Trends and Practices in School Librarianship
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At UNT, our first priority is keeping our Mean Green Family safe and healthy. Please, follow the updates at https://healthalerts.unt.edu/?unttoday=081220

Every effort will be made to answer your questions on a daily basis. Please allow for some flexibility in receiving answers, particularly over the weekends. If you haven’t received a response within 24 hours, please email me at Barbara.Schultz-Jones@unt.edu

As you are already accustomed to online classes you know that we are not live together and effective online learning requires additional planning on your part as assignment due dates draw near. No one wants to be caught at the last minute at 11 or 12 PM with a question or a submission problem. For this reason all papers/projects and module postings have extended submission periods so there is ample time prior to the due date to post your work and ask questions.

School Library Certification Reminder

In Texas, ALL requirements for school library certification must be completed before a student may apply for certification. According to the Texas Education Agency, the four requirements to work as a certified school librarian are:

1. Two years as an early childhood–12th-grade classroom teacher in a public or accredited private school.
2. A master’s degree from an institution of higher education that is accredited by an accrediting agency, as recognized by the Texas Higher Education Coordinating Board.
3. Completion of a state-approved program in librarianship. School library certification courses taken must be no more than five years old when an application is made for the school librarian certificate.
4. Passing score on the TExES School Librarianship Certification exam, administered by the State of Texas.

COURSE PREREQUISITES: INFO 5001 and INFO 5208 are prerequisites for this course. INFO 5001 orients you to the roles of the school librarian and introduces you to research skills needed to be successful in the program. INFO 5208 provides you with the content knowledge to be successful in the Automation Module of this course and utilizes the Portfolio constructed in that course.

COURSE DESCRIPTION: Identification and analysis of trends and current issues in school libraries including library automation systems and their management, collaborative teaching and inquiry learning, and the school library learning environment.
COURSE TEXTS AND RESOURCES:

AASL Standards for the Initial Preparation of School Librarians  
http://www.ala.org/aasl/sites/ala.org.aasl/files/content/aasleducation/ALA_AASL_CAEP_School_Librarian_Preparation_Standard_%20202019_Final.pdf

AASL 2017 National School Library Standards http://standards.aasl.org/

School Library Programs: Standards and Guidelines for Texas  
https://www.tsl.texas.gov/ld/schoollibs/index.html

Texas School Library Standards 2018:  

Publication Manual of the American Psychological Association: Sixth Edition. This text is the final word on APA style. If you use the online resources there may be some discrepancies.

Supplemental APA resources include APA citation resources:
http://owl.english.purdue.edu/owl/resource/560/01/
http://www2.liu.edu/cwis/cwp/library/workshop/citapa.htm

RefWorks in UNT Library Electronic Resources
DOI finder: http://www.crossref.org/guestquery/ (use this to identify the doi for articles)

See TA's Tips in the Welcome module for a list of helpful APA sections to review and advice on Word formatting.

ACCESS & NAVIGATION

Access and Log in Information
This course was developed and will be facilitated utilizing the University of North Texas’ Learning Management System, Canvas. To get started with the course, please go to: https://unt.instructure.com/ You will need your EUID and password to log in to the course.
If you do not know, or forget, your EUID please go to: http://ams.unt.edu.

Being a Successful Online Student

- UNT provides a number of campus resources that will help you make a smooth transition to life as a UNT student: https://success.unt.edu/resources
- UNT is committed to student success and provides a number of services and programs through the Academic Success Center that are dedicated to student support: https://success.unt.edu/asc
- http://www.ion.uillinois.edu/resources/tutorials/pedagogy/StudentProfile.asp
- http://www.ion.uillinois.edu/resources/tutorials/pedagogy/selfEval.asp

How the Course is Organized
This course is structured around 4 modules. Each module can be accessed from the course home page.
What Should Students Do First?
There is a “Welcome!” section on the course home page. Follow the directions to get started in the class and post a welcome message in the Welcome forum. Please carefully review the syllabus. You will be divided into groups on the first day the course opens. During this course, you work with members of your discussion group. Within this group you will post your responses to the focus questions and the student achievement assignment postings for Module 2. All other assignments will be submitted to the Assignment section.

