



James L. & Dorothy H. Dewar
COLLEGE of EDUCATION
& HUMAN SERVICES
VALDOSTA STATE UNIVERSITY

**Department of Library and Information Studies
MLIS 7290 – Project Management for Libraries
Summer Semester 2021
Three Credit Hours**

INSTRUCTOR INFORMATION

Name: Changwoo Yang, PH.D.

Office Number: Online

Website: <http://www.valdosta.edu/colleges/education/master-of-library-and-information-science/faculty.php>

Office Hours: Phone or Chat by appointment

COURSE DESCRIPTION

Introduction to fundamental concepts and practices of project management for libraries, including the five project management process groups and project management knowledge areas.

TEXTBOOKS / RESOURCE MATERIALS

Textbook

Required: Buser, R. A., Massis, B. E., & Pollack, M. (2014). Project management for libraries: a practical approach. Jefferson, North Carolina: McFarland & Company, Inc., 2014. ISBN 0786496061, 9780786496068

Optional: Schwalbe, K. (2014). Information Technology Project Management, 7th Edition, Course Technology, Information Technology Project Management, Kathy Schwalbe, Seventh Edition, Course Technology, ISBN: 978-1-133-52685-8, 1-333-52685-3

There are required, supplemental readings to cover broad areas of integrated library management systems. It is expected that each student will have the ability to download and open up both PDF files and MS Word files.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to meet these Student Learning Outcomes (SLOs). The SLOs are aligned with MLS program objectives:

[\(https://www.valdosta.edu/colleges/education/master-of-library-and-information-science/our-program/\)](https://www.valdosta.edu/colleges/education/master-of-library-and-information-science/our-program/)

SLO 1. Review the administrative process of a library or information center **(PO 1)**.

SLO 2. Identify budgeting concepts **(PO 1)**.

SLO 3. Compare leadership principles **(PO 1, PO 4)**.

SLO 4. Recognize management issues for different types and sizes of libraries **(PO 1)**.

SLO 5. Examine effective personnel practices **(PO 1)**.

SLO 6. Identify concepts and methods for library assessment and evaluation **(PO 3)**.

SLO 7. Propose a strategic plan **(PO 1)**.

SLO 8. Discuss the central research findings and research literature related to library and information center management **(PO 3)**.

COURSE ACTIVITIES/ASSIGNMENTS/REQUIREMENTS

This is a web-delivered course. All other course communications, activities, and materials will be available exclusively through the BlazeVIEW web site and require weekly checks for assignments. Class activities include a set of readings, streaming videos, and assignments.

Details for each learning module are posted in the appropriate folder on the course website. It is the student's responsibility to check the course calendar for DUE DATES for all class work and the weekly folders and assignment folders for all required and supplemental readings and other materials.

Course Assignments

The following descriptions provide an overview of the course assignments and the course objectives to which they relate. Additional details for each assignment are provided within the course website.

1. Activities (Topic discussions, exercises, and quizzes) –30% of Course Grade

2. Project Management Plan Assignment- 70% of Course Grade

- Initial project overview (15% of Course Grade)
- WBS and WBS Dictionary (15% of Course Grade)
- Schedule- Gantt Chart (10% of Course Grade)
- Communication management (5% of Course Grade)
- Risk assessment (5% of Course Grade)
- Final Project management plan (20% of Course Grade)

SUBMITTING ASSIGNMENTS

All written work must be submitted as attachments to the assignment modules in the BlazeView course website using Word formats (.doc or .docx suffixes only). All written work file names should begin with your last name and first initial and include the assignment name as the file name, for example: SuddethJ_tour.docx The university's Information Technology

department provides step-by-step guides on how to use VSU's e-mail system and other resources. The IT Help Desk is at <http://ww2.valdosta.edu/helpdesk/index.shtml> Their telephone hotline is 229-245-4357.

LATE SUBMISSIONS, MISSED ASSIGNMENTS, & MAKE UP ASSIGNMENTS

All course work is due inside BlazeView on the date and time indicated on the course calendar. Any exception without penalties must be negotiated in advance. Technological crises are not acceptable excuses for submitting work late unless BlazeView is down at the time the work is due.

Up to 20% of the possible assignment grade will be deducted from the student's score for every additional 24 hours or increment thereof that the work is late up until the day the BlazeView assignment submission window closes (noon on Friday unless otherwise identified). If you need additional time to work on an assignment or if you have a scheduling conflict you must contact your instructor BEFORE the assignment is due to discuss your situation. The instructor WILL NOT accept work after the assignment submission window closes without prior consent.

COURSE GRADES

Students can earn a maximum of 100 points in this course as indicated above. Course grades will be awarded as follows:

- A – 90-100
- B – 80-89
- C – 70-79
- D – 60-69
- F – Fewer than 60 points

To be eligible to receive an A in this course requires completing every assignment.

