

VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE
MLIS 7250
Human Resources Management
Fall Semester 2008
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:

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

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 six (6) current articles in professional journals related to human resources topics. You will write a brief 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. ***Full details of this assignment will be found in the assignments folder.***

Course Project: You will interview a library administrator or human resources manager, and if possible, obtain a copy of the library's personnel policies. You will compile a report that evaluates your library's human resources policies and procedures. You may choose your own library 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 1, and due on Friday, December 5.

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.

If you use Office 2007, use the 'Save As' command and save for opening by Word 2003. If you use a lower version of WordPerfect or some other word processor, save your documents in Rich Text Format (rtf).

Please follow the instructions in your assignments regarding:

- Pasting your response into a message box
- Using a file attachment
- Replying to a message or creating a new message.

When your assignment requires posting into a WebCT message box, compose your work in your word processor, then copy and paste it into WebCT. This prevents the loss of your work if you are 'timed-out.' Remember to use spell check, and be sure your work is grammatically correct.

WebCT Vista help: <http://www.valdosta.edu/vista/>

VSU's IT Help Desk: <http://www.valdosta.edu/helpdesk/> Phone: 229-245-4357

Distance Learning Support: Odum Library web site:
<http://www.valdosta.edu/library/services/distancededucation.shtml>

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. Phone: 229-245-2498.

[Portions of this syllabus are from an earlier syllabus created by Dr. Elaine Yontz and used with her permission. I am grateful to Dr. Yontz for her contribution to our class. Some sections of this syllabus were taken from Valdosta State University's Student Handbook.]