**Course Syllabus**

**Instructor**
Stephanie D. Reynolds, Ph.D.
333 Little Library Building (Bldg. #224)
E-mail: stephanie.reynolds@uky.edu
(Canvas e-mail preferred)
Office Phone: (859) 257-5894

**Office Hours**
Mondays: 11:30am – 2:30pm
Tuesdays: 9:30am – 1:00pm
Thursdays: 9:30am – 1:00pm
Dr. Reynolds’s [Website](http://example.com)

**Overview**

**Official Course Description**
Students investigate the Information Society and its relationships with our world including the impact on information organizations and communities. Students focus on the discipline’s ethics, values, and core concepts. No prerequisites.

**Course goals**
LIS600 addresses the “Foundations of the Profession” core competency area as defined by the American Library Association. LIS600 covers the following: the history of library science and information science; core concepts of the field; the ethics and foundational principles of the field; key issues faced by LIS practitioners; and relevant social, economic, and cultural trends.

**Course Schedule**
Course Sessions start on Wednesday and end on Tuesday. The reading(s) (and any other activities) listed for a particular Session should be completed before the Session begins.

**Required Textbook**

**Course Objectives**
Upon successful completion of this course, students will be able to:
1. Explain the concepts of information society and information ecosystem and how these relate to specific information organizations.
2. Articulate the role of diverse information organizations within various communities.
3. Apply the core values and ethics of the discipline as appropriate.
4. Communicate the function and value of information professionals.
Diversity
The School of Information Science defines diversity as “embracing differences between people and promoting increased understanding regarding age, ethnicity, gender, marital status, military service, physical disabilities, race, religion, sexual orientation, socioeconomic condition, and thought with the purpose of creating an inclusive community.” In this course, we address diversity in several ways. Many readings that discuss countries other than the U.S. are included in several different Sessions. We spend a full Session focusing on diversity in information professions. Several lectures also incorporate discussion of diversity. Part of the semester-long project focuses on diversity within an information organization’s community. Readings which are especially relevant to the theme of diversity are marked with a ⚪️ symbol.

Technology
The School of Information Science emphasizes the importance and centrality of technology in today’s society. We must develop familiarity and comfort with an array of technology. In this course, we incorporate technology in a variety of ways. We discuss technology infrastructure and its importance in information organizations, as well as the role of technology in information ecosystems. We spend a Session discussing the impact of technology and several lectures contain further information about technology. In addition, students will utilize technology to participate in the course. Readings that are particularly relevant to the theme of technology are marked with a ⚫️ symbol.

Assignments & Grading

Grading
The final grade in this course is determined according to the following. Participation is 40% of the total course grade; course projects are worth 60%.

<table>
<thead>
<tr>
<th>ASSIGNMENTS</th>
<th>POINTS POSSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graded Discussion (Participation)</td>
<td>85 points: Introduction + 16 sessions; 5 points each</td>
</tr>
<tr>
<td>Information Ecology Project</td>
<td>70 points total: 7 parts; points vary</td>
</tr>
<tr>
<td>Elevator Speech</td>
<td>10 points</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Final Grade</th>
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</thead>
<tbody>
<tr>
<td>90% and above</td>
<td>A</td>
</tr>
<tr>
<td>80% – 89%</td>
<td>B</td>
</tr>
<tr>
<td>70% – 79%</td>
<td>C</td>
</tr>
<tr>
<td>0% – 69%</td>
<td>E</td>
</tr>
</tbody>
</table>

*Note that the Graduate School considers a grade below a C a failing grade.*

I will assign an Incomplete (an I grade) only when I am convinced the student’s circumstances warrant it. This must be discussed with me well before the end of the term and approved in writing.
Grading Guidelines

- I operate with the 24/7 rule. This means that, once you receive a graded assignment back, you must wait at least 24 hours to discuss it with me. I am more than happy to discuss grades with you, but ask that you take the time to thoroughly review the feedback provided beforehand and carefully compare your work with the assignment requirements and grading rubric. You must communicate with me within one Session (7 days) of receiving the grade.
- Once that one-Session period has passed, the grade will not be changed under any circumstances. When you communicate with me regarding a grade, make sure you have prepared a thoughtful justification for why you deserve a different grade than you received.
- Grades will not be rounded up at the end of the semester, so please do not ask me to do so. If you earned a 79.5%, then you have a “C” in the course. You should consider this course as you would a job. If you are late for work, you will lose your job. If you do poorly on a work project, you will not be allowed to redo it. Decide what grade you want to earn and create a plan to make it happen - NOW.

Readings
Completing the required reading each Session is essential for doing well in the class. Many readings can be found through the UK Libraries; other readings will be made available online. Other material may also be required, such as PowerPoint slides, news articles, or videos. It is your responsibility to read/view this material as well. If you encounter a broken link or have trouble accessing something, please contact me.

