LIS 550.01W Practicum in a School Library
COURSE SYLLABUS: Fall 2020

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Anjum Najmi PhD, MLS</th>
</tr>
</thead>
</table>
| Office Hours: | Virtual/Daily  
| Email for a preferred time  
| Tues 1-3 pm on campus by appt. |
| Office Phone: | 903-886-5083 |
| Email Address: | anjum.najmi@tamuc.edu |
| Preferred Form of Communication: | Q&A Forum |
| Communication Response Time: | 24 hours |

**COURSE INFORMATION**

Materials – Textbooks, Readings, Supplementary Readings Textbook(s) Required:
A textbook is not required for this for course. We will explore relevant research readings provided by the instructor throughout the semester. In addition, students will conduct research related to areas of focus in this course. However, students might find the optional materials listed below to be helpful resources.

**Optional Texts and/or Materials**


**Course Description**
Open only to graduate students applying for school librarian certification, this course is designed to give the student experiences in organization, administration, selection, classification, cataloging, and reference work in the elementary and secondary school under the supervision of a certified librarian or learning resources specialist.

Prerequisite: completion of the other 6 core library certification courses and

*Syllabus/schedule are subject to change, first day of class check for updates.*
permission of the instructor. Students should contact instructor the semester before enrollment.

NOTE: Approval to take the TExES (#150) will be given only after successful completion of the seven core school librarian certification courses, including this Practicum Practicum: A grade point average of 3.0 for all core courses is required.

Student Learning Outcomes
1. The student will observe and work in libraries at the elementary, middle school, or high school level.
2. The student will demonstrate knowledge of and the ability to perform tasks related to the Texas School Librarian Standards by completing assignments developed by the instructor.
3. The student will submit weekly reflective documents describing activities performed in a school library.
4. The student will develop knowledge and skills to demonstrate proficiency in Texas School Librarian Standards & Principles by completing related practice assignments.
5. The student will document the performance of tasks necessary for the functioning of a school library, fulfilling the SBEC-required 160 hours of field experience.

COURSE REQUIREMENTS

Practicum Site and Mentor Librarian

The emphasis in this course is for the Practicum student to gain experience working directly with students, teachers, and administrators in a library on library-related activities. Approved by the course’s instructor, each student will work directly under the supervision of a certified campus librarian who has at least 3 years’ experience working in a public school library. Practicum students who are already performing the duties of a campus librarian must follow the same guidelines as students who are still in the classroom.

A partnership between the Practicum student and a veteran librarian will be formed, and plans will be made for the Practicum student to accumulate 160 hours gaining professional-level experience, not clerical experience. The Mentor librarian will help decide how best to accomplish each of the components of this course. She/he will help plan activities specific to the situation, will discuss each one of the Standards and Principles before and after the related activity is completed. The instructor will contact the mentor or library supervisor in order to request his/her impression of the quality of the Practicum student’s work. The mentor librarian will make a ‘recommendation for certification’ to be submitted at the end of the semester.

Syllabus/schedule are subject to change, first day of class check for updates.
Caution: The Practicum course focuses on professional activities, not clerical activities. The amount of Practicum time that can be accumulated for clerical work such as shelving books, repairing spine labels, putting protective covering on books, reinforcing binding, reading shelves, and circulation routines such as checking in/out and handling overdue books will be limited to no more than 4 hours during the entire semester. Of course, you can do clerical jobs to help your supervising librarian, but they cannot be counted toward Practicum hours. A rule of thumb, any job that requires a high school diploma or less is considered clerical. Aides should not be selecting books; you should not be shelving books. Also reading stories to students is a very low level of professional activity unless there is a direct correlation to a library or media skill or to a TEKS Objective specific to that grade level and one that you will teach to the students. When in doubt, ask your course Instructor in advance.

Instructional Methods

This course is made up of a series of assignments, assessments, and interactions (student-content, peer-to-peer, student-to-teacher) to assist in achieving course learning objectives/outcomes. To accomplish each week the student will work on various combinations of activities, readings, discussions, research, etc. The instructor will provide three observations with detailed feedback to guide and document students in their practicum coursework.

