

UNIVERSITY OF KENTUCKY
SCHOOL OF INFORMATION SCIENCE

INFORMATION RESOURCES AND SERVICES FOR CHILDREN

DELIVERED ONLINE VIA CANVAS

LIS613. 201 – FALL 2016

AUGUST 24 – DECEMBER 16, 2016

Course Syllabus

Instructor

Stephanie D. Reynolds, Ph.D.
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(Canvas e-mail preferred)
Office Phone: (859) 257-5894

Office Hours

Mondays: 10am-1pm; Tuesdays: 1pm-3pm;
Thursdays: 11am-3pm; Fridays, by appointment

Website

<https://sites.google.com/site/youthlitmatters/>

Course Description

A study of effective programming for children and young adults. Includes literature-based activities, grant writing and community outreach.

Course Objectives

- To become familiar with the types of programs appropriate for youth.
- To develop an awareness of community assessment and needs.
- To learn to develop effective programs for youth and their families.
- To gain knowledge of program funding and how to find financing.
- To become familiar with program design and grant application protocols.

Course Overview

To complete this course, students will develop a bibliocognitive literature plan, assess the current state of literacy and outreach programs, explore current trends, assess and develop library programs, and prepare a grant application.

Course Outline

1. Children's Services & the Mission of the Library
2. The Collection
3. Services
4. Programming
5. Management, Administration & Leadership

Course Materials

Required Text

Sullivan, M. (2013). [Fundamentals of children's services, 2nd edition](#). Chicago: ALA Editions.

Recommended Text

American Psychological Association. (2010/2012). [Publication manual of the American Psychological Association, 6th edition](#). Washington, DC: American Psychological Association.

STUDENT EVALUATION

Grading of Course Work

ASSIGNMENTS	POINTS POSSIBLE	DUE
Group Discussion (Participation)	25 points (5 each)	Each Module
Current Trends Assessment	35 points	September 6
Collection Evaluation Project	35 points	September 27
Outreach Librarian Interview	35 points	October 18
Program Development	35 points	November 8
Grant Writing Project	35 points	November 29

COURSE READING/DISCUSSION SCHEDULE

All Projects are due by 11:59 PM ET.

Modules	Module Dates	Read	Discussion Dates
Module 1: Children's Services & the Mission of the Library: Current Trends	August 24 – September 13	Textbook, Part I	September 6 – September 13
Module 2: The Collection: Collection Assessment	September 14 – October 4	Textbook, Part II	September 27 – October 4
Module 3: Services: Outreach	October 5 – October 25	Textbook, Part III	October 18 – October 25
Module 4: Programming: Program Assessment. Part I	October 26 – November 15	Textbook, Part IV	November 8 – November 15
Module 5: Management, Administration & Leadership: Grant Writing	November 16 – December 6	Textbook, Part V	November 29 – December 6

Course assignment instructions and additional readings will be provided in Canvas.

Grading Scale

- 180 – 200 points = **A (Exceptional Achievement)**
- 160 – 179 points = **B (High Achievement)**
- 140 – 159 points = **C (Average Achievement)**
- 120 – 139 points = **D (Below Average)**
- 0 – 129 points = **E (Failing)**

Grading Guidelines

- Concise and clear writing is expected at all times. All work will be graded comparatively, including evidence of effort, research, support from course literature, clarity of thought, creativity, and when appropriate, design and awareness of the intended audience.
- To earn an A, all work must be submitted, including each week's discussion. Grades will not be rounded up.

Participation

Class participation is an important component of your grade. Discussion periods will run Wednesday through Tuesday during the last week of each module. To receive credit, initial responses to the instructor's questions must be posted by 9:00 AM Saturday during each discussion period. Late posts and those that are difficult to read are disruptive to everyone in the class; thus, poorly written posts and late posts will not be given credit. Your discussion posts must be substantive and thoughtful, but not essays. I encourage you to complete your discussion posts in Word (or other application) and then paste them to the discussion board. If you compose online and there is a technology-related failure, you will likely lose your work.

Communication with Dr. Reynolds

For questions that do not pertain to the class at large, please use Canvas email to communicate with me. While I will always respond to email and discussion posts as soon as possible, please do not expect an immediate response, especially during the weekend and outside of normal business hours on weekdays. It is each student's responsibility to be certain that all course communications are read in a timely manner. Please do not expect a response to questions relating to assignments on the day that they are due. Plan ahead!

