

Undergraduate Course Syllabus, Revised January 2007

Course Supervisor:

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L301 Materials Selection and Use in Small Public Libraries 3 credits Pass/Fail

L302 Reference Sources & Services in Small Public Libraries 3 credits Pass/Fail

L305 Management of Small Public Libraries 3 credits Pass/Fail

These courses are offered through the IUPUI SLIS campus only and not at the IU Bloomington campus. These courses are received at IUNW, IUSE, IUSB, and IPFW. Credit is earned as an IUPUI student and all enrollment is through the IUPUI campus.

The Purpose of these nine credits includes:

- To provide a bridge from a completed program of 60 undergraduate credits, especially the Library Tech Associates degree for Indiana Ivy Tech, to meet entry level public librarianship certification in Indiana.
- To provide the basis of an undergraduate minor in library and information science in association with programs that accept such a minor on the IUPUI campus. Successful completion of all nine credits can be a basis for proceeding to take courses from the following menu as an undergraduate student at IUPUI:
 - o L401 Computerized Information Sources 3 credits
 - o L520 Bibliographic Access and Control 3 credits
 - o L533 Library Materials for Children and Young Adults 3 credits
 - o L535 Library Services for Children and Young Adults 3 credits
 - o L551 Information Inquiry for School Teachers 3 credits

Information on Public Librarianship Certification can be located at these websites:

<http://www.statelib.lib.in.us/www/isl/ldo/cert/certmenu.htm>

<http://www.slis.iupui.edu> search for public librarianship certification

The Undergraduate and the MLS Student

Each of the three, 300-level SLIS courses corresponds with a course in the SLIS graduate curriculum. Most students in SLIS hold an undergraduate degree and are pursuing the Master of Library Science (MLS). Students from around the state take these courses on the IUPUI or Bloomington campus; receive televised courses at IUNW, IUSE, IUSB, or IPFW. A few courses are delivered online. Students at the graduate level seek professional positions in public, academic, school and special libraries. Completion of the MLS is needed, for example, to direct a mid-sized or larger public library and is usually required for entry level positions in an academic library or special (law, medical) library. School library media specialists must hold a teaching license and complete specific graduate courses in school media. Details are at the SLIS IUPUI website <http://www.slis.iupui.edu>.

The Corresponding Graduate Sections

L301: L528 Collection Development

L302: L524 Information Sources and Services

L305: L527 Management of Libraries or L550 Issues in Public Library Management

Enrolling in SLIS and Attending Class Sessions

An undergraduate who has completed 60 undergraduate credits or more with a 3.0 or better grade point average may enroll in any of the three undergraduate SLIS courses. The courses can be taken in any order and more than one course may be taken during a semester. The undergraduate should understand that class time, readings and outside assignments will likely consume 5 to 8 hours per week.

The undergraduate student may enroll through OnCourse at IUPUI.

The student should plan to attend the class meetings of the corresponding graduate course. In some cases this will mean attending class at a room where interactive television is received. This will be the case for all meeting sites at IUNW, IUSE, IUSB, and IPFW, and in some cases at IUPUI. In some cases, the class meetings will be held on the IUPUI campus or at a public library in the Indianapolis area.

These undergraduate courses are NOT offered at the IU Bloomington campus.

The undergraduate student is expected to attend all class meetings; observe and listen to lectures; participate in discussions and activities, and maintain a journal of notes on the classroom information learned. Missing three or more classes can be a basis for a failing grade for the course.

Readings and Class Journal

To prepare for class, the undergraduate student is to read required readings from an assigned text or set of readings. Notes from these readings should be part of the journal the student compiles from one class session to the next.

The student's journal, in legible writing or word processed, shall be given to the undergraduate course supervisor (Marilyn Irwin) at mid-term and at the final week as evidence of class attendance and completion of the reading assignments.

Graduate Class Exams, Papers, and Projects

The undergraduate student will NOT be required to complete assignments, exams, or term papers in the graduate syllabus. The undergraduate student will have, in addition to the journal, separate assignments to complete to earn credit for the course.

Undergraduate Papers or Projects

The undergraduate student will complete two written papers. The topic for the first will be determined at mid-term after the course supervisor has reviewed the student's journal and has held a conference (in person, over the phone, through e-mail) with the student concerning the course content and the student's interests.

The first paper will be 10 to 15 pages, double-spaced, based on MLA or other approved style, and contain citations to specific resources. The first paper will be due to the supervisor approximately four weeks before the end of the regular 15-week semester. In cases of shorter semesters, the deadline for the first paper will be determined to be before 75% of the semester has elapsed.

A second paper of same specifications will be assigned by the supervisor upon receiving and grading the first paper. The second paper will be due the final week of class and will deal with a topic of the supervisor's selection.

Communication concerning these assignments may be in person, over telephone or through e-mail. Papers and journals may be submitted to the supervisor as attachments. Documents should be in MS Word unless otherwise approved by the supervisor.

Topics for papers will be drawn from the text, the graduate course outline, issues in current literature, local public library issues identified by the student, or specific policy issues in public librarianship as listed on the Indiana State Library's Public Library Policy site: <http://www.statelib.lib.in.us/www/isl/ldo/pol/plpolicies.html>.

The paper will be evaluated on:

- 1) Completeness of addressing the topic – discussion with resources and interviews used to support the discussion and are cited properly.
- 2) Relating the topic to class lectures and to class texts and readings.
- 3) Identification of basic methods to solve a problem, obtain information to address a need, or determine how the draft of a policy may be stated, revised and adopted.

Papers are graded as satisfactory or unsatisfactory. Unsatisfactory papers will need to be rewritten until meeting satisfactory expectations in order to receive a passing grade for course credit. Failure to meet deadlines can be justification for issuing a failing grade. Passing performance on these courses can serve to recommend an undergraduate student to seek additional courses from SLIS. Students who earn a 3.0 or higher grade point average for their undergraduate degree are encouraged to seek admission to the MLS program.

