

**The University of Southern Mississippi**  
**School of Library and Information Science**  
**Academic Libraries | LIS 640 | Spring 2022**  
**Thursday | 6:30 p.m. – 8:00 p.m. | Zoom Classroom**

**Contact Information**

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Teaching Professor  
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**Office:** FGH 119 or online  
**Office Hours:** By Appointment

**Drop Dates**

Last day to add/drop without Academic/Financial Penalty (Last day to drop classes without instructor permission), **January 26th.**

Last day to make an add/drop course request or withdraw from the University and receive a grade of W, **April 6th.**

**Course Prerequisites**

None.

**Course Description**

The development and administration of the academic library (3 credit hours).

This course surveys the development, administration, current state, and future directions of college and university libraries. Broad issues including managing change, scholarly communications, information technology, evaluation and assessment, planning, and finance/budgeting will be covered.

**Course Objectives**

- Understand the role of academic libraries in higher education
- Learn about broad issues affecting academic libraries
- Gain a service perspective of academic libraries

**Course Format**

The course will be taught online with posted lecture notes, interactive discussion sessions in the virtual classroom, discussion board assignments, and written assignments.

**Course Communication**

Communication between the professor and the students will be facilitated by way of e-mail, phone, virtual meeting room, and/or discussion board. E-mail is used when private discussions are needed between the student and professor or between students. The discussion board will be an open format for all students at the same time. Group discussion boards and interactive discussions may also be used. Open discussions and forums will be facilitated.

**Required Textbook**

None

### **Required Materials**

- Basic computer skills are assumed
- Access to university email – <https://outlook.com/usm.edu>
- Reliable online connection and computer with audio/video capabilities
- Installation, and proficient use of [Microsoft Office 365](#) – free for students, includes Word, Excel, PowerPoint
- Online course materials: <https://usm.instructure.com> – login with your SOAR ID and password

USM Libraries provides services and resources to online learning students. The [Welcome Guide for Online Students](#) is a great starting space to see what all is offered.

### **Teaching Techniques/Methods**

Online lectures, Web discussions, and directed readings form the basis for the course. Most readings will be from selected texts posted in Canvas, but supplemental readings from journals and the Internet will be included as appropriate.

### **Special Health Protocol, Spring 2022**

This semester, please follow our updated COVID-19 guidelines to ensure we remain as safe and healthy as we can during the continued pandemic. Our goals are to continue our in-person classes, hold events and activities on campus, and provide support to those in the community to weather the challenges we are facing.

#### Face-to-Face Protocol

We want everyone to follow the University's complete [Community Standards](#), which are updated as needed based on changing patterns with the virus. Face coverings are required for all indoor activities, regardless of your vaccination status, and we ask that you monitor yourself for fever and other symptoms each day. [Temperature-taking kiosks](#) can be found in the Union, Cochran Center, and other high-traffic areas of our campuses for your convenience.

#### Vaccinations

If you have not yet been fully vaccinated, appointments can be made via Moffitt Health Center's [online health portal](#). If you prefer to schedule an appointment off-campus, please [see the Mississippi Department of Health's website](#). *Please note that if it has been more than six months since your last shot, [you must have a booster](#) in order to be up-to-date with vaccination.*

#### If You Are Exposed to COVID-19/Have Symptoms/Test Positive

It is important that everyone in the community closely monitor their own health and stay home when that will help them heal or may protect others.

- *Vaccinated students:* If you are exposed to COVID-19 and have no symptoms, wear a mask at all times and test five days after exposure. If your test is negative, continue as normal. If you have a positive COVID test, stay home for five additional days then return as long as you do not have symptoms (e.g., fever). If you have symptoms, stay home until your symptoms pass.

- *Unvaccinated students:* If you are exposed to COVID-19, stay home and test 5 days after exposure. If you have a positive COVID test, stay home for ten days (or as advised by your physician, based on symptoms), then return as long as you do not have symptoms (e.g., fever).

**If you need to stay home due to COVID-19:** Contact the Dean of Students office to let them know (dos@usm.edu), and contact all your professors to let them know you will be out.

In all cases: Call Moffitt Health Center at 601-266-5390 for further guidance.

