INFO 5001 School Librarianship Syllabus

Welcome to INFO 5001 School Librarianship, and to the field of school librarianship. This course is the first in the sequence of courses that you will take for the School Library Certificate at UNT. It is designed to introduce you to the many leadership roles you will assume as a school librarian, including instruction of ICT skills (information, communication, and technology), reading advocacy, information management, and program administration and evaluation. As you complete this course, you will become familiar with these and other important topics in the field. This course serves as a foundation for the concepts and topics that will be further explored in upcoming courses.

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Course Objectives

Upon completion of this course, you will be able to...

- Summarize concepts related to the roles of school librarians identified in the ALA/AASL/CAEP School Librarian Preparation Standards.
- Recognize concepts that address the diverse needs and interests of learners.
- Create an ePortfolio. This ePortfolio will also be your Capstone project if you are earning the Master's degree.
- Choose a school librarian mentor.
Required Textbook

The required textbook for this course is *The Many Faces of School Library Leadership (Second Edition, 2017)*, by Sharon Coatney and Violet H. Harada (Editors). It is available from the following vendors:

- UNT Bookstore
- Amazon
- ABC CLIO

Practicum

You will initiate your practicum experience during this semester which will include doing the following:

- securing a school librarian mentor and beginning the practicum process
- working toward the completion of the items outlined in the Practicum Student Task Checklist
- documenting the 160 hours required by the State of Texas for professional certification using a Mentor Timesheet, and
- establishing your ePortfolio which will showcase you as a school library professional

Your practicum experience continues throughout your coursework, and concludes with the practicum course, INFO 5090 Practicum. In INFO 5090 Practicum, you will submit the completed Practicum Student Task Checklist, the Mentor Timesheet record of your 160 hours, and the ePortfolio. Due to the Pandemic, there may be difficulties getting into a school library unless you are already working in a school. If you are not working in a school, you can earn Practicum hours this semester doing some tasks online. Take a look at the document, Suggestions for Earning Hours from Home. These hours earned from home and the work completed should still be coordinated with your mentor. You will select your Mentor in Module 2. ;)

ePortfolio

The ePortfolio is designed to showcase your work and reflections on learning during your progress in the School Library Certificate program at UNT. It is required for completion of the master's degree and satisfies the Texas Education Agency’s requirement for documentation of learning reflections for those students who are only taking certification courses but not earning the Master's degree. You will set up the ePortfolio in this course, and begin adding blog entries and professional resources.

Applying for Certification with the Texas Education Agency (TEA)
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 4 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.

NOTE: You will need to submit records of requirements 1-3 to the UNT College of Education before you are eligible to take the TExES School Librarian Certification exam. With regard to the 4th criteria, in your last course in the School Librarian certification program, INFO 5090 Practicum, you will take the TExES School Librarianship Certification exam. It is a requirement of that course that you pass the exam in order to pass the course.

See the TEA website for more details

Non Texas Students

If you are earning the Master's degree or taking the certification courses from outside of the state of Texas, you are still required to complete a practicum. However, your Practicum will not be approved by the Texas Education Agency. You are required to fill out the following waiver form:

Technical Requirements

The following information has been provided to assist you in preparation for the technological aspect of the course. Be sure that your computer’s software is updated in order to access the technology that is required for this course. Hardware and software necessary to use the University of North Texas’ Learning Management System, Canvas:

- PC: Windows XP with Service pack 3, Vista, 7
- Mac: OSX or newer
- Internet access
- Headset/microphone/Speakers
- Microsoft Office 2010, or newer, with Word and PowerPoint
- Acrobat Reader
- Scanner/Scanning software
- Windows Media Player or another type of media player
- JAVA
• Sound card
• 2 GB RAM (4 GB+ recommended)
• 3GHz, or faster, processor
• Most recent versions of multiple common Internet browsers compatible with Canvas may be necessary in order to better experience the course materials.
• Browser and computer settings check
• Computer and Internet literacy
• Plug-ins necessary to access course materials and resources

Access and Log in Information

This course was developed and will be facilitated by utilizing the University of North Texas’ Learning Management System, Canvas.

You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please click on "forgotten your password" for assistance.

As a student, you have access to the Canvas tutorials via the “Canvas Student Guide” website. It is recommended that you become familiar with the tutorials to better equip you to navigate the course.

Being a Successful Online Student

• How to be a Successful Student Profile
• Self Evaluation

Student Support

The University of North Texas provides student technical support in the use of Canvas and supported resources. The student help desk may be reached at:

Email: helpdesk@unt.edu; Phone: 940.565.2324 In Person: ISB Rm.119

Regular hours are maintained to provide support to students. Please refer to the helpdesk website for more information.

COURSE ORGANIZATION

This course is structured around 7 Modules. The folders for each module can be accessed from the Home page or from the Modules page in the main menu on Canvas.

