

# INFO 204-11

## Information Professions

### Fall 2016 Syllabus

Dr. Sue Alman

[E-mail](#)

**Office Hours:**

Virtual office hours: Synchronous advising by appointment

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#### Syllabus Links

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#### Resources

[Canvas Login and Tutorials](#)

[iSchool eBookstore](#)

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**Canvas Information:** Courses will be available beginning August 24, 6 am PT unless you are taking an intensive or a one unit or two unit class that starts on a different day. In that case the class will open on the first day that the class meets.

You will be enrolled into the Canvas site automatically.

## Course Description

Examines the organizations and environments in which information professionals work. This course explores different specializations and career paths, professional communities, networks and resources, ethical and legal frameworks. This course also introduces management and leadership theories and concepts and applies them to different information environments. A special focus is placed on management responsibilities in order to emphasize the importance of these skills in the professional workplace.

*Note: iSchool requires that students earn a B in this course. If the grade is less than B (B- or lower) after the first attempt you will be placed on administrative probation. You must repeat the class the following semester. If -on the second attempt- you do not pass the class with a grade of B or better (not B- but B) you will be disqualified.*

#### Core Competencies

In addition to the core competencies listed [here](#), this course section supports an additional competency due to a major assignment (see [below](#)):

- **O:** Contribute to the cultural, economic, educational, and social well-being of our global communities.

## Course Requirements

**Complete INFO 203 Online Learning: Tools and Strategies for Success.** This is a mandatory 1 unit course that introduces students to the various e-learning tools used in the iSchool program,

including Collaborate. For more information, see: <http://ischool.sjsu.edu/current-students/courses/core-courses-and-electives>

### Writing Requirement

If the instructor finds that a student's writing is unacceptable, the instructor will require the student to sign up for online writing tutoring. The student will ask the tutor to confirm with the instructor that he or she is attending sessions.

### Two-Part Assignment

- Part 1: Discussion Posts (45 points)
  - Post a response to the weekly topic/question(s). This is an opportunity for you to share thoughts, ideas and opinions with the entire class. (3 points/week for each discussion post)
- Part 2: Final 3-Page Summary of Topics (10 points)
  - FINAL PRODUCT:
    - Culminating paper that describes the key management issues that you have identified this term.
- Course Learning Outcomes: #1, #4, #5, #6
- Core Competencies: A,B,D,M,O

### Planning for the Future Essay (15 points)

- This essay will enable you to look for scholarly resources that will help you with the Team Project of planning for the 21st century library. The theme of this paper is on the ways to plan for future library services by examining the environment, preparing vision and mission statements, setting goals and objectives, and determining outcome measurements.
  - Course Learning Outcomes: #8
  - Core Competencies: D, N

### Team-based Organizational Analysis (20 points)

- You will work together as a team to conduct a comparative analysis of the JAMK Library in Finland and a second library of the group's choice resulting in a 12-15 page report. Details will be available at the beginning of the term.
- A peer review regarding individual contributions and performance on the team will be included and considered in the final grade for the team project.
  - Course Learning Outcomes: #5, #7
  - Core Competencies: D, M, N, O

### Career Development

- Students will be introduced to the extensive School Career Development online resources and will be asked to submit their resume. In addition, students will also utilize the ePortfolio function in the Canvas learning management system.
  - Course Learning Outcomes: #3
  - Core Competencies: B

### Grading

Assignment	Points
Part 1: Discussion Postings	3 points each (45 points total)

Part 2: Final 3-page Summary	10 points
Planning for the Future Essay	15 points
Career Development	10 points
Team-based Organizational Analysis	20 points

### Assignment Deadlines

All assignments must be submitted before 11:59 pm PT on the date due. Grades will be reduced for any late work, each day late, by twenty percent. Please contact instructor prior to a deadline in the case of illness or emergency.