### Finding Support/Staying Well

Staying physically and mentally healthy is important and challenging during these pandemic times. Be sure to get enough sleep, eat regularly, and stay connected to loved ones, particularly during stressful periods. The university also has resources to help with stress management and mental health, including online support resources and in-person counseling through [Student Counseling Services](#). Eagle CARES provides a platform for all students to connect with a 24/7 emotional support network online (click [here](#) for more details). [Moffitt Health Center](#) is also available to address your health care needs, with both appointments and online resources. If you have concerns about your well-being, reach out and let us know so that we can help.

### **Course Workload Statement**

Students are expected to invest considerable time outside of class in learning the material for this course. The expectation of the University of Southern Mississippi is that each week students should spend approximately 2-3 hours outside of class for every hour in class working on reading, assignments, studying, and other work for the course. We realize that most students work and have family or other obligations. Time management is thus critical for student success. All students should assess their personal circumstances and talk with their advisors about the appropriate number of credit hours to take each term. Resources for academic support can be found at <https://www.usm.edu/success>.

### **Academic Integrity Statement**

All students at the University of Southern Mississippi are expected to demonstrate the highest levels of academic integrity in all that they do. Forms of academic dishonesty include (but are not limited to):

- Cheating (including copying from others' work)
- Plagiarism (representing another person's words or ideas as your own; failure to properly cite the source of your information, argument, or concepts)
- Falsification of documents
- Disclosure of test or other assignment content to another student
- Submission of the same paper or other assignment to more than one class without the explicit approval of all faculty members' involved
- Unauthorized academic collaboration with others
- Conspiracy to engage in academic misconduct

Engaging in any of these behaviors or supporting others who do will result in academic penalties or other sanctions. If faculty determines a student has violated Academic Integrity Policy, sanctions ranging from resubmission of work to course failure may occur, including a grade of

“XF” on the transcript with notation “Failure due to academic misconduct.” ([USM’s Academic Integrity Policy](#))

### **Academic Support Resources**

Please see our Student Success Website: <http://www.usm.edu/success> for information on where you can find tutoring and other academic assistance, as well as the location of key resources on campus.

If a student has a disability that qualifies under the Americans with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact ODA if they are not certain whether a medical condition/disability qualifies.

Address:

The University of Southern Mississippi  
Office for Disability Accommodations  
118 College Drive # 8586  
Hattiesburg, MS 39406-0001

Voice Telephone: 601.266.5024 or 228.214.3232 Fax: 601.266.6035

Individuals with hearing impairments can contact ODA using the Mississippi Relay Service at 1.800.582.2233 (TTY) or email ODA at [oda@usm.edu](mailto:oda@usm.edu).

### **Mental Well-Being Statement**

USM recognizes that students sometimes experience challenges that make learning difficult. If you find that life stressors such as anxiety, depression, relationship problems, difficulty concentrating, alcohol/drug problems, or other stressful experiences are interfering with your academic or personal success, consider contacting Student Counseling Services on campus at 601-266-4829. More information is also available at <https://www.usm.edu/student-counseling-services>. All students are eligible for free, confidential individual or group counseling services. *In the event of emergency, please call 911 or contact the counselor on call at 601-606-HELP (4357).*

### **Nondiscrimination Statement**

The University of Southern Mississippi offers to all persons equal access to educational, programmatic and employment opportunities without regard to age, sex, sexual orientation, disability, pregnancy, gender identity, genetic information, religion, race, color, national origin, and/or veteran status pursuant to applicable state and federal law.

### **Class Policies**

- Students are expected to follow the Academic Code of Honor based on academic honesty and mutual respect and follow the Southern Miss Creed.
- Students are responsible for syllabus content and knowledge of course policies and procedures. Students are required to use USM email and subscribe to [lisnews](#).
- If a student commits plagiarism, they will receive an F in the course. A student may not self-plagiarize or submit work done in another course unless receiving prior permission.
- All assignments should be saved in .docx format and uploaded to Canvas. Failure to follow specific instructions for assignment content and formatting will result in lower grades.

- All work must be in Standard English; inappropriate grammar, punctuation, and/or spelling will result in lower grades.

### **Attendance Policy**

Unless otherwise noted, attendance is required in all scheduled live sessions. Should a student miss a live session, it is their responsibility to review the archived session as soon as possible. Also note:

- a student may miss up to 1 (one) scheduled live session (no matter the reason) without notice or penalty;
- a student may recover lost points for their second missed live session (no matter the reason) by sending the instructor a written summary (approx. 200-300 words) of the session's content;
- if a student misses 3 (three) or more scheduled live sessions (no matter the reasons), the instructor reserves the right to assign the student a final course grade of "F"

### **Engagement Policy**

"Engagement" describes a student's:

- active participation in class (e.g., asking appropriate questions, offering observations relevant to the topic being discussed, etc.);
- attentiveness in class (i.e., remaining focused on classroom and/or group activities);
- professionalism/respectful conduct toward the instructor and fellow students; and
- familiarity with course policies and materials

An example of "negative engagement" would be asking the instructor questions for which the syllabus already provides clear answers (e.g., questions about the attendance policy).

