

**INF 387.06 School Library Management II:
Focus on the School Librarian as Teacher & Instructional Partner,
Information Specialist, and Collection Curator
The University of Texas at Austin, School of Information
Fall 2024, Unique 27915**

Instructor: Carolyn Foote

Dates: August 26- December 9, 2024, Mondays 6:00pm-9:00pm. **In person** at the School of Information UTA 1.204

Office hours: Mondays 5:00-5:30pm at the School of Information or anytime by appt. via Zoom

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: *Please email professor through Canvas for course-related inquiries*

Format: In person at the University (inclement weather or other issues may require Zoom session)

Course description: Philosophy, objectives, and management of the school library with an emphasis on the roles of the school librarian as an instructional partner, information specialist, and collection curator.

Course objectives: The student will be able to 1) explain the information search process and how it relates to inquiry; 2) discuss the benefits of collaborating with classroom teachers and demonstrate effective teaching practices; 3) identify state and national learning standards; 4) define information literacy and other literacies and identify related skills; 5) demonstrate learning strategies used with special populations; 6) apply the concepts of a learning commons to transform a traditional library program, 7) describe the components and concepts of, and process for developing, a culturally competent collection of free and fee-based books and materials; and 8) demonstrate how information and technology skills, tools, and strategies are used innovatively in all areas of teaching and learning including maker spaces, digital literacy & citizenship, copyright, evaluating sources, virtual library space, artificial intelligence, and educator productivity, and apply applicable state and national standards to all areas of the school library program.

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. Find assignments in the week's **modules**, not on the assignment page, which may have old due dates or deleted assignments.*

Grading

- In-class participation & attendance: 20%
- Weekly and in-class assignments: 20%
- Professional portfolio: 10%
- [Collaborative, integrated Guided Inquiry lesson plan](#): 10%
- [Evaluating digital resources lesson plan](#): 10%
- [School library program evaluation](#): 10%
- [Learning commons budget proposal](#): 20%

Important Note: Due to the Texas Education Agency's requirements for the Education Preparation Program (EPP) hours, any class session missed—*for any duration or 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 and have one week to make up the missed 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 (20%): 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.

Weekly and in- class assignments (20%): 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 detailed assignments below.

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

1. Professional portfolio: 10%
2. [Collaborative, integrated Guided Inquiry lesson plan](#): 10% (due Oct. 1)
3. [School library program evaluation](#): 10% (due Nov. 4)
4. [Digital literacy lesson plan](#): 10% (due Nov. 18)
5. [Learning commons budget proposal](#): 20% (due Dec. 10)

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.
- 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.
- 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).

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](#)

SCHOOL OF INFORMATION SYLLABUS ADDITIONS

Personal Pronouns

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender identity & expression, and nationalities. Class rosters are provided to the instructor with the student's legal name, unless they have added a "chosen name" with the registrar's office, which you can do so here: https://utdirect.utexas.edu/apps/ais/chosen_name/Links to an external site. 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 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-pronounsLinks to an external site.> More resources available on the Gender and Sexuality Center's website, www.utgsc.orgLinks to an external site.

Basic Needs Security

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. UT maintains the UT Outpost (<https://deanofstudents.utexas.edu/emergency/utoutpost.phpLinks to an external site.>) which is a free on-campus food pantry and career closet. Furthermore, please notify the professor if you are comfortable in doing so. This will enable him to provide any resources that he may possess.

Be Mindful of Your Mental Health

I urge students who are struggling for any reason and who believe that it might impact their performance in the course to reach out to me if they feel comfortable. This will allow me to provide any resources or accommodations that I can. If you are seeking mental health support, call the Counseling and Mental Health Center (CMHC) at 512-471-3515 (8a.m.-5p.m., Monday-Friday), or you may also contact Bryce Moffett, LCSW-S (iSchool CARE counselor) at 512-232-4449. Bryce's office is located in FAC18S and she holds drop in Office Hours on Wednesday from 2-3pm. For urgent mental health concerns, please contact the CMHC 24/7 Crisis Line at 512-471-2255.

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.

Online Instruction

All students must use a UT Zoom account in order to participate in classes, office hours, and any UT affiliated events.

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 IntegrityLinks to an external site.](#) in the [Office of the Dean of StudentsLinks to an external site.](#) These reports can result in sanctions, including failure of the course.

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 policyLinks to an external site.](#), 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.

Services for students with disabilities

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/Links to an external site.> 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

The [Counseling and Mental Health CenterLinks to an external site.](#) serves UT's diverse campus community by providing high quality, innovative and culturally informed mental health programs and services that enhance and support students' well-being, academic and life goals. To learn more about your counseling and mental health options, call CMHC at (512) 471-3515. If you are experiencing a mental health crisis, call the CMHC Crisis Line 24/7 at (512) 471-2255.

The Sanger learning center

Did you know that more than one-third of UT undergraduate students use the Sanger Learning Center each year to improve their academic performance? All students are welcome to take advantage of Sanger Center's classes and workshops, private learning specialist appointments, peer academic coaching, and tutoring for more than 70 courses in 15 different subject areas. For more information, please visit [Sanger Learning CenterLinks to an external site.](#) or call 512-471-3614 (JES A332).

Student emergency services

UT's [Student Emergency ServicesLinks to an external site.](#) provides assistance, intervention, and referrals to support students navigating challenging or unexpected issues that impact their well-being and academic success. 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,

please register with [Student Emergency ServicesLinks to an external site.](#). SES will verify your situation and notify your professors.

Classroom safety and COVID-19

- To help preserve our in-person learning environment, the university recommends the following.
- Adhere to university [mask guidanceLinks to an external site.](#) 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 availableLinks to an external site.](#), 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 TestingLinks to an external site.](#) 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 AppLinks to an external site.](#) each day prior to coming to campus.
- If you develop COVID-19 symptoms or feel sick, stay home and contact the [University Health ServicesLinks to an external site.](#)' Nurse Advice Line at 512-475-6877. If you need to be absent from class, contact [Student Emergency ServicesLinks to an external site.](#) 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 linkLinks to an external site.](#).
- [Behavior Concerns and COVID-19 Advice LineLinks to an external site.](#) (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 [BCCALLinks to an external site.](#) or self-report (if tested off campus) to [University Health ServicesLinks to an external site.](#).
- Visit [Protect Texas TogetherLinks to an external site.](#) for more information.

Title IX reporting

Title IX is a federal law that protects against sex and gender-based discrimination, sexual harassment, sexual assault, sexual misconduct, dating/domestic violence and stalking at federally funded educational institutions. UT Austin is committed to fostering a learning and working environment free from discrimination in all its forms. When sexual misconduct occurs in our community, the university can:

1. Intervene to prevent harmful behavior from continuing or escalating.

2. Provide support and remedies to students and employees who have experienced harm or have become involved in a Title IX investigation.
3. Investigate and discipline violations of the university's [relevant policies](#)[Links to an external site.](#).

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](#)[Links to an external site.](#) or email titleix@austin.utexas.edu.

Campus safety

- The following are recommendations regarding emergency evacuation from the [Office of Campus Safety and Security](#)[Links to an external site.](#), 512-471-5767.

Other student services

- [University Resources for Students Canvas site](#), which provides a list of resources that are important for students.