IRLS608-010 The Planning and Evaluation of Library and Information Centers (Virtual SHiggins)

Updated Thu, 09/09/2010 - 10:30

COURSE NAME, NUMBER AND PREREQUISITES:

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

IRLS608 Section 010 The Planning and Evaluation of Library and Information Centers

Instructor: Dr. Susan E. Higgins

COURSE DESCRIPTION:

This course will focus on the planning and evaluation cycle as an approach to developing and assessing various library and information services and organizations. Specific attention will be given to organizational environments and cultures (such as the learning organization), planning and design of library and information organizations, marketing, staff performance measurement, library policy and budget resource allocation. Many topics will focus on serving multicultural communities and those with special needs.

It is worthwhile to study this subject as library and information science professionals are often given management duties early in their careers. The interpretation of library policy is a key task of management.

My approach to teaching this content is to create a culture of participation which will engage learners in the theories and practices of planning and administering information services and organizations.

The literature of the management of library and information centers as well as the literature of business management will be drawn upon to complete the assignments.

Students can incorporate their existing working or volunteering experiences in libraries should they choose to do so. Students can also succeed even if they have never worked in a library or information center.

This is a hybrid course combining Eluminate and D2L. Active discussion through the class D2L site is encouraged. Course materials will be available through D2L. A high speed Internet connection is preferred for access to Eluminate. Students will be expected to keep current with readings, class materials, and discussions week by week throughout the semester. Print and online resources can be used.

The instructor will be available for consultation by appointment or for quick questions via email or telephone. Meetings can be held in person, in the D2L chat room or by email or phone according to request. This class meets on Tuesday evenings, from 6:30 to 8 p.m. throughout the semester. The first class meeting is August 24th.

Please purchase a headset with a microphone to speak and hear others speak. The lectures are supplemented with active discussions through the class D2L site. Students will be expected to keep current with readings, class materials, and discussions throughout the semester. Students will upload a powerpoint and lead a session as assigned.

COURSE OBJECTIVES:

Successful completion of this course will help students achieve the A1, A2, A3, B4, B5, B6, B7, C8, C9 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
be able to:

By the end of the semester, students will have demonstrated a theoretical and practical knowledge of:

1. organizational planning and assessment in libraries and information centers;
2. organizational structures and communications in libraries and information centers;
3. the relationship of planning to resource allocation in libraries and information centers;
4. marketing and customer service in libraries and information centers;
5. staffing and human resource management in libraries and information centers;
6. space planning and management in libraries and information centers; and
7. leadership and supervision in libraries and information centers.

REQUIRED COURSE MATERIALS:
The textbook for this class is:


COURSE REQUIREMENTS:
The effectiveness of this course will depend on the development of an active and engaged learning community. It will require that students keep up with the content, readings, and assignments, and that they be active participants in the discussions related to the class. It will require that the instructor be actively engaged as well, meeting deadlines, communicating frequently, and providing feedback in a timely way. In addition to compliance with the code of integrity cited elsewhere, the instructor will expect that all assignments are completed on time, meet the specifications for that assignment, and are professional in appearance and grammatically correct.

COURSE, SCHOOL, AND UNIVERSITY POLICIES:

Academic Code of Integrity

Students are expected to abide by The University of Arizona Code of Academic Integrity. '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. 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

- Completed assignments will be submitted via the D2L dropbox unless otherwise specified. Some completed assignments will be shared with other students in a showcase file. Assignments will normally be commented on and graded and returned to students via the dropbox.
- Assignments will be expected to be submitted on or before the dates specified, with the date ending at 11:59pm. The instructor will be willing to negotiate alternative dates as needed but only if such negotiation takes place prior to the due date. Late assignments that have not been negotiated beforehand will be accepted at the discretion of the instructor.
• Assignments are expected to be professional in appearance; that is, they are neat, grammatically correct, with no spelling or typographical errors. Citations may be in any recognized format as long as they are consistent. (Please see the “Guide for Formal Written Assignments in Graduate School” in the contents area on D2L.)
• In addition to the discussion forum, one assignment will entail working in teams. Team projects are challenging. Students will be expected to manage the process so that all team members are included in decisions, all share an equal responsibility for the product, and all participants are treated with respect.

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 of E 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.

