making an official report to the university, email advocate@austin.utexas.edu. For more information about reporting options and resources, visit the [Title IX Office](#) or email titleix@austin.utexas.edu.

Important Safety Information

If you have concerns about the safety or behavior of fellow students, TAs or professors, contact BCCAL (the Behavior Concerns and COVID-19 Advice Line) at

<https://safety.utexas.edu/behavior-concerns-advice-line> or by calling 512-232-5050.

Confidentiality will be maintained as much as possible, however the university may be required to release some information to appropriate parties.

Carrying of Handguns on Campus

Texas' Open Carry law expressly prohibits a licensed to carry (LTC) holder from carrying a handgun openly on the campus of an institution of higher education such as UT Austin. Students in this class should be aware of the following university policies:

- Students in this class who hold a license to carry are asked to [review the university policy regarding campus carry](#).
- Individuals who hold a license to carry are eligible to carry a concealed handgun on campus, including in most outdoor areas, buildings and spaces that are accessible to the public, and in classrooms.
- It is the responsibility of concealed-carry license holders to carry their handguns on or about their person at all times while on campus. Open carry is NOT permitted, meaning that a license holder may not carry a partially or wholly visible handgun on campus premises or on any university driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area.
- Per my right, I prohibit carrying of handguns in my personal office. Note that this information will also be conveyed to all students verbally during the first week of class. This written notice is intended to reinforce the verbal notification, and is not a “legally effective” means of notification in its own right.

Land Acknowledgement

(I) We would like to acknowledge that we are meeting on Indigenous land. Moreover, (I) We would like to acknowledge and pay our respects to the Carrizo & Comecrudo, Coahuiltecan, Caddo, Tonkawa, Comanche, Lipan Apache, Alabama-Coushatta, Kickapoo, Tigua Pueblo, and all the American Indian and Indigenous Peoples and communities who have been or have become a part of these lands and territories in Texas, here on Turtle Island.