Students are required to sign, date, and submit the recorded observations to the course instructor (three observations plus time activity/log). These documents will be part of the student’s official TEA file in the Educator Certification Office. All assignments are due on specific dates, and overdue work will be subject to penalties.

Time Activity Log – 10%

Each student will set up and use a shared spreadsheet (Google sheet recommended) to track the hours they spend in the library along with the activities/functions they performed during that time. This document will be shared with the mentor librarian and with the course instructor(s). This document will also become part of the student’s official file and may be audited by representatives from SBEC. It is imperative that this document be honest, accurate, and thorough.

Students will be asked to obtain comments/verification of the information in their log from their mentor librarian periodically throughout the semester. Of which at least “three” must be given in the time frame of first week, seventh week, and the final week. Student’s must obtain mentor-librarians’ final signature, sign, date, and turn in Time Activity/Log(s) to the course instructor at the end of the semester.

Discussions – 25%

Engaging in dialogue with other students to discover critical issues and questions related to the course topic is a component of this course. Discussions might relate to assigned readings or to questions arising from work in school libraries. A typical discussion requires 4-5 posts: one initial response to the discussion prompt, followed by 3-4 responses to other students’ posts and/or replies. Prompts will be available well in advance of the deadline; please post on time so that others may reply to your post.

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Program Evaluation Reports – 25%
During the first half of the semester, students will prepare written, well-documented evaluations of the programs in the practicum library using the Texas Standards and Principles of Learner-Centered Librarianship. This is not an evaluation of the School Librarian; it is an evaluation of the school library program. The student will consult the mentor librarian and other school and library staff in collecting detailed information regarding the library programs in order to evaluate them. Students will prepare an evaluation report for each of the 6 standards: one each week during weeks 2-7.

Students will create an evaluation report dashboard to summarize evaluations, consult with mentor-librarian, and post a brief description of their capstone project(s) proposal. The instructor will provide feedback after which students must sign, date and submit Evaluation Report(s) Dashboard/Instructor Feedback Observation 1 by specific date during the semester (see syllabus-course schedule).
*Observation 1 to include students’ signature or initials before instructor signs off.

Case Study/Self Assessment Practice Units – 15%
To further develop an understanding of the variety of issues/problems that typically arise in a school library, students will respond to four case studies and present potential solutions and consequences. Case study activities will involve teamwork in small groups. Students will complete self-assessments these units are designed to test knowledge and skills of Texas School Librarian Standards and follow multiple-choice format similar to the questions on the TExES exam #150.

Scores on self-assessment practice units are not counted towards a grade BUT do represent participation and participation will count towards a grade. Students must sign, date, and submit Self Assessment(s) Practice Units/Instructor Feedback Observation 2 see syllabus-course schedule for due date.
*Observation 2 to include student signature or initials before instructor signs off.

Capstone Project(s) – 25%
Following completion of the program evaluation reports, the student will consult with their mentor advisor to identify a project or project(s) to improve library program(s). This project(s) should address standards and/or principles that showed opportunities for improvement in the evaluation reports. The number of “projects” will depend on the number of Standards addressed. This assignment requires that students address at least 3 standards: either in one project, or individual projects that address different standards. Students must sign, date, and submit Final Capstone Project(s)/Instructor Feedback Observation 3 during last week of the practicum.
*Observation 3 to include student signature or initials before instructor signs off.

Student Responsibilities or Tips for Success in the Course
Logging In: It is very important to login to class at least 2-3 times each week to: (1) check for announcements, (2) review assignments, (3) check the Schedule of Assignments, and (4) communicate as needed with your instructor and class members. It is also imperative that students regularly check their LeoMail. Any emails sent from within the course (by Syllabus/schedule are subject to change, first day of class check for updates.)
instructors or peers) will go to the LeoMail address.

