

VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE
MLIS 7250
Human Resources Management
Fall Semester 2014
Three Credit Hours

Instructor:

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Course Description :

Prerequisite or co-requisite: MLIS 7200 or consent of the instructor. A comprehensive look at issues that shape the nature of human relations in libraries. Topics include staff recruitment and development, diversity, equal opportunity, performance evaluation, and legal requirements.

Course Objectives:

At the conclusion of the course, the student will be able to:

- Explain the context of human resources within the library setting
- Define standards for creating diversity and equal opportunity in libraries
- Understand current human resources practices and trends
- Explore the major changes, problems and issues now confronting human resources managers.

Required Text:

Pynes, Joan E. *Human Resources Management for Public and Nonprofit Organizations: A Strategic Approach (Essential Texts for Nonprofit and Public Leadership and Management)*. 4th ed.. San Francisco, California: Jossey-Bass, 2013. ISBN-10: 11839629.

Attendance:

This is a web-based course, with no required face-to-face meetings. Synchronous online chat sessions may be scheduled in consultation with the students.

Assignments:

Article Reviews: During this semester, you will find three (3) current articles in professional journals related to human resources topics. You will write a one-page review of each article and discuss its relevance to topics covered in the textbook. Your articles must be of sufficient length to have merit. You will post your review on the discussion board. ***Full details of this assignment will be found in the assignments folder.***

Course Project: You will visit a library and obtain a copy of the library's personnel policies. This is usually a policies manual or handbook. You will compile a report that evaluates your selected library's human resources policies and procedures. ***You may not choose a library that employs you;*** you may choose a library where you are a patron, or any public or academic library. ***Full details of this assignment will be found in the assignments folder.*** Your project plans must be submitted to the instructor for approval before you begin.

Discussion Board: In addition to the *Articles assignment*, other posts involving interacting with the instructor and your classmates will be announced.

Final Exam: The final exam will be 2-3 short essay questions. The exam will be released on Monday, December 3, and due by midnight on Thursday, December 6.

REQUIREMENTS:

Course Project	30%	Discussion Board	20%
Articles	30%	Final Exam	20%

General Grading Scale:

- A** Excellent work—among the best work seen at the graduate level
- B** Satisfactory work—better than average work at the graduate level
- C** Honest attempt—needs moderate to major revisions to be satisfactory
- D** Perfunctory or missing work

Note: *Assignments submitted one week or less past the due date will be dropped one letter grade. Assignments submitted more than one week after the due date will be declined.*

Final Grading Scale:

- A** Always satisfactory, often excellent
- B** Mostly satisfactory, occasionally excellent
- C** Sometimes satisfactory, often needs revisions
- D** Rarely satisfactory, often perfunctory, late or missing
- F** Lacking even an attempt to learn or do, dishonesty, plagiarism

Technical Requirements:

All assignments must be submitted using computer programs that are compatible with VSU supported products. *MS Word* is the preferred format for document processing. PDF documents will be accepted.

Please follow the instructions in your assignments regarding:

- Posting comments and answers on the Discussion Board
- Submitting assignments with attachments
- Replying to a message or creating a new message.

Distance Learning Support:

Valdosta State University's Information Technology department provides step-by-step help to use VSU's email and other sources.

IT Help Desk: <http://www.valdosta.edu/helpdesk/guides/>
Phone hotline is 229-245-4357.

BlazeVIEW is powered by the Desire2Learn (D2L) course learning system. D2L provides 24/7 support 365 days a year.

D2L link: <https://D2LHelp.view.usg.edu>
Phone 855-772-0423.

Odum Library:

Chat or E-mail: <http://www.valdosta.edu/library/ask.php>.
VSU Library Reference Service (229) 333-7149.

University Policies:**Academic Honesty at Valdosta State University**

<http://www.valdosta.edu/academic/AcademicHonestyPoliciesandProcedures.shtml>.

It is the student's responsibility to understand and comply with VSU's Academic Honesty Policy. Specific regulations related to student conduct and behavior are contained in the *Student Handbook*, *Student Code of Ethics*.

Student Conduct

Participation in discussions and chats is necessary and welcomed. Interactions related to this class must to be conducted respectfully and professionally as stated in the *Student Code of Conduct* in the Valdosta State University Student Handbook.

