COURSE NAME, NUMBER AND PREREQUISITES:

[Prerequisite: IRLS 504 or consent of the instructor.]

IRLS 520-010 Ethics for Library and Information Professionals

Instructor: Laura Lenhart

COURSE DESCRIPTION:

"Study of the basics of ethical theory and its application to problems in information management. Application and development of ethical codes in case studies." 3 credit hours

Library and information professionals play an important role in society. It's critical that they carry out their mission in an ethical manner. Toward this end, many organizations of information professionals have adopted codes of professional ethics. See, for example, ALA's Code of Ethics and ASIST's Professional Guidelines.

Such codes of professional ethics provide library and information professionals with guiding principles. However, there are a number of reasons why such professionals need to understand the ethical reasons that underlie these principles. First, it is no simple matter to apply these principles to particular concrete situations. An understanding of the underlying ethical reasoning can help us to apply these principles to such situations. Second, these principles often come into conflict with other obligations that we have. (They can even come into conflict with each other.) Understanding the underlying ethical reasoning can help us to resolve those conflicts.

In this course, we will study various ethical theories that have been proposed by philosophers. We will then apply these theories to the ethical dilemmas that most commonly confront library and information professionals. In particular, we will focus on issues such as intellectual freedom, equitable access to information, privacy, and intellectual property. In addition, we will look at how advances in information technology have created new ethical dilemmas.

Technical Prerequisites

Students taking this course will need to satisfy the standard SIRLS technical requirements. In addition, several assignments in this course require students to create .html and/or .pdf documents. Furthermore, at least one assignment requires students to create a web page and post it on the web. Tips for doing this will be posted in D2L. Please contact me if you have questions about these prerequisites.

I also plan to post several podcasts and videos in addition to the written lectures. In order to listen to the podcasts, you will need software that plays and manages .mp3 and .m4a files. This software is available freely on the web, if you do not already have it on your computer. I recommend either iTunes or Songbird. The videos will be posted online. You won't need to register to access them, but a high-speed internet connection is highly recommended.

Course Format

This course will be taught virtually using a D2L course on the Web. Enrolled students will be given accounts by the start of the semester.

(Information about using D2L is available at http://sirls.arizona.edu/resources/computing#d2l. If you have trouble with D2L, you can contact the D2L Support Staff: d2l@email.arizona.edu)
I plan to post one lecture and/or podcast or video per week. (There will always be a written lecture, but some weeks there will also be a podcast or a video.) These will be posted on Monday afternoon or evening. You’ll find them in the "Content" area of the D2L course by the following morning.

There will be a discussion forum for each lecture. Online discussions of the content of the course will take place in these forums. The participation requirement for this course requires active participation in these discussions. Lectures will typically conclude with a few possible discussion questions. In order to stay up-to-date on discussions and announcements, you should check into D2L every day or so. (More information on participation can be found under “Course Requirements”)

**COURSE OBJECTIVES:**

Successful completion of this course will help students achieve the C1, C2 and C3 competencies outlined at [http://sirls.arizona.edu/about/studentCompetencies](http://sirls.arizona.edu/about/studentCompetencies).

More specifically, by the end of the semester, students will...

...know how to explain and apply several important ethical theories.

...be able to analyze and provide reasoned responses to ethical dilemmas that arise in information management.

...know how to explain and apply the ALA's Code of Ethics and Library Bill of Rights.

...be able to defend principles of intellectual freedom.

...understand privacy concerns in information management.

...know the basics of intellectual property policy.

...be aware of possible conflicts between various ethical values and how to resolve these conflicts.

**REQUIRED COURSE MATERIALS:**

There is no required text to buy. However, the following book on information ethics is highly recommended:


The required readings for this course will all be available electronically. Some readings are on the web. Other readings will be available as PDFs within D2L. Still other readings are in journals that can be accessed online through UA Library. You will need a CatCard number to access these readings.

**COURSE REQUIREMENTS:**

There are four components that go into the final course grade:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td>15%</td>
</tr>
<tr>
<td>Midterm</td>
<td>25%</td>
</tr>
<tr>
<td>Code of Ethics</td>
<td>30%</td>
</tr>
<tr>
<td>Short Writing Assignments</td>
<td>30%</td>
</tr>
</tbody>
</table>

*Active Participation* will be required in the class. “Active” discussion requires students to post at least 2 substantive comments per forum, completed during the appropriate week. There will be one forum per week. By substantive, I mean...
that students should post comments that say more than “I (don’t) agree.” On average, a substantive post is around 100 words. Comments include original threads and replies to other posts.

**The Midterm** will consist of a few essay questions (and probably a few short answer questions) that cover the lectures, readings, and discussions. It will be posted on a Monday in the middle of the session in lieu of a lecture. The midterm will be due the following Sunday, before midnight.

**The Code of Ethics** requires you to create an online code of ethics for a particular type of library and information professional. More information, and an example, will be posted in D2L at the beginning of the session.

Throughout the session, students will be required to write **Short Writing Assignments** on the readings and lectures/podcasts. These papers will be 1-2 pages in length. Short writing assignments will be assigned Mondays, and due the following Sunday, before midnight. A sample will be posted to D2L for guidance, and students will receive individual feedback on these assignments as well. There will be no short writing assignment due the week of the midterm, or the final full week of class.