How Students Should Proceed Each Week for Class Activities
The materials needed in order to successfully complete course activities are available in the course modules. Full course discussions are located on the course discussion board (accessible from the course toolbar located on the left side of the course website) and your group discussion board (accessible from the course toolbar located on the left side of the course website). The Pre-Test and Post-Test quizzes are located in the Quizzes link (accessible from the course toolbar located on the left side of the course website).

Student Support
The University of North Texas provides student technical support in the use of Canvas and supported resources:
- Check Canvas App and Browser compatibility: https://clear.unt.edu/supported-technologies/canvas/requirements
- Review Canvas accessibility standards: https://community.canvaslms.com/docs/DOC-2061-accessibility-within-canvas

RESOURCES
- UNT Portal: http://my.unt.edu
- UNT Library Information for Off–Campus Users: https://www.library.unt.edu/audience/campus-users
- UNT Computing and Information Technology Center: http://www.unt.edu/ccadmin/

Computer Labs: General access computer lab information (including locations and hours of operation) can be located at: http://www.gacl.unt.edu/

The student help desk may be reached at: Email: helpdesk@unt.edu; Phone: 940.565.2324
Regular hours are maintained to provide support to students. Please refer to the website (https://www.unt.edu/helpdesk/) for updated hours.

Due Dates:
Please see the Schedule document on the course homepage.

**To pass the course you must complete all the assignments. Grades will be lowered one grade level from the final average if any assignments were not completed.**
COURSE OBJECTIVES (CO) AND LEARNING OUTCOMES:

1. Demonstrate research support for issues of importance to the profession of school librarianship.
2. Demonstrate proficiency with one of the dominant trends in managing a school library and offering library services: library automation systems.
3. Demonstrate how to assess a school library's impact on student achievement and build a plan for future improvement.
4. Demonstrate a knowledge of learners and learning by designing for delivery inquiry-based information literacy instruction that enhances the information, media, visual and technical literacies of P-12 students.
5. Integrate emerging technologies into an instructional strategy to support the diverse learning styles, interests, and ability of all students to inquire, think critically, and gain and create knowledge.
6. Evaluate and devise plans to improve school library fiscal resources (budgets), physical and virtual resources (facilities), and human resources (personnel) to ensure the school library program recognizes, celebrates and advocates for the curricular, personal and professional needs of all stakeholders in the school library learning environment.

Module 1 - Focus Questions

CO1. Demonstrate research support for issues of importance to the profession of school librarianship.

1. Demonstrate leadership by facilitating the discussion and questioning the positions stated by other group members
2. Demonstrate ability to research and discuss the pre-test questions using research to support opinions on the topic

Module 2 Automation Systems

CO2. Demonstrate proficiency with one of the dominant trends in managing a school library and offering library services: library automation systems.

1. Identify the basic concepts and components of automated library systems.
2. Identify the resources and services needed for automated library systems.
3. Identify and address the automation needs of the library users and staff.
4. Assess the integrity of an operational automation system and identify anomalies in the catalog.
5. Import and modify MARC records in the catalog.
6. Construct and deliver a lesson on database/catalog searching for students.
Module 3 Assessing Student Achievement
CO3. Demonstrate how to assess a school library's impact on student achievement and build a plan for future improvement.
CO4. Demonstrate a knowledge of learners and learning by designing for delivery inquiry-based information literacy instruction that enhances the information, media, visual and technical literacies of P-12 students.
CO5. Integrate emerging technologies into an instructional strategy to support the diverse learning styles, interests, and ability of all students to inquire, think critically, and gain and create knowledge.
1. Demonstrate knowledge of learning theory.
2. Gather and analyze student test score data.
3. Construct and present a lesson plan to improve student achievement.
4. Demonstrate the school library's contribution to student achievement and assessment.