<http://www.valdosta.edu/studentaffairs/StudentHandbook.shtml>

Special Needs Statement:

VSU's Access Office <http://www.valdosta.edu/student/disability/student-resources.php>

Students with disabilities who are experiencing barriers in this course may contact the Access Office for assistance in determining and implementing reasonable accommodations. The Access Office is located in Farber Hall. The phone numbers are 229-245-2498 (V), 229-375-5871 (VP) and 229-219-1348 (TTY). For more information, please visit

<http://www.valdosta.edu/student/disability/welcome.php> or email: access@valdosta.edu

Student Agreement:

The enrolled student agrees to abide by and adhere to VSU's policies and regulations. The instructor may adapt or change this syllabus if time constraints necessitate during the semester. The student agrees that all required course work is subject to submission for textual similarity review to TurnItIn, a tool within BlazeVIEW. For more information, visit: <http://ww2.valdosta.edu/academic/turnitin.shtml>.

MLIS 7250 Human Resources Management Articles Assignment:

The articles assignment is intended to provide current and supplemental information on Human Resources topics.

You will find three (3) articles related to human resources management in current professional journals or periodicals and write brief synopses of the articles. Your reviews must convey the articles' relevance to Human Resources Management. You may decide an article has high or low relevance to Human Resources Management for libraries, but you must apply the articles to libraries in some way.

Your articles must be published within the past two (2) years, and from professionally respected publications. The length of the articles must be sufficient to have merit. (It would be difficult to find a one or two-page article that would be suitable.)

First list the citation for your article:

Title of the Article

Author or Editor of the article

Name of the Publication Date of the Publication Issue/Volume Page Numbers

Online documentation if applicable

Your review for each article should be one single-spaced typed page, and written in essay format. Three paragraphs are sufficient and should cover:

- Brief description of the article
- The Human Resources concept and how it relates to libraries
- Your opinion of the article *and* your opinion of the concept entailed in the article

(If you are uncertain about whether an article would be acceptable, please ask.)

Due Dates:

Article #1 due Week 4

#2 due Week 8

#3 due Week 12

MLIS 7250 Human Resource Management Course Project

The objective for this project is to examine and understand the elements of Human Resources Management by evaluating a selected library's personnel policies, and using the knowledge gained in this course, to identify the strengths and weaknesses, and propose appropriate modifications.

You will visit a library and obtain a copy of the library's personnel policies. (This is usually a policies manual or handbook.) You will compile a report that evaluates your selected library's human resources policies and procedures. ***You may not choose a library that employs you;*** however you may choose a library where you are a patron. You may choose any public, academic or special library. *Please submit the name of your project library to the instructor for approval before you begin.*

- **Study your handbook and define the strengths and weaknesses.**
- **Write a review of the manual as it exists. Your review should identify your handbook's strengths and weaknesses.**
- **Propose necessary changes and explain how your changes would strengthen the handbook.**
- **Submit a 3-5 page document that covers the above requirements.**

What you are required to do:

1. Select a library and speak with the librarian in charge of Human Resources Management.
2. Define your assignment and ask for a copy of the HR policies. (Ask to borrow a copy. This document may be available online.)
3. Report your selected library to the Instructor by Week 3 of the Semester.
4. Report your Course Project progress at Midterm.
5. Submit your completed project by the due date.

What you should do:

- **Make an appointment with your HR librarian and arrive promptly.**
- **Be prepared to discuss your assignment—don't expect him or her to know details of your assignment.**
- **Be courteous and appreciative.**
- **Make your assignment a win/win situation—ask if he/she would like a copy of your work.**
- **Provide a copy (if requested) with a note of thanks.**

MLIS 7250 Human Resources Management Course Schedule:

- Week 1 *Review the Syllabus and Post an Introduction*
- Week 2 Text Reading—Preface through Chapter 2
- Week 3 Text Reading—Chapters 3 & 4
Identify your Project Library for Instructor's Approval
- Week 4 *Article #1 is due. Post your review as an attachment on the Discussion Board.*
- Week 5 Text Reading—Chapters 5 & 6
- Week 6 Text Reading—Chapters 7 & 8
- Week 7 Text Reading—Chapter 9
Send a Course Project progress report to Instructor.
- Week 8 *Article #2 is due. Post your review as an attachment on the Discussion Board.*
- Week 9 Text Reading—Chapter 10
- Week 10 Text Reading—Chapter 11
- Week 11 Text Reading—Chapter 12
- Week 12 *Article #3 is due. Post your review as an attachment on the Discussion Board.*
- Week 13 Text Reading—Chapter 13
- Week 14 Text Reading—Chapter 14
- Week 15 *Course Project Due (to be determined)*
Final Exam will be released on (to be announced)
- Week 16 *Final Exam due by midnight (to be announced)*