Submission of Course Projects

IMPORTANT: All projects are to be submitted via Canvas by **11:59 PM ET** on the dates indicated on page 2 above. Projects will **not** be accepted via email. Unless otherwise indicated in the assignment instructions, all documents must be submitted as a Word document (.doc or .docx) or as an Adobe Portable Document Format (.pdf) file. Microsoft Office and other software is available for free download. Please see <https://download.uky.edu/> and <http://wiki.uky.edu/software/Wiki%20Pages/Home.aspx>. All written assignments are to be formatted using the Document Template provided in Canvas. Failure to use the Document Template or submitting work that is otherwise poorly formatted will result in grade reduction.

The use of proper English is expected at all times. This includes discussion posts. Writing and citation guides will be provided in Canvas. If you need additional assistance with writing skills,

please contact the UK Writing Center (<http://www.uky.edu/AS/English/wc/>). Proper citations/references are expected; this includes picture books, novels, and other materials from which you quote directly. APA (6th edition) formatting is required for citations (in-text citations, bibliographies and Works Cited). Please proof your work and ask someone else to as well.

Late Work

It is expected that you will submit course assignments on time. However, life happens. “Normal” life does not stop for any of us just because a semester is in progress. I am always willing to work with you if you get into a bind, but please be proactive. If you are going to be late with an assignment, you need to let me know at least 3 days *before* the due date. Technology issues are not valid excuses for late work. **Late assignments will not be accepted without prior approval.**

COURSE EXPECTATIONS

What I expect from you...

- I expect you to read all of the materials for each module before the module begins.
- I expect you to participate in the discussion in a timely manner and on at least two days per week, and for you to respond thoughtfully to others (classmates and the instructor).
- I expect you to proofread all discussion posts and all assignments.
- I expect you to submit assignments on time and to remember that everyone’s time is important, not just yours.
- I expect you to plan accordingly so that assignments demonstrate quality work.
- I expect you to ask for assistance when needed and not to wait until the last minute to do so.

What you can expect from me...

- I will treat you as an individual and with the respect.
- I will not discriminate against you in any way and will respect your well-supported viewpoints.
- I will handle class communication in a professional manner.
- I will not teach what I do not know. I will seek out answers when necessary.
- I will update course information, materials and other readings as necessary.
- If plagiarism, cheating, or other violations of academic integrity are suspected, they will be explored and punishment pursued.
- I will work with you on late work when you communicate with me AHEAD of time. Late work without a legitimate excuse will not be accepted.
- I will make myself available to you through the discussion boards, email, and other avenues as needed.
- To minimize subjectivity when grading, I may use rubrics for grading.
- I will assess your work with honesty based on the criteria provided.
- If I make a mistake when assessing your work, I will make corrections as appropriate.

ACADEMIC STANDARDS

Academic Integrity

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of *Student Rights and Responsibilities* (available online <http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1). **Please note:** Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Disability Accommodation

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

Incompletes

Student requests for an Incomplete (an I grade) will be considered within University guidelines and only in extreme circumstances. See section 5.1.3.2

<http://www.uky.edu/StudentAffairs/Code/part2.html>.

TECHNOLOGY INFORMATION & RESOURCES

Distance Learning Students are expected to have a minimum level of technological acumen and the availability of technological resources. Students must have regular access a computer with a reliable Internet connection and audio capabilities. Please see the online guide to supported operating systems and browsers: <http://bit.ly/TDkqwy>. Please be certain that your computer and/or browser allow you to view Adobe Reader documents (.pdf). I am your first go-to person for technology problems. E-mail me at stephanie.reynolds@uky.edu for the timeliest response.

Information Technology Customer Service Center (UKIT)

<http://www.uky.edu/ukit/techtips/students>; 859-257-1300

Information on Distance Learning Library Services <http://www.uky.edu/Libraries/DLLS>

- Carla Cantagallo, DL Librarian; Email: dllservice@email.uky.edu
- Local phone number: 859-257-0500, x2171; Out of area: 800-828-0439 (option #6)
- DL Interlibrary Loan Service: <http://libraries.uky.edu/ILL>