Course Assignments
- **Information Ecology Project**: This project will contextualize what we learn about information ecology and apply it to a specific information organization. It is broken into multiple components.
- **Elevator Speech**: This will be a short recorded presentation in which you make connections throughout the semester’s readings and argue for the importance of our discipline.

Submission of Course Assignments
IMPORTANT: All work is to be submitted electronically via Canvas by 11:59 PM ET on the dates as indicated on the Course Schedule below and in Canvas. I grade assignments in a timely fashion but will not begin grading before the due date. More details about each assignment can be found in the Assignments section in Canvas, where all assignments will be submitted. Assignments are not accepted via email. Unless otherwise indicated, 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/](https://download.uky.edu/) and [http://wiki.uky.edu/software/Wiki%20Pages/Home.aspx](http://wiki.uky.edu/software/Wiki%20Pages/Home.aspx).

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/](http://www.uky.edu/AS/English/wc/)). Proper citations/references are always required; this includes picture books, novels, and other materials.
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 work 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. If you are consistently late, you may be advised to withdraw from class.

Course Expectations

Participation
Participation in the Graded Discussion Boards is an important component of your grade and requires regular engagement in each Session’s discussion. Participation is measured by your contributions to the online discussions each Session. Each class member must contribute regularly (i.e., at least 3 postings) to each set of Discussion Board questions—the equivalent of a "B" grade for "participation." (Note: this means at least three posts per module, not three posts for each question each module.) Less participation will lower the grade; frequent, informed participation will raise it. In addition, consistently thoughtful contributions that advance discussion will receive more credit. Participation is worth 20% of your final grade. Due Sessionly. 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. Late work will not be accepted without prior approval.

Communication with Dr. Reynolds

Ask Three, Then Me
I receive e-mails every day from students asking questions that could easily have been answered by reading the syllabus or asking a classmate. Thus, BEFORE e-mailing me, please follow these steps:

1. Consult the class schedule and/or syllabus.
2. Check Canvas.
3. Confer with three classmates.

If you still don’t know the answer to your question, you may e-mail me, but you may be directed back to one of the 3 options above. 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 week days. It is each student’s responsibility
to be certain that all course communications (e.g., Announcements, Discussion posts, and e-mails) 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!

Additionally, use your emails and other correspondence as an opportunity to practice good communication skills! All correspondence must include an appropriate greeting (e.g., “Hello, Dr. Reynolds), a message including full sentences, professional language, correct spelling, grammar, and capitalization, and an appropriate closing. Writing emails to your friends/family can be informal, but when you start writing emails to your instructors, professors, and potential employers, they should be well written with as few mistakes as possible. Students failing to comply will be reminded only once.

**Important Class Policies**

**Attendance**
Regular attendance is essential to doing well in the class—and is also important to build a community and to help your classmates succeed. Unexcused absences will have a detrimental effect on your grade. Acceptable reasons for an excused absence from course activities include serious illness or bereavement. If in doubt, please contact the instructor as soon as possible to discuss your situation. It is UK policy to grant incompletes (I grade) only for such reasons; see the UK Student Code for details (www.uky.edu/StudentAffairs/Code/).

**Excused Absences**
Students need to notify the professor of absences prior to class when possible. Senate Rules 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit “reasonable cause for nonattendance” by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Two Sessions prior to the absence is reasonable, but should not be given any later. Information regarding major religious holidays may be obtained through the Ombud (859-257-3737, http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php).

More information about relevant policies is available here: https://ci.uky.edu/sis/sites/default/files/policies.pdf

Students are strongly encouraged to withdraw from the class if more than 20% of the scheduled classes for the semester are missed per university policy. Please reference the definition of excused absences in the current edition of Student Rights and Responsibilities or on the web at http://www.uky.edu/Faculty/Senate/rules_regulations/Rules%20Versions/MASTER%20RULES%20from%20February%202012_clean.pdf.
Per Senate Rule 5.2.4.2, students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one Session following the period of the excused absence (except where prior notification is required); and for making up the missed work. The professor must give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred.

**Verification of Absences**

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request “appropriate verification” when students claim an excused absence because of illness, or death in the family. Appropriate notification of absences due to University-related trips is required prior to the absence when feasible and in no case more than one Session after the absence.

**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](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.

*Senate Rules 6.3.1* (see [http://www.uky.edu/Faculty/Senate/](http://www.uky.edu/Faculty/Senate/)) 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 a question of plagiarism involving their 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 content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. 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 or information, the student must carefully acknowledge exactly what, where and how he/she has 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.

**Please note:** Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

**Accommodations due to disability**

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 (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/.

Policies concerning academic integrity, excused absences and academic accommodations due to disability are available online at: https://ci.uky.edu/sis/sites/default/files/policies.pdf

**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. Internet Explorer 7 (IE) or Firefox 2.x are the recommended browsers for those using a Windows-based PC. Those using Firefox 3.x may encounter problems with assignment uploads. Those using an Apple computer with MAC OS X (10.5.x) may use Firefox 3.x or Safari 3.x.