**Calendar: Students will be expected to read the materials, complete the assignments, and participate in class discussions according to the dates listed below.**

### August 24 – December 12

Week	Dates	Topic/Module
1A	August 24-28	Introductions & Logistics
1	August 29 - September 4	Chapters 1;39
2	September 5 - 11	Chapters 18; 21; 22; 23
3	September 12 - 18	Chapters 24; 25; 26
4	September 19 - 25	Chapters 7; 10; 28
5	September 26 - October 2	Chapters 12; 13; 16; 17
6	October 3 - 9	Chapters 14; 15
7	October 10 - 16	Chapters 29; 35
8	October 17 - 23	Chapters 31; 32
9	October 24 - 30	Chapters 33; 34
10	October 31 - November 6	Chapters 11; 37
11	November 7 - 13	Chapters 5; 6; 9
12	November 14 - 20	Chapters 8; 19; 20
13	November 21 - 27	Chapters 4; 27
14	November 28 - December 4	Chapters 30; 36
15	December 5 - 11	Wrap-up

*Dates and assignments are subject to change in the final syllabus*

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## Course Workload Expectations

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of forty-five hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.

**Instructional time may include but is not limited to:**

Working on posted modules or lessons prepared by the instructor; discussion forum interactions with the instructor and/or other students; making presentations and getting feedback from the instructor; attending office hours or other synchronous sessions with the instructor.

**Student time outside of class:**

In any seven-day period, a student is expected to be academically engaged through submitting an academic assignment; taking an exam or an interactive tutorial, or computer-assisted instruction; building websites, blogs, databases, social media presentations; attending a study group; contributing to an academic online discussion; writing papers; reading articles; conducting research; engaging in small group work.

## Course Prerequisites

*INFO 204 has no prerequisite requirements.*

## Course Learning Outcomes

**Upon successful completion of the course, students will be able to:**

1. Describe the role of information and the information profession in various contexts, and from historical, current and future perspectives.
2. Identify and discuss the professional values and ethics of library and information science.
3. Explore a number of professional opportunities and related supports available to information professionals.
4. Identify, discuss and compare key management concepts such as leadership, change, advocacy, and decision making, as well as the roles and activities of managers and leaders.
5. Understand analytical and strategic planning processes and skills.
6. Identify various information stakeholders and the information environments that provide for their needs.
7. Experience and assess working in teams.
8. Review, use and properly cite the professional and research literature of management and leadership.

## Core Competencies

**INFO 204 supports the following core competencies:**

- A** Demonstrate awareness of the ethics, values, and foundational principles of one of the information professions, and discuss the importance of intellectual freedom within that profession.
- B** Describe and compare organizational settings in which information professionals practice.
- D** Apply the fundamental principles of planning, management, marketing, and advocacy.
- M** Demonstrate oral and written communication skills necessary for professional work including collaboration and presentations.
- N** Evaluate programs and services using measurable criteria.

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## Textbooks

### Required Textbooks:

- Hirsh, S. (2015). *Information services today*. Lanham, MD: Rowman & Littlefield. Available through [Amazon: 1442239581](https://www.amazon.com/dp/1442239581)

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## Grading Scale

The standard SJSU School of Information Grading Scale is utilized for all iSchool courses:

97 to 100	A
94 to 96	A minus
91 to 93	B plus
88 to 90	B
85 to 87	B minus
82 to 84	C plus
79 to 81	C
76 to 78	C minus
73 to 75	D plus
70 to 72	D
67 to 69	D minus
Below 67	F

In order to provide consistent guidelines for assessment for graduate level work in the School, these terms are applied to letter grades:

- C represents Adequate work; a grade of "C" counts for credit for the course;
- B represents Good work; a grade of "B" clearly meets the standards for graduate level work; **For core courses in the MLIS program (not MARA or Informatics) — INFO 200, INFO 202, INFO 204 — the iSchool requires that students earn a B in the course. If the grade is less than B (B- or lower) after the first attempt you will be placed on administrative probation. You must repeat the class if you wish to stay in the program. If - on the second attempt - you do not pass the class with a grade of B or better (not B- but B) you will be disqualified.**

- A represents Exceptional work; a grade of "A" will be assigned for outstanding work only.

Students are advised that it is their responsibility to maintain a 3.0 Grade Point Average (GPA).

## University Policies

Per **University Policy S16-9**, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs' Syllabus Information web page at:

<http://www.sjsu.edu/gup/syllabusinfo/>

In order to request an accommodation in a class please contact the Accessible Education Center and register via the [MyAEC](#) portal.

 Download [Adobe Acrobat Reader](#) to access PDF files.

More [accessibility resources](#).