Module 4 School Library Learning Environment
CO6. Evaluate and devise plans to improve school library fiscal resources (budgets), physical and virtual resources (facilities), and human resources (personnel) to ensure the school library program recognizes, celebrates and advocates for the curricular, personal and professional needs of all stakeholders in the school library learning environment.
1. Examine the components of the school library budget and justify expenditures through a budget proposal.
2. Evaluate the current design of the school library (physical and virtual spaces) and identify opportunities for re-designing the school library to meet the curricular, personal and professional needs of all stakeholders
3. Assess the school library learning environment from a variety of perspectives and demonstrate how our personal orientation affects others.

COURSE CONTENT:
The course is structured as four modules: Focus Questions, Managing Automation Systems, Assessing Student Achievement, and the Library Learning Environment.

Module 1
Pre- and Post-Tests and Focus Question Discussions
The Pre- and Post-Test is a multiple choice exam on the roles of the school librarian; the exam is structured following the format of the TExES exam required for certification by the state of Texas. You take the same exam the first week and the last week of class to see how much you have learned. Your scores are NOT counted towards your grade BUT taking the tests does constitute participation and it is the participation that counts towards your grade.
You will each be assigned a question from the exam, and on the week for your question you will introduce the question, moderate the discussion, and provide a summary at the end of the discussion week. The leader for the week's question will facilitate the discussion by questioning the positions stated by other group members, thereby fostering further discussion of the topic and possibly a better understanding of the issues related to the week's topic. Group members will discuss the pre-test questions using research to support opinions on the topic. The instructor will be monitoring the discussion but will not contribute unless the discussions veer off course or contentious behavior is displayed.
Module 2: Managing Automation Systems
Managing the life cycle of an automation system requires a variety of skills. The structure and operation of library automation systems is discussed, along with insights into quality control of the automation modules that impact user access.

Individually:
1. Analyze the assigned operations of a demonstration library automation system,
2. Complete the assigned readings,
3. Compose a response to 5 questions/assignments and submit to the designated assignment areas.

Module 3: Assessing Student Achievement
We examine how we can impact student achievement, based on the goals set for the campus and the results of state test data. We will build collaborative lesson plans following a guided inquiry model for delivery as instructional partners with teachers.

Individually:
1. Research learning theories and compose a 400-500 word summary of a selected theory; submit as a discussion posting in the designated area within your group’s discussion board.
2. Analyze state testing data,
3. Construct a collaborative lesson plan using a guided inquiry design to address student deficiencies indicated by the state data; submit as a discussion posting to your group.
4. Compose a response to another student's lesson plan and post in the associated discussion area.

Module 4: School Library Learning Environments
The school library learning environment is influenced by our philosophy of service. This includes the physical space and organization of resources in association with the interactions that occur within and outside that space. We will consider the school library budget, the design of the physical space and an assessment of interactions within the school library with emphasis on the responsibility of the school librarian to positively influence this environment.

Individually:
1. Prepare a budget presentation that addresses a specific school library scenario,
2. Assess and design a physical school library space,
3. Complete a personality profile and learn how to evaluate the school library learning environment.

Chats
Chats will be held regularly to discuss the modules and assignments. The chat schedule is posted on the course homepage. The chats will be held in the Zoom facility; instructions are available in the Zoom folder on the homepage of the course. Chats are not mandatory but are HIGHLY RECOMMENDED since all assignments are addressed in detail. All chats will be archived and downloadable files will be available in the Zoom discussion area on the homepage of the course.
COURSE REQUIREMENTS

The following is expected of each student enrolled in this class:
1. Post a welcome message in the Welcome forum
2. Completion of Pre- and Post- tests
3. Completion of course readings
4. Full participation in online focus question discussions, other discussions and assignments
5. Leadership of one assigned online focus question
6. The timely completion of assignments using the Turnitin tool in the Assignments area and specified discussion areas
7. The submission of graduate level work
8. Students are expected to conduct themselves in a professional manner. This includes being prepared for all class assignments, being flexible to unforeseen changes in schedules and assignments, and exhibiting proper online etiquette. Examples of proper online etiquette can be found at: http://www.ic.sunysb.edu/Class/che326ff/discussion_board/etiquette.pdf

In addition, it is expected that each student will show a high amount of self-initiative in locating any additional reading material when necessary for this course. This is part of being a librarian and information scientist. This means that students should be willing to go to the university library (or university library website), the public library, or school libraries, or conduct research online to complete assignments.