Please be certain that your computer and/or browser allow you to view Adobe Reader documents (.pdf). Microsoft Office and other software products are free for students: http://download.uky.edu/.

As your instructor, I am your first go-to person for technology problems. If you need more immediate assistance, please contact UKIT.

**Information Technology Customer Service Center (UKIT)**
http://www.uky.edu/UKIT/; 859-218-4357

**Library Services & Distance Learning Services**
http://www.uky.edu/Libraries/DLLS
  • Carla Cantagallo, DL Librarian
Military Members and Veterans
We recognize the complexities of being a member of the military community and also a student. If you are a member of the military or a military veteran or dependent, please inform your instructor if you are in need of special accommodations. Drill schedules, calls to active duty, mandatory training exercises, complications with GI Bill disbursement, and other unforeseen military and veteran related developments can complicate your academic life. If you are aware of a complication, we will work with you and put you in contact with university staff members who are trained to assist you. Please contact the Coordinator of the University of Kentucky Veterans Resource Center at (859) 257-1148 for additional assistance. Visit http://www.uky.edu/veterans for more available resources.

Course Schedule

Part I: Contextualizing the Field

Session 1 (1/10-1/16): The Information Society & Contextualizing the Field

Session 2 (1/17-1/23): Commodification & Privatization of Information

Part A of Information Ecology Project Due January 17th

Session 3 (1/24-1/30): Information Ecology

Session 4 (1/31-2/6): Information Policy

Part B of Information Ecology Project Due January 31st
- Hirsh textbook: Chapter 29: Information policy (pp. 281-289).

Part II: Information Organizations in Their Communities

Session 5 (2/7-2/13): Information Organizations
- Hirsh textbook: Chapter 6: Literacy and media centers in the 21st century: School libraries (pp. 53-61); Chapter 7: The learning and research center: Academic libraries (pp. 62-69); Chapter 8: Community anchors for lifelong learning: Public libraries (pp. 70-81); Chapter 9: Information centers: Special libraries (pp. 82-93).


• *Optional:* Hirsh textbook, Chapter 9: Digital resources: Digital libraries (pp. 94-105).

**Session 6 (2/14-2/20): Community Engagement**

**Part C of Information Ecology Project Due February 14th**

• Hirsh textbook: Chapter 3: Information communities: Defining the focus of information service (pp. 20-26).


**Session 7 (2/21-2/27): Community Informatics**


**Session 8 (2/28-3/6): Diversity & Inclusion**

**Part D of Information Ecology Project Due February 28th**

• Hirsh textbook: Chapter 4: Diversity, cultures, and equity of access (pp. 27-38).


• Cooke, N.A. (2017). Chapter 4: Services to diverse populations (pp. 47-78). In Information services to diverse populations: Developing culturally competent library professionals. Santa Barbara, CA: Libraries Unlimited.


Part III: Foundations of LIS Professions

Session 9 (3/7-3/11): Core Values & Competencies

Cheers Part E of Information Ecology Project Due March 9th


SPRING BREAK (March 12-18)

Session 10 (3/21-3/27): LIS Ethics

• Hirsh textbook: Chapter 30: Information ethics (pp. 289-300); Chapter 31: Copyright and creative commons (pp. 300-314); Chapter 36: Intellectual freedom (pp. 357-364).


Session 11 (3/28-4/3): Impact of Technology

Part F of Information Ecology Project Due March 28th

• Hirsh textbook: Chapter 18: Hyperlinked libraries (pp. 184-191); Chapter 26: Managing technology (pp. 250-261).


Session 12 (4/4-4/10): Professionalism & Significance of LIS Professions

• Hirsh textbook: Chapter 1: The transformative information landscape: What it means to be an information professional today (pp. 3-7); Chapter 11: Expanding the horizon of the MLIS (pp. 106-116).


• Three-part series on library professionalism:


Part IV: LIS Topics & Perspectives

Session 13 (4/11-4/17): Information Overload & Literacy

• Elevator Speech Due April 11th

• Hirsh textbook: Chapter 16: Teaching users: Information and technology literacy instruction (pp. 159-172).


- Hirsh textbook: Chapter 34: Analog and digital curation and preservation (pp. 334-344).


**Capstone of Information Ecology Project Due April 25th**

- Hirsh textbook: Chapter 14: Organizing information: Technical services (pp. 139-148); Chapter 15: Accessing information anywhere and anytime: Access services (pp. 149-158).

Session 16 (5/2-5/4): Challenges and Opportunities

- Hirsh textbook: Chapter 5: Librarianship: A continuously evolving profession (pp. 41-52); Chapter 27: Managing communications, marketing, and outreach (pp. 262-270); Chapter 37: Career management strategies for lifelong success (pp. 367-373).
- Stephens, W. (2013). For every learner, everywhere, all the time: The future of school libraries. *Young Adult Library Services, 12*(1), 4-8.