

Course Syllabus - Fall 2012  
LI 815XR  
Information Technology  
9/28-29, 11/16-17, & Internet

**Faculty:** Kelly Fann  
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**Primary Phone:** (816) 377-8831  
**Office Hours:** Tuesdays 8:00am-10:00am  
**Faculty Profile:** <http://slim.emporia.edu/index.php/kelly-fann/>  
**Online Course Login:** <https://elearning.emporia.edu>  
**Credit Hours:** 3.0  
**Note:** Course Syllabus May Change

**Important Dates for Fall 2012**

<i>8/15: First day of class</i>	<i>8/28: Last day to add/drop</i>	<i>9/3: Labor Day (ESU closed)</i>	<i>10/9: Midterm Grades Due</i>
<i>10/24: Last day to withdraw</i>	<i>11/12 Veteran's Day (ESU closed)</i>	<i>11/20-11/25: Thanksgiving (ESU closed)</i>	<i>12/7: Last Day of CLass</i>
<i>12/15: Commencement</i>	<i>12/18: Final Grades Due</i>		

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## Course Description

Basic information technology concepts and skills necessary for library and information professionals are introduced. The course covers the fundamentals of personal computer (hardware and software), file management, networking, and databases, as well as introduces Internet and Web concepts, tools, applications, and other emerging information technologies. Social aspects of information technology are also examined. (Required)

## Course Learning Outcomes

Students in this course will:

- learn about the types of technologies libraries are currently using.
- learn how we can use technology to provide improved and efficient services to patrons.
- learn about open source software technologies and how they have evolved.
- use a variety of different software applications and technologies.

- use electronic resources to share and find information (i.e. blogs, social bookmarking).
- develop strategies for keeping pace with ever-changing technologies.

At the end of this course, students should be able to:

- Explain and demonstrate how open source software can benefit the library community.
- Understand the basic functions and configuration of computer systems; types of computers; and peripheral equipment used in library applications.
- Distinguish the types of software used in libraries and understand their functions.
- Understand the role and importance of standards and protocols in IT library applications
- Participate in the process of specification, selection, and procurement of an integrated library system (ILS).
- Participate in the planning, development and management of new library systems based on emerging technologies, e.g. web 2.0 / social networking.
- Be able to create library technology plans.

## **Instructor Contact Information**

I am always happy to communicate with students. If you would like to visit with me in person, please contact me to schedule a time to meet on the Friday before class or Saturday after class. Other arrangements may be made for additional appointments upon request. I am available at any time by email and will typically respond within 24 hours.

## **Required Readings**

Required Textbook: The Neal-Schuman Library Technology Companion, Third Edition  
 ISBN: 9781555706760  
 Published: 2009

Other course materials will be provided and posted in Blackboard. Required readings will be from the textbook, through articles found in Course Reserves, links to articles found on the web, or a combination of these materials.

In-class weekend agenda will be posted and distributed to students by email and on Blackboard prior to the class date. The weekend agenda document should be used as a supplement to the syllabus and as a planning tool for anticipating participation throughout the upcoming class weekend. Other instructional materials used during class will also be shared in Blackboard course documents.

## Learning Activities

### Assignments

Assignment	Due Date	Points
Introduction	9/18	5
Technology Competencies Pre-Test	9/18	5
Web 2.0 Blog Postings	9/1, 9/22, 11/3, 12/1	40
Open Source Tool Project	10/6	75
Lesson Plan for Seniors	11/17	75
Technology Plan Project	12/7	75
Blackboard Discussion Posts	Throughout	65
Participation	Throughout	40
<b>Total Points Possible</b>		<b>380</b>

### Tentative Course Outline

Session	Topics	Readings	Activities and Due Dates
Week 1: 8/15	Introductions		8/18: Introductions Due 8/18: Tech Competencies Pre
Week 2: 8/19	History of Computers	Chapter 1 and article posted in discussion post	8/25: Discussion 1 Due
Week 3: 8/26	Oh, the Jargon!	Article posted in discussion post	9/1: Blog Post 1 Due 9/1: Discussion 2 Due
Week 4: 9/2	Intro to Personal Computers	Chapters 4 & 5	9/8: Discussion 3 Due
Week 5: 9/9	Integrated Library Systems	Chapter 6	9/15: Discussion 4 Due
Week 6: 9/16	Open Source Software		9/22: Blog Post 2 Due 9/22: Discussion 5 Due
Week 7: 9/23	Coping With Continual Motion	Articles posted in discussion post	9/28-9/29: Weekend Class M 9/29: Discussion 6 Due
Week 8: 9/30	Storage and File Management	Articles posted in discussion post	10/6: OSS Project Due 10/6: Discussion 7 Due
Week 9: 10/7	Digital Preservation	Articles posted in discussion post	10/13: Discussion 8 Due
Week 10: 10/14	Digital Divide	Chapter 16 pages 170 172 and articles posted in discussion post	10/20: Discussion 9 Due
Week 11:	Usability and	Chapter 11 and article	10/27: Discussion 10 Due

10/21	Accessibility	posted in discussion post	
Week 12: 10/28	Information Security	Chapter 14	11/3: Blog Post 3 Due 11/3: Discussion 11 Due
Week 13: 11/4	Social & Ethical Technology Issues		11/10: Discussion 12 Due
Week 14: 11/11	Web Design, Gaming and Going Mobile		11/16-11/17: Weekend Class Meeting Saturday, 11/17: Student Presentations on Lesson Plans
Week 15: 11/18	Thanksgiving Break	Thanksgiving Break	Thanksgiving Break
Week 16: 11/25	The Future of Technology	Chapter 18	12/1: Blog Post 4 Due 12/1: Discussion 13 Due
Week 17: 12/2	End of Class Wrap-Up		12/7: Technology Plans Due 12/7: Last day of class