Further details about these assignments (including due dates) will be provided in D2L at the start of the summer session.

***All assignments must be submitted as HTML or PDF files***

**COURSE, SCHOOL, AND UNIVERSITY POLICIES:**

**Academic Code of Integrity**

Students are expected to abide by The University of Arizona [Code of Academic Integrity](http://www.iro.sbs.arizona.edu/node/2686). 'The guiding principle of academic integrity is that a student's submitted work must be the student's own.' If you have any questions regarding what is acceptable practice under this Code, please ask an Instructor.

**Accommodating Disabilities**

The University has a [Disability Resource Center](http://www.disability.arizona.edu). If you anticipate the need for reasonable accommodations to meet the requirements of this course, you must register with the Disability Resource Center and request that the DRC send me, the Instructor, official notification of your accommodation needs as soon as possible. Please plan to meet with me by appointment or during office hours to discuss accommodations and how my course requirements and activities may impact your ability to fully participate.

**Assignment Policies**

**Submitting Assignments**

All assignments will be due to the appropriate dropbox in D2L, by the due date. All assignments must be in .html or .pdf format. Information will be provided at the start of the session regarding how to create documents in these formats.

**Late Assignments**

Students are encouraged to turn in all assignments. I do accept late assignments, but in the absence of illness, emergency, or other extenuating circumstances, I deduct 10% per day late, up to 5 days late. Past 5 days, late assignments will receive half credit. Given that this is a virtual course, it sometimes happens that there are technological glitches. If you find yourself unable to submit an assignment due to some technological issue, please email me. I am reasonably flexible when it comes to this sort of thing.

In addition, it is always better to email in advance, if you know that you will be unable to submit an assignment on time.

**Incompletes**
The current Catalog reads

The grade of I may be awarded only at the end of a term, when all but a minor portion of the course work has been satisfactorily completed. The grade of I is not to be awarded in place of a failing grade or when the student is expected to repeat the course; in such a case, a grade other than I must be assigned. Students should make arrangements with the instructor to receive an incomplete grade before the end of the term ...

If the incomplete is not removed by the instructor within one year the I grade will revert to a failing grade.

<table>
<thead>
<tr>
<th>Final Grade</th>
<th>Overall Percentage Score</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90% and above</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
</tr>
<tr>
<td>D</td>
<td>60% - 69%</td>
</tr>
<tr>
<td>E</td>
<td>59% and below</td>
</tr>
</tbody>
</table>

Each assignment will be graded on a point system. For example, you might receive 27 out of a possible 30 points on your Code of Ethics. At the end of the course, the points received on each of the four components will be aggregated (using the percentages given above under Course Requirements) to yield an overall percentage score. Students with scores of 90% and above will receive an A, those with scores between 80% and 89% will receive a B, those with scores between 70% and 79% will receive a C, etc. Further details about the grading of assignments will be posted in D2L.

INSTRUCTOR NAME AND CONTACT ADDRESSES:

Instructor Name: Laura Lenhart

Contact Information
D2L email: lenhartl@d2l.arizona.edu
Regular email: lenhartl@email.arizona.edu
Skype name: lauralenhart

Office Hours: TBD, via D2L chat and Skype, a free VOIP and video chat service.

If you have questions for me about the course, post a message to the D2L administrative discussion forum or send a message to my D2L email account. Please use my D2L email for questions about the course.
Spring 11
Fall 10
Summer 10
- IRLS470 Database Development and Management
  - Clone of IRLS672 Introduction to Applied Technology (Summer 2010)
  - IRLS488/588 The Digital Revolution
  - IRLS520 Ethics for Library and Information Professionals (Summer 2010)
  - IRLS521 Childrens' and Young Adult Literature in A Multicultural Society
  - IRLS524-010 INFORMATION RESOURCES & SERVICES
  - IRLS541-001 Preservation
  - IRLS556 Health Information in Ethnic-Cultural Communities
  - IRLS556 Health Information in Ethnic-Cultural Communities
  - IRLS564 THE ORGANIZATION AND ADMINISTRATION OF A CORPORATE LIBRARY
  - IRLS570 Database Development and Management
  - IRLS571-010 Introduction to Information Technology (Smith-Summer 2010-Draft)
  - IRLS582 - 002 : Young Adults and Public Libraries
  - IRLS588 Information Resources: Instructional Programs in Academic Libraries
  - IRLS588-011: Cultural Influences on Information Systems
  - IRLS640 - Advanced Archives
  - IRLS651: Information Policy & Cultural Perspectives
  - IRLS660 Business Information Sources
  - IRLS672 Introduction to Applied Technology (Summer 2010)
Winter 10-11
Spring 10
Winter 09 10
Fall 09
Summer 09
Spring 09
Winter 08 09
Fall 08
Archive of Old Syllabi

- Schedules
  - Core Courses
  - Course Delivery Options
  - Course Descriptions
  - Distributed Electives
  - Individual Studies: Internships, Independent Studies & Practica
  - Registration
  - Required first course: IRLS504
  - Suggested Courses by Specialization
  - Suggested Out of Department Courses
  - Workload

Guided exploration

Click a term to initiate a search.

Audience
IRLS520 Ethics for Library and Information Professionals (Summer 2010)...

http://tech.sbs.arizona.edu/node/2686