



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

Department of Library and Information Studies

MLIS 7250 Human Resources Management Three Credit Hours Fall 2023

INSTRUCTOR INFORMATION

Name: Dr. Linda R. Most, Phd.D, MLIS, MA

Office Number: 229-245-6534

Email Address: lrmmost@valdosta.edu

Office Hours: Phone, video conference, or Chat by appointment

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

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.

The course is delivered asynchronously fully online inside the BlazeView course management platform.

TEXTBOOKS / RESOURCE MATERIALS

Berman, E. M., Bowman, J. S., West, J. P., Van Wart, M. R., (2022). *Human Resource Management in Public Service: Paradoxes, Processes, and Problems*, 7th Edition. Thousand Oaks, CA. CQ Press, an Imprint of Sage Publications, Inc.

The 7th edition is expected. The 6th edition is missing some important updates. Any format is acceptable.

Additional required readings from the LIS and related professional and research literature: Selected journal articles and/or other resources are listed on the course calendar, reading list, and in the weekly folders.

Please familiarize yourself with the VSU policy that prohibits the use of the Interlibrary Loan service for obtaining textbooks at <https://www.valdosta.edu/colleges/education/master-of-library-and-information-science/documents/MLISPolicyonILLRequestsforTextbooks.pdf>

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/>):

SLO 1: Explain the context of human resources within the library setting. (*ALA Core Competence 8, MLIS PO 3, 4*)

SLO 2: Define standards for creating diversity and equal opportunity in libraries ((*ALA Core Competence 8, MLIS PO 1, 4*))

SLO 3: Understand current human resources practices and needs (*ALA Core Competence 8, MLIS PO 1,4*)

SLO 4: Explore the major changes, problems and issues now confronting human resources managers (*ALA Core Competence 8, MLIS PO 3*)

COURSE ACTIVITIES/ASSIGNMENTS/REQUIREMENTS

Case Studies Analyses: (20 points) There are two (2) case study analysis assignments (10 points each). For each assignment, you will analyze the case and address the issues per the assignment document. **Full details of this assignment are found in the Assignments folder.**

Discussion Board: (40 Points) During the semester, eight (8) discussion/interactive activities will be posted. Students will interact with the instructor and classmates by posting to the Discussion Board. **Please see the Discussion Board document for full details.**

HR Policy Analysis Project: (40 Points) Students will select a library and obtain a copy of the library's personnel policies. Students will write an analysis that evaluates the selected library's human resources policies and procedures. **Full details of this assignment are found in the Assignments folder.**

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: SmithJ_Case1.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

Course grades will be awarded as follows:

REQUIREMENTS:

Interactive/ Discussion Boards (8 at 5 points each)	40%
Case Studies (10 points each)	20%
Course Project (2 parts, 40 points total)	40%

Final Grading Scale:

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

NO grade below a C will be credited toward a VSU graduate degree. A grade of C will earn one deficiency point. A student who earns three or more deficiency points will be dismissed from the Graduate School.

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. TurnItIn may be used in this course. Noncompliance with rules on the 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.

ATTENDANCE POLICY

VSU requires that you attend class in the first week. Students will introduce themselves to their classmates, tell where they are in the MLIS program, and other information. All course activities will be conducted through BlazeVIEW and/or other platform(s) as designated by the instructor. Course content is delivered asynchronously according to the course calendar. It is your responsibility to participate in all course activities and submit assignments on time. It is in your best interest to log into the course at least several times each week (daily is best) to check announcements, discussion board posts, and emails. Synchronous online chat sessions may be scheduled in consultation with the students.

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.

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.

VSU's Academic Student Conduct Code states that "no student shall engage in plagiarism, which is presenting the words or ideas of another person as if they were the student's own." Content generated by an Artificial Intelligence third-party service or site (AI-generated content) without proper citation is another form of plagiarism. If you are unsure about whether something may be plagiarism or another form of academic dishonesty, please reach out to me as soon as possible.

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

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/>).

Non-Discrimination and Title IX Statement (Fall 2022 update)

Valdosta State University (VSU) upholds all applicable laws and policies regarding discrimination on the basis of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity or expression, national origin, religion, age, veteran status, political affiliation, or disability. The University prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities that receive federal funding. VSU considers sex discrimination in any form to be a serious offense. Title IX refers to all forms of sex discrimination committed against others, including but not limited to: sexual harassment, sexual assault, sexual misconduct, and sexual violence by other employees, students or third parties and gender inequity or unfair treatment based on an individual's sex/gender. The designated Title IX Coordinator for VSU is Mr. Darius Thomas. To view the full policy or to report an incident visit: <https://www.valdosta.edu/administration/student-affairs/title-ix/>

Accommodations Statement (Fall 2022 update)

Students with disabilities who are experiencing barriers in this course may contact the Access Office (<https://www.valdosta.edu/student/disability/>) for assistance in determining and implementing reasonable accommodations. The Access Office is located in University Center Room 4136 Entrance 5. The phone numbers are 229-245-2498 (V), 229-375-5871. For more information, please visit VSU's Access Office or email: access@valdosta.edu. To request reasonable accommodations for pregnancy and childbirth, contact Christina Kidd, Student Conduct Coordinator at chkidd@valdosta.edu. Please note, you will be required to provide documentation from an appropriately licensed medical professional indicating the requested accommodations are medically necessary.

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

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