IRLS 608 Planning and Evaluation of Libraries and Information Centers

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COURSE NAME, NUMBER AND PREREQUISITES:

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

Instructor: Tom Wilding

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, planning and design of library and information organizations, marketing, and the practical importance of measurement and evaluation, resource allocation, and human resources management.

The course will be delivered through two sections co-convened. One section will be face to face and the other online through Elluminate. Face to face students must attend at least five face to face sessions. Online students must attend the recording of at least five sessions. Other sessions can be attended via the recordings, but attendance one way or the other is required. All students should plan to use headsets with speakers and microphones.

This course meets the requirements for the distributed elective category "Management." IRLS 504 is a pre-requisite.

COURSE OBJECTIVES:

Successful completion of this course will help students achieve the B6, B7, C8, and C9 competencies outlined at http://sirls.arizona.edu/about/studentCompetencies. 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:


It is available from the University of Arizona bookstore. There will be other readings assigned as the course progresses. They will be noted on the class site as they occur. Some assignments require students to locate appropriate readings on their own and report on them.

**COURSE REQUIREMENTS:**

The effectiveness of this course will depend on the development of an active and engaged learning community in the online environment as well as in the physical classroom. 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. The assignments are described elsewhere. 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](http://tech.sbs.arizona.edu/node/3070). *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://tech.sbs.arizona.edu/node/3070). 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. 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.)
- One assignment will entail working in groups. Online group projects are challenging, especially in virtual classes, but not impossible. Students will be expected to manage the process so that all group members are included in decisions, all share an equal responsibility for the product, and all participants are treated with respect.

**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.

**GRADING:**

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. 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.

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 expected to read the postings in the discussion forum and to contribute their ideas and opinions on a continuing basis. 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. On average students will be expected to contribute at least two or three substantive postings per week in addition to responding to others’ posts.

If an incomplete is given, a date by which all work is to be completed will also be assigned. Students will not have a full year to complete the work.

**INSTRUCTOR NAME AND CONTACT ADDRESSES:**

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