**Time and File Management:** Keeping the required Time/Activity Log updated regularly is more than 5 does go by without updating the log, it’s easy to forget what you’ve done and how much time you’ve spent doing it. Managing digital files is also critically important. Items in the course are organized by the timeline of the course, not by topic. If you typically have difficulty finding something in a course in weeks or units after it was introduced, it’s up to you to find, save, and organize that info in a way that works for you. It is also imperative that you backup your digital files. We do not excuse assignments and/or deadlines missed due to data loss from hard drive crashes or lost storage devices. Educational Technologists and Information Scientists routinely backup their data. They experience crashes and misplaced storage devices just like everyone else. But they do not lose data to such mishaps. They plan for it ahead of time. Make sure you do, too.

**Relationships with Others:** Throughout this course and your career as an educator and librarian, developing and maintaining working relationships with others is a must. You will often find yourself having to work with others who you don’t particularly like or respect; nevertheless, you must learn how to work with others that you don’t necessarily like and treat others with respect whether you believe they deserve it or not. It is likely that you will encounter a conflict with others in this course: either someone at your practicum library or a fellow student in the class. Your very first point of contact in any conflict is with the person with whom you have the conflict—not the instructor. That’s not to say, you can’t make the instructor aware of the conflict. It’s simply to convey that you must make an effort to resolve the conflict first. If you find that your efforts to resolve it have not worked, contact the instructor describing all of the steps that you have taken thus far along with what result (if any) has occurred at each step. You may find it helpful to copy the person with whom you are having a dispute when you do so.

**GRADING**

Grades will be determined using evaluation rubrics and weighted as indicated in the table below. Rubrics will be posted in D2L with each assignment description. You are responsible for reviewing the rubrics and raising questions or concerns about them prior to submitting an assignment.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Weight</th>
<th>Course Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time/Activity Log</td>
<td>10%</td>
<td>A 90-100%</td>
</tr>
<tr>
<td>Discussions</td>
<td>25%</td>
<td>B 80-89%</td>
</tr>
<tr>
<td>Program Evaluation Reports</td>
<td>25%</td>
<td>C 70-79%</td>
</tr>
<tr>
<td>Case Study/Self Assessment Units</td>
<td>15%</td>
<td>D 60-69%</td>
</tr>
<tr>
<td>Capstone Project(s)</td>
<td>25%</td>
<td>F 59% or less</td>
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NOTE: It is important to keep up with assignments, especially in the online environment. Written work that contains plagiarism will receive a zero.

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TECHNOLOGY REQUIREMENTS

Browser Support
D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:
- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers, using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

<table>
<thead>
<tr>
<th>Browser</th>
<th>Supported Browser Version(s)</th>
<th>Maintenance Browser Version(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft® Edge</td>
<td>Latest</td>
<td>N/A</td>
</tr>
<tr>
<td>Microsoft® Internet Explorer®</td>
<td>N/A</td>
<td>11</td>
</tr>
<tr>
<td>Mozilla® Firefox®</td>
<td>Latest, ESR</td>
<td>N/A</td>
</tr>
<tr>
<td>Google® ChromeTM</td>
<td>Latest</td>
<td>N/A</td>
</tr>
<tr>
<td>Apple® Safari®</td>
<td>Latest</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Table and Mobile Support

<table>
<thead>
<tr>
<th>Browser</th>
<th>Supported Browser Version(s)</th>
<th>Maintenance Browser Version(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AndroidTM</td>
<td>Android 4.4+</td>
<td>Chrome</td>
</tr>
<tr>
<td>Apple</td>
<td>iOS®</td>
<td>Safari, Chrome</td>
</tr>
<tr>
<td>Windows</td>
<td>Windows 10</td>
<td>Edge, Chrome, Firefox</td>
</tr>
</tbody>
</table>

- You will need regular access to a computer with a broadband Internet connection.
  The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer

You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.

*Syllabus/schedule are subject to change, first day of class check for updates.*
• *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

☐ Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

☐ Current anti-virus software must be installed and kept up to date.

The following are basic requirements for this course:
  o Access to a personal computer with word processing software and web browser
  o Ability to do basic word processing and web navigation
  o Internet access

☐ To fully participate in online courses you will need to use a current Flash enabled browser. For PC users, the suggested browser is Google Chrome or Mozilla Firefox. For Mac users, the most current update of Firefox is suggested.