An overall grade of zero can be assigned to an entire paper or project if the instructor determines that its contents, or parts of its contents, were completed by a second party **or copied into a paper or project from a source without proper citing**. Noncompliance with rules on appropriate use of resources will result in zero credit for those parts of the assignment affected. If you are unsure about the parameters of an assignment, ask for clarification.

COURSE EVALUATION

Students in this course are expected to: 1) Read or view all assigned materials; 2) Participate in class activities; 3) Submit all projects on time and according to the format designated by the instructor; 4) Conduct all research and composition according to the VSU Academic Honesty Policy.

ATTENDANCE POLICY

All other course meetings and activities will be conducted through BlazeView, Valdosta State University's electronic course management system. Course content is delivered asynchronously according to the course calendar. It is the student's responsibility to follow the course calendar and participate via BlazeVIEW as indicated at the appropriate times. The instructor reserves the right to

schedule real-time delivery of instruction using tools available inside BlazeVIEW. It is in the student's best interest to log into the BlazeVIEW course delivery system daily to check for announcements and e-mail messages related to the course.

COMMUNICATION

Communication will be conducted through BlazeVIEW email, postings and replies in the discussion board, and/or BlazeVIEW announcements. Check these areas at least several times per week (daily is recommended) as you are responsible for knowing all information communicated through these channels.

VSU requires that all correspondence between the student and the instructor be conducted through official university channels. To that end, all email correspondence related to this course is to be sent using the email client built into the BlazeVIEW course website. For other correspondence with any VSU faculty members or administrative offices, please use your VSU email account.

If you would like to speak with the instructor by telephone, please email your instructor to arrange a mutually convenient time.

PROFESSIONALISM

The Department of Library and Information Studies expects you to pursue your academic endeavors and conduct yourself in a professional and ethical manner. All work submitted in the course must represent your own efforts. Cite sources and include reference information. You should communicate in a professional manner in both speech and writing and maintain a professional attitude, being respectful to others and their viewpoints. Exercise an awareness of the pervasiveness of the online environment and strive to maintain a professional online presence.

ACADEMIC INTEGRITY

You are responsible for knowing and abiding by the Academic Integrity Policy as set forth in the Student Code of Conduct (<https://www.valdosta.edu/administration/student-affairs/student-conduct-office/student-handbook.php>) and the COEHS Policy Statement of Plagiarism (<https://www.valdosta.edu/colleges/education/deans-office/policy-statement-of-plagiarism.php>). All students are expected to do their own work and to uphold a high standard of academic ethics. Consequences for acts of academic dishonesty are detailed in the COEHS Policy Statement of Plagiarism.

For more information, visit Academic Honesty at VSU (<https://www.valdosta.edu/academics/academic-affairs/academic-honesty-at-vsu.php>).

STUDENT OPINION OF INSTRUCTION SURVEY (SOI)

At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available through SmartEvals. Students will receive an email notification through their VSU email address when the SOI is available (generally at least one week before the end of the term). SOI responses are anonymous to instructors/administrators, and they will be able to access results only after they have

submitted final grades. Before final grade submission, instructors will not be able to see any responses, but they can see the percentage of students who have or have not completed their SOIs. While instructors will not be able to see student names, an automated system will send a reminder email to those who have yet to complete their SOIs. Students who withdraw or drop a course will also be sent invitations to complete the Dropped Course Survey. Complete information about the SOIs, including how to access the survey, is available on the SOI Procedures webpage (<https://www.valdosta.edu/academics/academic-affairs/sois/>).

TITLE IX STATEMENT

Valdosta State University (VSU) is committed to creating a diverse and inclusive work and learning environment free from discrimination and harassment. VSU is dedicated to creating an environment where all campus community members feel valued, respected, and included. Valdosta State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, disability, genetic information, or veteran status, in the University's programs and activities as required by applicable laws and regulations such as Title IX. The individual designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning nondiscrimination policies is the University's Title IX Coordinator: Dr. Sherolyn Hopkins, titleix@valdosta.edu, Student Union, Suite 3106, Valdosta State University, Valdosta, Georgia 31698, 229-333-5941. To file a report (not make an inquiry) please visit https://cm.maxient.com/reportingform.php?ValdostaStateUniv&layout_id=7.

ACCOMMODATION STATEMENT

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 Farbar Hall. The phone numbers are 229-245-2498 (V), 229-375-5871. For more information, please visit VSU's Access Office (<https://www.valdosta.edu/student/disability/>) or email access@valdosta.edu

Helpful Links

Technical Support (IT helpdesk)	https://www.valdosta.edu/administration/it/solutions/
Center for eLearning (support for BlazeVIEW)	https://www.valdosta.edu/academics/elearning/
Academic Support Center	https://www.valdosta.edu/asc/
Hope Connect (Mental Health Services)	https://www.valdosta.edu/administration/student-affairs/student-health/hope-connect-about.php