

VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE
MLIS 7250
Human Resources Management
Syllabus--Fall Semester 2006
Three Credit Hours

Instructor:

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Course Description

Prerequisite or corequisite: 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.

Required Text

Martin, Lowell A. *Library Personnel Administration*. Lanham, Maryland: Scarecrow Press, 1994. ISBN: 0-8108-2839-1.

Attendance

This is a Web-delivered course, with no required face-to-face meetings. Synchronous online chat sessions will be scheduled in consultation with the students.

Assignments

Term Project: due Tuesday, November 7. You will prepare a project on a topic of your choice that relates to human resources in libraries. The product might be a paper, a staff development presentation, a procedure manual, or another product that you suggest. Think broadly. You will discuss and negotiate the terms of the project with the instructor.

Chat Sessions: You will participate in chat sessions that relate to the assigned readings. Some of these sessions will require you to prepare discussion questions based on the readings. Watch Vista for more details.

Discussion Board: You will have periodic posts due on the Discussion Board. These may involve interacting with the instructor, your classmates, or a “guest speaker.” Watch Vista for details.

Update the Text: You will find resources to update an assigned chapter of the textbook. This will be either an individual or group assignment, depending on the make-up of the class. Watch Vista for more details.

Midterm Exam: released on Tuesday, September 26; due on Tuesday, October 3.

Final Exam: released on Tuesday, November 28; due on Thursday, December 7.

Requirements

Term Project	50%	Discussion Board	10%
Chat Sessions	10%	Midterm Exam	10%
Update the Text	10%	Final Exam	10%

Grading

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

Late work is dropped one letter grade

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

Deadline for dropping the class without academic penalty is Friday, October 6.

Academic Dishonesty

“Valdosta State University expects that graduate students will pursue their academic endeavors and conduct themselves in a professional and ethical manner. All work that a student presents to satisfy course requirements should represent his or her own efforts,

including appropriate use and acknowledgement of external sources. Specific regulations related to student conduct and behavior are contained in the *Student Handbook*, *Student Code of Ethics*.

Special Needs Statement

Valdosta State University is an equal opportunity educational institution. It is not the intent of our institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin or handicap of the individual. It is the intent of the institution to comply with Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as the Title IX section 504 of the Rehabilitation Act of 1973. Students requiring classroom accommodations or modifications because of a documented disability should discuss this need with the professor at the beginning of the semester. Students not registered with the Special Services Program should contact Special Services in Nevins Hall, Room 2164, 229-245-2498.