The 1997-8 University of Arizona General Academic Manual, p.23 reads:

GRADING:

Grading Policy

In order to receive a grade of B for the class, students will have to have completed all assignments for the class reflecting a good grasp of the topic and integrating lecture material, discussions, and readings. An A will signify that all work has been completed well and a substantial amount of the work has been completed excellently. In addition, to receive an A or B, students must be engaged actively in discussions throughout the semester and demonstrate familiarity with lecture materials and readings. A C or lower will be given if some assignments are not completed, if a significant number of assignments are not completed acceptably, or if students fail to participate in class discussions or to engage with the course content.

Each assignment will be graded, and each assignment will be given a percentage weight for the semester grade. These weights appear on the description of specific assignments. Assignments will be given the following grades:
A (90-100)
B (80-89)
C (70-79)
D (60-69)
E (59 or below)

Assignments will be noted with + or – signs to indicate placement within these ranges. University grades do not include + or -. Final grades will be computed on the work of the semester plus participation in class discussions. Students will receive a grade of A, B, C, D, or E for the semester unless we have negotiated an Incomplete. Please note the University policies related to the grade of Incomplete.

Each assignment is due on the date specified. A student may negotiate a revised due date if necessary, but this must be done in advance of the due date. Assignments will be accepted late only at the discretion of the instructor.

A significant portion of the semester grade is dependent on active participation and engagement in the substance of the class including the discussion topics, lectures, and readings. There will be ongoing discussions throughout the semester. Students will be assigned to a discussion team and generally the discussions will be held in these teams. Students will be expected to read the postings in the discussion forum and to contribute their ideas and opinions on a continuing basis as well as initiating new topics and introducing new ideas. Participation points will be given on the basis of the percentage of postings read and the number and quality of contributions. A substantive posting is one that contributes new information, new ideas, or new perspectives or one that moves the conversation along or into new areas. Include citations if appropriate. Use quotation marks if the entry includes a quote, paraphrase and cite if the entry includes a paraphrase.
INSTRUCTOR NAME AND CONTACT ADDRESSES:
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Attachment Size
IRLS 608-010 Syllabus Fall 2010.doc 84.5 KB

Navigation

- Browse Site
- For Authors

Courses

- Syllabi
  - Fall 11
  - Summer 2011
  - Spring 11
  - Fall 10
    - IRLS418/518 Information Quality
    - IRLS432/532 Online Searching Fall 2010
    - IRLS506-001 Research Methods
    - IRLS506-010 Research Methods for Fall 2010
    - IRLS506-011 Research Methods
    - IRLS515-010/011 Organization of Information (Fall 2010 Virtual, Cui)
    - IRLS520-010 Ethics for Library and Information Professionals (Virtual Fallis)
    - IRLS520-011 Ethics for Library and Information Professionals (Virtual Mathiesen)
    - IRLS521 Fall 2010
    - IRLS524 Information Resources and Services Fall 2010
    - IRLS550 Information Environments from Hispanic and Native American Perspectives
    - IRLS553 Issues in Culture & Information Technology (Draft)
    - IRLS561 Academic Libraries Practice and Administration
    - IRLS563 Readers' Advisory Services in Public Libraries
    - IRLS566 Small and Rural Libraries Administration and Practice
    - IRLS571 Introduction to Information Technology Atkinson
    - IRLS571-010 Introduction to Information Technology for Fall 2010
    - IRLS574 Digital Libraries
    - IRLS588-011 ISSUES IN INFORMATION RESOURCES: Intellectual Freedom
    - IRLS608 Fall 2010
    - IRLS671 Fall 2010
- IRLS675 Advanced Digital Collections (Fall 2010)
  - Summer 10
  - Winter 10-11
  - Spring 10
  - Winter 09 10
  - Fall 09
  - Summer 09
  - Spring 09
  - Winter 08 09
  - Fall 08
  - Archive of Old Syllabi

Guided exploration

Click a term to initiate a search.

Audience
- for Students (92)
- for Faculty (28)
- for Alums (24)
- for Staff (17)
- for Prospective Students (7)
  more...

Course
- IRLS417 (2)
- IRLS418 (1)
- IRLS432 (1)
- IRLS470 (2)
- IRLS488 (6)
  more...

People
- Adjunct Faculty (152)
- Faculty (150)
- Staff (17)
- Friends (6)

Semester
- Fall 11 (29)
- Summer 11 (27)