Students are expected to choose a quiet, safe and distraction-free location for joining online sessions. Students are strictly forbidden from joining sessions in any circumstances that would heavily distract them and/or endanger themselves or others. Examples include (but are not limited to) joining class while: operating a motor vehicle; joining another class; completing a shift at work; enjoying an evening with friends; viewing online content unrelated to the class (e.g., watching television, checking Facebook); preparing dinner; completing other academic work; etc.

### **Discussion Posts Policy**

Unless otherwise noted, completion of all Discussion Post activities is mandatory. These activities are assigned nearly every week, and, in most cases, students usually have one week to complete them.

Each Discussion Post activity requires:

- an original post, as directed by activity's instructions (original posts should be approx. 150-250 words); and
- a minimum of 2 (two) responses to other students' posts

Each Discussion Post activity is worth 1 point: original post (.5 points) + 2 responses (0.25 points each). Note that the Discussion forums are for students: the instructor normally monitors Discussion Post contributions but does not post responses or involve them self in any of the discussions.

### **Assignments Policy**

All written work must be submitted through Canvas unless otherwise noted. Do not email your work to the course instructor unless there is an emergency. All assignments (including Discussion Post activities) must be written in (and conform to high standards of) proper English. Unless otherwise noted, all major written assignments (excluding Discussion Post activities) must also follow the principles explained in the “Assignment Style and Formatting Guidelines” which are posted in the Course Materials module.

Completing assignments as directed and submitting assignments on time are basic expectations only and not necessarily guarantees of high grades. An assignment’s final grade is more an assessment of the assignment’s quality, not completeness. It is assumed that students will improve their writing and critical thinking skills throughout the course according to the instructor’s feedback and comments.

### **Late Work Policy**

Posted deadlines are considered “hard deadlines” and late work will be penalized accordingly:

- assignments submitted after the posted deadline will receive a penalty of 5%
- assignments submitted more than 14 days after the posted deadline will not be accepted without prior arrangement

Extensions on some assignments may be granted (i) at the instructor’s discretion and (ii) for legitimate reasons (i.e., health, personal emergency, etc.). Students must request an extension no later than three days before the assignment’s posted deadline and must be prepared to show the instructor what progress they have already made on the assignment. If a student is granted an extension on an assignment, the alternate deadline will be set by the instructor.

### **Final Course Grades and Incompletes**

The gradebook that is available on the Canvas course management system is there for your convenience to help you keep track of your grades. However, it is not an official University records management system. Because of this and because of the nature of online classes, it is not guaranteed to be accurate. As much as we try, there may be differences in due dates or in total possible points in the gradebook. Therefore, the official record of grades, assignments, and due dates is the course syllabus and calendar. It is recommended that you print both of these out and refer to these documents (not the gradebook) when you have questions about your grades, assignments, and due dates. Please be assured that before final grades are calculated, the gradebook is downloaded into an Excel spreadsheet and checked for accuracy. It is then that the total and other adjustments are made for errors on the course site grade book. No one (including other university entities such as the registrar) has access to the Canvas grade book besides yourself and your instructor, and your grade is not final until it is entered into SOAR by your instructor.

Per current university policy: “Incompletes should only be assigned when students cannot complete course requirements by the end of the term because of *extraordinary circumstances beyond their control, not in cases of problems with time management or other individual situations*. Students assigned an Incomplete should have a clear plan for prompt completion of requirements since the grade automatically becomes an F at the end of the next semester.”

No student is automatically entitled to an “Incomplete”; this status is granted only at the discretion of the course instructor. To request an incomplete standing in the course, a student must:

- submit their request in writing (email is fine) as soon as it is clear that the student will not finish the course according to the course schedule;
- include a plan for completing the missing work (give specific deadlines);
- submit their request directly to the instructor ([sarah.rials@usm.edu](mailto:sarah.rials@usm.edu)), copied to the SLIS Interim Director, Dr. Stacy Creel ([Stacy.Creel@usm.edu](mailto:Stacy.Creel@usm.edu)); and
- upon the date of the request, have:
  - completed at least half of all course assignments (including Discussion Post activities);
  - attended most if not all mandatory live sessions; and
  - responded to previous emails from the instructor about any missing work and/or absenteeism.