Although this course may seem self-paced because of the lack of scheduled face-to-face class meetings, there are, in fact, timelines that must be followed. A variety of assignments will be used that include group discussions and independent assignments.

“Attendance” is mandatory, meaning that you must check in to the class often to read posts and get announcements. (Log in at least once daily.) If you do not check in, you will miss posts and notices by the professor and other students that might help clarify the assignments or give important information about upcoming due dates, etc. Your professor expects your active participation in this course and will deny any student access to this class who has not logged in and/or participated in 10 days. **It is your responsibility to keep a calendar handy so that you do not miss deadlines for assignments. You are responsible for making your own calendar.**

COMMUNICATIONS

Use the discussion boards as the primary tool to communicate directly with other students and the professor. Please send personal concerns or questions via the course email tool. Students can expect to receive a response to questions within 24 hours on working days. If an answer is not received within the course within 24 hours, please email the instructor at the external email address. Working days do not include weekends or holidays. Students should not wait until the day before assignments are due to request assistance with assignments.

Please be aware that the instructor will not be able to respond to “last minute” requests for assignment clarification, and students may encounter unforeseen problems with their Internet provider, software, or hardware.

Therefore, students are encouraged to develop communication networks with other class members via electronic communication vehicles, such as the email system within class and discussion areas. Students should consider the communication parameters with regard to assignment due dates.
Students are responsible for reading all discussion posts. Tips and other important information from the professor can be found in “Messages from the Professor.” Also watch for announcements (they will pop up when entering the course or can be accessed from the toolbar). There are separate boards for each scheduled discussion. Feel free to use the “Student Lounge” board to have discussions with each other about various topics of your choice. Keep in mind that you are not allowed to give answers to test questions and assignments or post comments that can be perceived negatively.

**GRADING:**
Assignments must be posted by 11:59 PM (CST) of the due date to receive full credit and are considered late at 12:00 AM. The grade will be lowered one grade level if the date stamped is late regardless of the reason. No assignments will be accepted over 24 hours late. Credit for postings will be given only if posted within the given time frame. Do not wait until the eleventh hour to post it!

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automation Assignment Postings (5 submissions of 100 points each)</td>
<td>25%</td>
</tr>
<tr>
<td>Learning Theory Posting</td>
<td>5%</td>
</tr>
<tr>
<td>Student Achievement Assessment Project (1 posting of 100 points)</td>
<td>15%</td>
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<tr>
<td>Discussion posting response for module 2</td>
<td>5%</td>
</tr>
<tr>
<td>School Library Learning Environment (3 submissions, 100 points each)</td>
<td>25%</td>
</tr>
<tr>
<td>Focus Question Discussion Leadership</td>
<td>10%</td>
</tr>
<tr>
<td>Focus Question Discussion Participation</td>
<td>15%</td>
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<tr>
<td>Pre- and Post-Test Participation -5% if not completed.</td>
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<tr>
<td>Total</td>
<td>100%</td>
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</tbody>
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**Posting Grades of Student Work**
Grades will be posted in the “Grades” link located in the toolbar.
Your final grades will be recorded as follows:

- **A 90 – 100**
- **B 80 – 89**
- **C 70 - 79** **---› NOTE: A grade of C or below cannot be applied to school library certification**
- **D 60 – 69**

**COURSE EVALUATION**
Students will evaluate the class by completing the SPOT [Student Perceptions of Teaching], located within my.unt.edu, at the end of the semester. In addition, the instructor may choose to administer a supplemental course evaluation.
SCHOLARLY EXPECTATIONS

From the UNT Student Code of Conduct:

Academic dishonesty – plagiarism. The term “plagiarism” includes, but is not limited to (a) the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement and (b) the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials.

Plagiarism is copying by retyping, cutting and pasting, or paraphrasing. In this course, beware of the following:

- Do not quote or paraphrase published sources without explicit reference to the original work. Information used or quoted from other sources must contain a citation, whether the source is a print or electronic source.
  