☐ You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  o 512 MB of RAM, 1 GB or more preferred
  o Broadband connection required courses are heavily video intensive
  o Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

☐ You must have a:
  o Sound card, which is usually integrated into your desktop or laptop computer
  o Speakers or headphones.

☐ Depending on your course, you might also need a:
  o Webcam
  o Microphone

☐ Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

☐ Current anti-virus software must be installed and kept up to date.


Running the browser check will ensure your Internet browser is supported.
  o Pop-ups are allowed.
  o JavaScript is enabled.
  o Cookies are enabled.

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- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - Adobe Flash Player (version 17 or later) [https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

- For additional information about system requirements, please see:
  - System Requirements for LearningStudio

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and Internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Brightspace Support Need Help?

Student Support
If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support
If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the Live Chat or click on the words “click here” to submit an issue via email.

System Maintenance
Please note that on the 4th Sunday of each month there will be System Maintenance, which means the system will not be available 12 pm-6 am CST.

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Interaction with Instructor Statement
The instructor will be online daily. Place general course questions in my Virtual Office. For personal questions, please send me an email (anjum.najmi@tamuc.edu). Questions will be answered within 24 hours on weekdays.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies
Class attendance and/or participation is most important to a student’s education. There are numerous elements that go into class participation:
   a. Regular attendance or logging in to class.
   b. Timely contributions to class discussion.
   c. Reading assigned work and completing course assignments by the due dates.
   d. Polite and civil interactions with all members of the class and the staff/students in the practicum library.
   e. Checking LEOmail for messages in order to not miss time sensitive information.

*Recovering lost course content or assignment information is the responsibility of the student.

Assignment Policy:
1. All assignments (unless otherwise specified) are placed in the dropbox under the correct unit number. Assignments graded in the drop box are automatically posted in the grade book.
2. Font should be black and Times New Roman, 12 point.
3. The filename for each assignment should start with your last name, followed by the unit number and the name of the assignment, e.g.: smith1bookreview.docx

A NOTE ABOUT DISCUSIONS—For full credit, you must post one original post in response to the question and two comments on your classmates’ postings by the due date.

Citizenship: All students enrolled in the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (see Students Guide Handbook, Policies and Procedures, Conduct).

Courtesy: It is my belief that if we call ourselves professionals, then we should act accordingly. I would ask you to keep this in mind as you participate in class. Please practice courtesy, respect the opinions of others, be positive in speech and effort, encourage your classmates, respect confidentiality, and support each other’s learning.

Late Work: All assignments are due by midnight of the last day of the unit assigned, with a few exceptions, which will be noted.

Grade of "X" (Incomplete) - In accordance with the Academic Procedures stated in the TAMU-C Catalog, “students, who because of circumstances beyond their control, are unable to attend classes during finals week or the preceding three weeks will, upon approval of their instructor, receive a mark of ‘X’ (incomplete) in all courses in which they

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were maintaining passing grades. The mark of "X" will only be considered in strict compliance with University Policy upon submission of complete medical or other relevant documentation.

The instructor will be online daily. Place general course questions in my Virtual Office. For personal questions, please send me an email (anjum.najmi@tamuc.edu). Questions will be answered within 24 hours on weekdays.

**Academic Honesty:** Texas A&M University-Commerce does not tolerate plagiarism and other forms of academic dishonesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty, which includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), auto-plagiarism (duplicate submission of single work for credit in multiple classes), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material.

All works submitted for credit must be original works created by the scholar uniquely for the class. Works submitted are subject to submission to TurnItIn, or other similar services, to verify the absence of plagiarism.

Consequences of academic dishonesty may range from reduced credit on the plagiarized assignment to petition for removal from the academic program or institution, depending on the circumstances and extent of the violation; however, in typical instances, an automatic F in the course is considered appropriate. Any works referenced should be properly cited in accordance with APA 6th edition style.