Additional documentation may be requested from the student to support claims made about their circumstances. A student who receives an incomplete will have only one (1) semester in which to complete the work before the incomplete turns automatically into an F. Students may also request a W (withdrawal) from the course. If this is the only course a student is taking, then the student must contact the USM Graduate School to properly withdraw.

### **Important Academic Dates Spring 2022**

- January 19                      Classes begin
- January 26                      Last day to add/drop full term classes without academic or financial penalty and receive 100% tuition credit
- January 26                      Last day to drop full term classes without grade of W
- February 28-March 1        Mardi Gras Break (Classes do not meet)
- March 14-18                    Spring Break (Classes do not meet)
- April 6                            Last day to withdraw from full term classes with grade of W
- April 15                          HOLIDAY (day and night classes do not meet)
- May 6                              Last day of full-term classes
- May 9-12                        Full Term Final Exams
- May 12                            Graduate School Commencement
- May 18                            Grades available to view in SOAR for students completing their course evaluations.

Spring 2022 Full Academic Calendar can be found at <https://www.usm.edu/registrar/spring-2022-full-academic-calendar.php>

### **Course Requirements**

<b>Name</b>	<b>Due</b>	<b>Points</b>
Issue Brief 1	February 13	15
Issue Brief 2	March 6	15
Issue Brief 3	April 3	15
Article Overview and Discussion – Small Groups	TBD	15
Planning Document	May 10	20
Weekly Attendance and Engagement	weekly	10
Discussion Post Activities	weekly	10

### Course Policies

Students are responsible for reading the course syllabus and related content and becoming familiar with course policies and procedures.

### Grading Scale

A (95-100)    A- (90-94)    B+ (87-89)    B (83-86)    B- (80-82)    C+ (77-79)    C (73-76)  
 C- (70-72)    D+ (65-69)    D (60-64)    F (below 64)

### WEEKLY SCHEDULE (subject to change):

<i>Date</i>	<i>Topic</i>	<i>Weekly Reading (due before weekly class meeting)</i>	<i>Assignments (due by 11:59 pm on Sunday)</i>
<b>Week 1</b> January 20th	Course Overview	Course syllabus and everything in “Course Materials” module	<b>Discussion Post #1</b>
<b>Week 2</b> January 27th	Historical Overview	All readings listed under the Week 2 Module	
<b>Week 3</b> February 3rd	Faculty	All readings listed under the Week 3 Module	<b>Discussion Post #2</b>
<b>Week 4</b> February 10th	Students	All readings listed under the Week 4 Module	<b>Discussion Post #3</b> <b>Issue Brief #1</b>
<b>Week 5</b> February 17th	Governance	All readings listed under the Week 5 Module	
<b>Week 6</b> February 24th	Collections	All readings listed under the Week 6 Module	<b>Discussion Post #4</b>
<b>Week 7</b> March 3rd	Facilities	All readings listed under the Week 7 Module	<b>Discussion Post #5</b> <b>Issue Brief #2</b>
<b>Week 8</b> March 10th	Technology	All readings listed under the Week 8 Module	<b>Discussion Post #6</b>
<b>Week 9</b>	Spring Break	NO SCHEDULED CLASS MEETING	



March 17th			
<b>Week 10</b> March 24th	Finance/Budgeting	All readings listed under the Week 10 Module	<b>Discussion Post #7</b>
<b>Week 11</b> March 31st	Services	All readings listed under the Week 11 Module	<b>Issue Brief #3</b>
<b>Week 12</b> April 7th	Staffing	All readings listed under the Week 12 Module	
<b>Week 13</b> April 14th	Accreditation and Assessment	All readings listed under the Week 13 Module	<b>Discussion Post #8</b>
<b>Week 14</b> April 21st	Future of Academic Libraries	All readings listed under the Week 14 Module	<b>Discussion Post #9</b>
<b>Week 15</b> April 28th	Career Development	All readings listed under the Week 15 Module	<b>Discussion Post #10</b>
<b>Week 16</b> May 5th	Course Wrap Up		
<b>Week 17</b>	Finals Week	NO SCHEDULED CLASS MEETING	<b>Planning Document DUE by May 10th</b>