  Citation Machine: [http://citationmachine.net/index2.php?reqstyleid=1](http://citationmachine.net/index2.php?reqstyleid=1)
  Owl Purdue: [http://owl.english.purdue.edu/owl/resource/560/01/](http://owl.english.purdue.edu/owl/resource/560/01/)

- Do not insert parts of another students’ work into your own work. That student trusts you to respect his/her intellectual product.

- Do not copy and paste parts of the course material into your work.

COURSE POLICIES

COVID-19 Impact on Attendance

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

If you are experiencing any symptoms of COVID-19 ([https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

Penalties for Plagiarism

Plagiarism is illegal, unethical, and unacceptable. Any instances of plagiarism in student work will result in the following penalties: First offense: Grade of zero for the assignment. Second offense: Final course grade reduced by one complete grade. Third offense: Assignment of F (Fail) for final course grade.
Examination Policy
All quizzes/exams are open-book. Quizzes/exams must be submitted by the due date. If you lose your Internet connection during the quiz/exam, the student should contact the Student helpdesk and document the remedy ticket number before contacting the instructor with the ticket number.

Incompletes
A grade of “Incomplete” will not be assigned for this course.

Drop Policy
To officially withdraw or drop this course, the student must notify the instructor, the IS office, and the UNT Registrar. You are not officially dropped until the instructor approves it and the registrar processes it. Denied access to Canvas does not insure that you are dropped by the Registrar. It is your responsibility to insure that the process is complete. A student who does not participate and does not officially withdraw will receive an F in the course.

Attendance Policy
Students are expected to check into class and read announcements and the discussion boards at least once a day. The instructor is able to track student attendance.

Syllabus Change Policy
There are instances when the instructor may need to change the assignments, grading criteria, and/or assignment due dates listed in this syllabus. If this becomes necessary, the instructor will immediately notify students of the changes via the “Messages from the Professor” discussion board as well as through email.

Copyright Notice
Some or all of the materials on this course website may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the expressed and written permission of the copyright owner, unless fair use or another exemption under copyright law applies.

The materials on this site are provided solely for the use of students enrolled in this course, and for purposes associated with this course; except for material that is unambiguously and unarguably in the public domain, these materials may not be retained or further disseminated.

Any students who use university equipment or services to access, copy, display, perform, or distribute copyrighted works (except as permitted under copyright law or specific license) will be subject to appropriate disciplinary action by the university as well as to those civil and criminal penalties provided by federal law.

Policy on Server Unavailability or Other Technical Difficulties
The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty, which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.
UNT POLICIES

Academic Honesty Policy
You are encouraged to become familiar with the University's Policy of Academic dishonesty found in the UNT Student Handbook at http://www.unt.edu/student/. The content of the Handbook applies to this course. If you are in doubt regarding the requirements, please consult with me before you complete any requirements of the course.

ADA Policy
The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, see the Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact them at: 940.565.4323.

Code of Conduct
“The primary concern of the University of North Texas is the student. The university attempts to provide for all students a campus environment that is conducive to academic endeavor and social and individual growth. To that end, rules, regulations and guidelines governing student behavior and the student's relationship with the university have been formulated into a student code of conduct and discipline.

Enrollment at the University of North Texas is considered implicit acceptance of these and other policies applicable to students, all of which are educational in nature and designed to help students understand expectations and accept responsibility for their own actions.” Please take the time to read and become aware of the UNT Code of Conduct: http://www.unt.edu/csrr/pdf/conduct/code_of_conduct.pdf.

Important Notice for F-1 Students taking Distance Education Courses: Federal Regulation

The paragraph reads:
(g) For F–1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken online or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An online or distance education course is a course
that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F–1 student's course of study is in a language study program, no online or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance
To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student’s responsibility to do the following:
(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.
Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (phone 940.565.2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Privacy Policies
Protecting data and student information is a priority at UNT. It is the policy of the University to inform individuals about information it collects about them unless the information may be withheld pursuant to state or federal law and to provide individuals the opportunity to correct information about them in the University’s possession. The Privacy Policy may be viewed at: https://policy.unt.edu/policy/05-046

To review the privacy policy for Canvas, go to https://www.instructure.com/policies/privacy