**Scholarly Expectations:**
Work submitted at the graduate level is expected to demonstrate critical and creative thinking skills and be of significantly higher quality than work produced at the undergraduate level. To achieve this expectation, all students are responsible for giving and getting peer feedback (if applicable) of their work prior to submitting it for a grade.

Students are also expected to resolve technical issues, be active problem solvers, and embrace challenges as positive learning opportunities. Educational technology professionals must be able to work cooperatively and collaboratively with others—skills which students are expected to practice in this course. Students are expected to ask for help when they need it and offer help when they notice someone in need.

**Dropping the Class:** At times we become overloaded or have unplanned events that demand our attention. If you need to adjust your schedule by dropping this course, please follow university procedures to officially drop the class. Please do not just disappear. If you fail to officially drop the class, a grade must be assigned at the end of the course.

**Incomplete Grades:** Per university policy, you must visit with the instructor, develop, and sign "A Plan for Completing the Grade of X" before you may receive an incomplete for the course. The reason for such requests is limited to "circumstances beyond student's control which prevented student from attending classes during Finals Week or the preceding three weeks." You are notified that the deadline date for all plans is not to
exceed one semester. Failure to fulfill plan requirements within the specified time will result in a course grade of F.

**Syllabus Change Policy:** The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester.

**University Specific Procedures.**

**Student Conduct**
All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the

Student Guidebook.
http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:
Netiquette http://www.albion.com/netiquette/corerules.html

**COVID 19 Pandemic Regulations**
A&M-Commerce requires the use of face-coverings in all instructional and research classrooms/laboratories. Exceptions may be made by faculty where warranted. Faculty have management over their classrooms. Students not using face-coverings can be required to leave class. Repetitive refusal to comply can be reported to the Office of Students’ Rights and Responsibilities as a violation of the student Code of Conduct.

Students should not attend class when ill or after exposure to anyone with a communicable illness. Communicate such instances directly with your instructor. Faculty will work to support the student getting access to missed content or completing missed assignments.

**TAMUC Attendance**
For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.

http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedure/13students/academic/13.99.99.R0.01.pdf

**Academic Integrity**
Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedure

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s/13stude
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedure
s/13stude nts/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

Graduate Student Academic Dishonesty 13.99.99.R0.10
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedure
s/13stude nts/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf

ADA Statement Students with Disabilities
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce Gee
Library- Room 162
Phone (903) 886-5150 or (903) 886-5835 Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu
Website: Office of Student Disability Resources and Services
http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServiences/

Nondiscrimination Notice
Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement
Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

Web URL:
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-

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COURSE OUTLINE / CALENDAR

*Available first day of class

ETEC ePORTFOLIO FOR MS/MED IN EDUCATIONAL TECHNOLOGY

Students pursuing the MS/MEd degree in Educational Technology Leadership (ETLD) program and the MS/MEd degree in Educational Technology Library Science (ETLS) are now required to submit an electronic portfolio prior to graduation.

This requirement does not pertain to students taking ETEC courses as an elective for other programs, or to those pursuing only the School Library Certification who have already earned a masters degree.

Many courses in ETEC and LIS program have identified artifact(s) that should be included in the e-portfolio to provide evidence of acquired and developing knowledge, skills, and philosophical approaches.

In courses where recommended artifacts are not identified, it is the student’s responsibility to collect artifacts throughout the course and appropriately select which artifacts to include in the e-portfolio. This includes courses from other departments and/or institutions for which the student is receiving credit towards the ETEC masters degree. For example, if a student takes courses in ELED, EDAD, MGMT, or TDEV and applies credits earned toward their ETEC masters degree, the student should include artifacts from those courses in their ETEC e-portfolio.

For LIS 524, the required artifacts are:
- Community Analysis assignment
- Copyright and Ethical Issues scenarios assignment
- Collection Development Plan

Newly admitted majors in the program should contact Dr. MaryJo Dondlinger, Director of the ETEC program for more information on how to get started with the ETEC e-portfolio. If you plan to major in the program, but have not yet applied you are strongly encouraged to do so as soon as possible.

Please contact MaryJo.Dondlinger@tamuc.edu for more information about the program’s e-portfolio requirements.