## Grading Criteria

Grading criteria specific to each assignment will be included in detailed directions provided in the assignment area of Blackboard. Instructor expectations for all work in the class include the following:

- All work shall be submitted on or before the due date, except in instances noted in the section entitled SLIM Incomplete Grade Policy, below.
- All written work, both formal and informal, shall abide by standard conventions for grammar, syntax, punctuation, and reference formatting. (When in doubt, consult the APA Publication Manual.)
- All class communication, written and oral, shall be courteous and respectful of others.
- All points made in class communication, written and oral, shall be supported with evidence (i.e., examples, descriptive details, facts, incidents, reasons, or expert testimony).

## SLIM Grading Scale\*

96 - 100 A	77 - 79 C+
90 - 95 A-	74 - 76 C

87 - 89 B+	70 - 73 D
84 - 86 B	0 - 69 F
80 - 83 B-	

*\*The SLIM Grading Scale does not apply to pass/fail courses. Instead, each pass/fail course instructor will determine the number of points that must be earned to pass the course successfully.*

### **SLIM Attendance Policy**

Students must attend all face-to-face classes.

In cases of emergency, see SLIM's [Policy and Procedures for Absence from a Class Weekend due to Illness or Personal Emergency](#) (PDF).

### **SLIM Grade Policy**

All graduate courses included in the SLIM MLS and doctoral programs' required curricula or their approved substitutions must be passed with a final grade of B- or better to receive academic credit. If a student does not receive a final grade of B- or better in any or all of SLIM's required classes, then the student will be placed on academic probation and notified by the office of the director of program administration that he or she must retake that course or those courses.

When a student has been placed on academic probation, an administrative hold will be placed on the student's record to block future enrollment. The administrative hold can only be released by the student's academic advisor or by the SLIM dean or director of program administration. Before enrollment can be done, the student is required to meet with the student's academic advisor with the goal of developing an academic improvement plan.

If a student has a semester GPA of less than 3.0 for two semesters or is on academic probation for two semesters, then the student's academic progress will be reviewed in light of the academic improvement plan by the student's program director, the SLIM dean, and the SLIM director of program administration, and a decision will be made regarding whether the student should be academically dismissed from the SLIM's graduate program. This policy goes into effect fall 2009 semester. This SLIM Grade Policy applies to all SLIM students, including those students who entered SLIM under the 42-credit-hour MLS program, the 36-credit-hour MLS program, or the SLIM doctoral program. It will also apply to all those who have passed into MLS or doctoral degree candidacy.

## **SLIM Incomplete Grade Policy**

**SLIM's Incomplete Grade Policy upholds the Emporia State University Incomplete Grade Policy (for full policy, go to: <http://www.emporia.edu/grad/docs/policyhandbook2.pdf>).**

SLIM's Incomplete Grade Policy further stipulates that an incomplete request will not be considered approved without an Incomplete Request Form having been submitted by the instructor and approved by the SLIM dean within two weeks after the issuance of the incomplete. If the incomplete grade is being requested for reasons of health, then documentation must be submitted to the SLIM dean's office before the final grade change is made.

If a SLIM student's request for a single incomplete grade is approved by the instructor and dean, then the student will be limited to enrolling in six credit hours in the immediately succeeding semester. If a SLIM student requests more than one incomplete grade to be issued at the conclusion of a semester, then **an administrative hold will be placed on the student's record to block future enrollment until** all incomplete grades are finished and the final grade changes have been submitted by the instructor(s), signed by the SLIM dean, and accepted by the ESU Registrar's Office.

## **Faculty-Initiated Student Withdrawal Procedure**

Students should be aware that your instructor follows the university's policy of faculty-initiated student withdrawal. It reads as follows: "If a student's absences from class or disruptive behavior become detrimental to the student's progress or that of other students in the class, the faculty member shall attempt to contact the student in writing about withdrawing from the class and shall seek the aid of the office of Vice President of Student Affairs to help insure contacting the Student. The Office of the Vice President of Student Affairs shall provide the student information about the existing appeals procedures. Upon receiving a written report from the faculty member, the Vice President of Student Affairs may initiate a student withdrawal from the class. None of the above implies or states that faculty members are required to initiate the student withdrawals for excessive absence. [*Policy and Procedures Manual 43.11*]

## **Academic Dishonesty**

At Emporia State University, academic dishonesty is a basis for disciplinary action. Academic dishonesty includes but is not limited to activities such as cheating and plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the source or sources.)

The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question and may refer the case to other academic personnel for further action. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university.

## **Disabilities Policy**

Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, the Office of Disability Services, and the professor will be strictly confidential.

**Contact information for the Office of Disability Services:**

Office of Disability Services  
211 S Morse Hall  
Emporia State University  
1200 Commercial Street / Box 23  
Emporia, KS 66801  
*Phone* : 620/341-6637  
*TTY*: 620/341-6646  
*Email*: [disabser@emporia.edu](mailto:disabser@emporia.edu)

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*Content comments for the instructor*: [kalderso@emporia.edu](mailto:kalderso@emporia.edu)  
*Technical questions*: [slimhelp@emporia.edu](mailto:slimhelp@emporia.edu)