



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 2021

INSTRUCTOR INFORMATION

Name: M. Jewel Eller Suddeth, MBA, MLIS

Office Number: Online

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Office Hours: Phone 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., (2020). *Human Resource Management in Public Service: Paradoxes, Processes, and Problems*, 6th Edition. Thousand Oaks, CA. CQ Press, an Imprint of Sage Publications, Inc.

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: 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

Course grades will be awarded as follows:

REQUIREMENTS:

Interactive/ Discussion Board (8 at 5 points each)	40%
Case Studies (10 points each)	20%
Course Project	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.

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

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

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