The main menu for the course is located on the left side of the course website. Check the Announcements page daily to see announcements from me. General course information may be found in this Syllabus section. Communicate directly with the instructor with a message from the Inbox button in the left-side menu. Materials needed to successfully complete course
activities are available in each of the course module folders which may be accessed from the *Home* page or on the *Modules* page. Forums for questions/answers, discussions, and article critiques are located on the *Discussions* pages. Quizzes are located on the *Quizzes* page. Information related to each assignment is available on the *Assignments* page. A variety of documents and links are provided on the *Course Resources* page. Grades will be posted on the *Grades* page.

The modules will be released, one at a time, two weeks before the work in the module is due.

**Course Requirements**

The following is expected of each student enrolled in this class:

1. Completion of course readings.
2. Full participation in online discussions and group assignments.
3. The timely completion of assignments using the Canvas assignment links. In order to earn an A in the course, ALL assignments MUST be completed. This includes quizzes, discussion boards, and any and all assignments that result in points awarded. If any assignment is not completed, your highest grade earned will automatically drop to a B level.
4. The submission of graduate-level work.
5. 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.

In addition, it is expected that each student will show a high amount of self-initiative in locating the 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, and conduct research online to complete assignments. It is the student’s responsibility to locate appropriate literature to complete all 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**

“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 instructor and other students that might help clarify the assignments or give important information about upcoming due dates, etc. **It is your responsibility to keep a calendar handy so that you do not miss deadlines for assignments. A course calendar is posted in Module 1 and is also available in this syllabus.**
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, please seek medical attention from the Student Health and Wellness Center (940-565-2333) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at the website or by phone at 844-366-5892 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.

Timeline

Use the Course Calendar below this Syllabus section to find out the due dates for assignments, discussion posts, and quizzes. You are welcome to work on tasks ahead of the scheduled times and submit them before the deadlines (revisions prior to the deadline are fine--only the last revision before the deadline will be graded). All tasks are designed to highlight the module content. The Course Calendar also provides a list of due dates for each course task. Assignments will not be graded until the due date has passed.

Communications

The General Questions discussion boards are located in each of the 7 modules and may be used to ask and answer questions that may be of interest to other classmates. Please send personal concerns or questions to the instructor with a message from the Inbox button on the left-side menu; this tool may be used to communicate directly with other students in the course. Students can expect to receive a response to questions for the instructor within 24 hours on working days. 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 boards. Students should consider the communication parameters with regard to due dates.

Students are responsible for reading all discussion posts. Tips and other important information from the instructor can be found on the Announcements page, the General Questions discussion board, or a direct message to your Inbox. There are separate boards for each scheduled discussion. Feel free to use the General Questions discussion 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.

**Norms**

Welcome to online learning! Although the dynamics are different than those in a classroom with all of us meeting together at the same time, it's still important to have some norms to observe during this course:

1. **Be prepared** (complete all readings, assignments, and discussion posts before the due date)
2. **Remain engaged** (your classmates will find your contributions helpful!)
3. **Remain Respectful** (while lively discussions may arise around controversial topics, like banned books, this course is not a forum for politics and the like--librarians adhere to the principles of intellectual freedom)
4. **Be respectful** of the questions, comments, and views of fellow classmates (in fact, invite and encourage the participation of all classmates in this course!)

For those interested in exploring classroom norms further, take a look at Todd Finley's 2014 blog post in Edutopia.

**Tips for Success**

- **Back up all work**: It is a (very) good idea to complete your work in a Word document first before copying/pasting into Canvas (discussion post, email, assignment, etc.) That way, you will not lose your work if the system is interrupted, and you will have a backup of your work. Consider opening a cloud-based storage account for saving your coursework throughout your program (Dropbox, OneDrive, iCloud, etc.) Your coursework will be helpful as you prepare for exams and complete your portfolio.

- **Keep up with the course requirements and complete them on time**: Although the due dates for all assignments related to a particular module are the same, it's a good idea to pace yourself so that you are not overwhelmed by the number of items due on the same day.

- **Sign in to Canvas daily**: Catch up on posts from classmates, teaching assistant, or instructor; otherwise, you will likely miss important information.

- **Participate actively in the course**: Engage with the content in each module, ask questions, and provide feedback to classmates. If you have course-related questions, use the General Questions discussion board, or message the instructor directly from your Inbox--messages checked regularly.

- **BE SURE assignments are submitting correctly**: Common mistakes include failing to actually attach the document or click the green "Submit" button or attaching a copy to the related discussion board to share with classmates. After you attach and submit,
check the "Assignment" area for the date and time stamp that shows the submission went through.

ASSESSMENT & GRADING

Grading Formula: Total Points = 1,000

Grading scale

You will be graded according to the following grading scale: *

- 900-1000 points = A (90% to 100%)
- 800-899 points = B (80% to 90%)
- 700-799 points = C (70% to 79%) **
- 600-699 points = D (60% to 69%)

*Students must complete all course requirements. Students will not be exempted from any assignments. There will be no exceptions. If you fail to complete an assignment, and receive a 0, for any assignment classified as "assignment" you will not receive an A in the course. If your points fall in the A range, your grade will be reduced one letter grade as a penalty for missing major coursework.

**A semester grade of C or below may NOT be applied to school library certification.

When working with technology, it is never a good idea to wait until the last minute! You are encouraged to start your assignments early and submit well before the deadline.

Late Work

Penalties are assessed for late work as follows:

- Discussion posts, article critiques, and assignments submitted late will have points deducted equal to one letter grade per day late up to 3 days (e.g., an A-level assignment turned in 3 or more days late will receive a grade of D). Note that any assignment may still be turned in after it is 3 days late with no further penalty--completion of all course requirements is necessary, so priority has been placed on completion over timeliness. There is NO opportunity for extra credit or make-up work.
- Check your submissions to be sure they are in Microsoft Word (.doc or .docx) or specified format and posted in the correct area of the course. Late penalties may be assessed for assignments that are not posted correctly.
- NOTE ON FAMILY EMERGENCIES THAT MAY COME UP (hopefully not): Please contact the instructor by email (tricia.kuon@unt.edu) before assignment due dates that may be impacted by the emergency situation.

Due Dates & Module Availability
*All assignments are due on the dates specified by 11:59 p.m. Central Standard Time

Module 1 Work: Due January 24th, available January 11th

Module 2 Work: Due February 7th, available January 24th

Module 3 Work: Due February 21st, available February 7th

Module 4 Work: Due March 7th, available February 21st

Module 5 Work: Due March 21st, available March 7th

Module 6 Work: Due April 4th, available March 21st

Module 7 Work: Due April 25th, available April 4th

Use the Syllabus page in Canvas (below the syllabus) to find out when each module will become available, along with the due dates for related assignments, discussion posts, and assessments. You are welcome to work on tasks ahead of the scheduled times and submit them before the deadlines (revisions prior to the deadline are fine—only the last revision before the deadline will be graded). All tasks are designed to highlight the module content. All assignments will be graded AFTER the due date has passed.

Assignment Submission Instructions

- Directions for submitting assignments will be included in assignment instructions. There may be times when instructor-created forms are provided. When they are provided, they must be used. All assignments must be submitted to the assignment link as a Word document (.doc, .docx). Assignments submitted in any other format will not be graded.

Discussions

Class participation/discussion posts are an important part of the course experience. The grading of discussion posts is straightforward. Here are some basic requirements:

- Posts must include required elements as stated in the instructions listed on the Canvas course website.
- Posts must indicate that the student has examined the readings and can articulate and apply concepts.
- ALL posts require that you reply to other students’ posts; replies must be thoughtful, well stated, and thorough. Simple responses such as “I agree” or “you said exactly what I was going to say” are not sufficient to receive credit.
- Late discussion posts will be graded as indicated under “Late Work” above.

Quizzes
Quizzes will be used as a measure of accountability for the required readings. Quizzes are available for completion during the duration of the module period (see the dates above) and can be taken at any time during that window. Unless otherwise noted, you may begin the quiz, close it, and pick up later where you left off. However, pay close attention to the closing date and time so you don’t fail to complete the quiz. You may use your book and course materials to help you with the quizzes. Moreover, quizzes in this course are mastery-based, so you are welcome to retake any quiz as many times as you like to earn full points.

You can access quizzes by clicking the Quizzes link on the course menu. Please read the on-screen instructions carefully before you click “Begin Assessment.” After your quiz is submitted, you can click the “OK” button at the bottom right to review your exam results.

**Posting Grades for Student Work**

Grades will be posted on the “Grades” page accessed from the main menu toolbar to the left.

**Course Evaluation**

Students will complete the formal UNT course evaluation at the end of the semester to evaluate the class.

**SCHOLARLY EXPECTATIONS**

**UNT POLICIES**

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 acknowledgment 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.
  - APA Style
  - Owl Purdue
  - UNT Libraries
- 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.
Academic Integrity

You are encouraged to become familiar with the policies of Academic Integrity. 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 accommodations 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. You may also contact them by phone 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 endeavors 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.

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

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website. The specific portion concerning distance education courses is located at "Title 8 CFR 214.2 Paragraph (f)(6)(i)(G)" and can be found buried within this document.

The paragraph reads:

- 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 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 on-line 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:

- Submit a written request to the instructor for an on-campus experiential component within one week of the start of the
- 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 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 (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

**COURSE POLICIES**

**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 the final course grade.

**Quiz Policy**

All quizzes are open-book and must be submitted by the due date. If you lose your internet connection during the quiz, you should contact the Student Help Desk 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 INFO office, and the UNT Registrar. You are not officially dropped until the instructor approves it and the registrar processes it. Denied access to Blackboard does not ensure that you are dropped by the Registrar. It is your responsibility to ensure 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 “Announcements” section as well as through Canvas 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 for all users. However, in the event of an 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 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.