

LIS 648.txt

LIS 648: Managing School Library Computer Laboratories (3 cr)

Fall 2003

Prerequisites/Co-Requisites: None

For Whom Planned: This is a technology specialty elective course in the MLIS degree program at the Graduate level.

Instructor Information:

Julie Reinhart, Ph.D. Office Phone: 256.0162

E-mail: julier@uncg.edu Office location: 349E Curry

Office Hours: Monday 1-4pm & Tuesday 10-12 or by appointment

Course Description:

Focuses on the design, development, maintenance and management of computer labs in libraries and

schools. Other topics include: performance support for school and library users, budgeting and planning.

Student Learning Outcomes: After completing this course, students will be able to:

Design a basic computer lab for a library and/or school environment.

Describe and identify the basic hardware components of a computer and a computer network.

Perform administrative functions that support the use of networks in a library and/or school environment.

Troubleshoot basic computer and network problems.

Perform basic preventative maintenance for computers and network problems, including the prevention of computer viruses.

Manage the basic operations of a library and/or school computer lab including staffing, maintenance and purchasing.

Provide fundamental technical support for users in a library and/or school environment.

Teaching Strategies:

Hands-on experience is the best way to learn how to design, develop, maintain and manage computer

labs in libraries and schools. With this approach in mind you will be encouraged to experiment, take

risks, and learn from what others in the class are doing. The plan is for me, the teacher, to move from

lecturing in the front of the room to advising and coaching you as you participate in in-class activities

and learn about computer labs in libraries and schools.

Evaluation Methods and Guidelines for Assignments:

Scoring:

LIS 648.txt

Semester Grade Ranges

90-100% = A (360-400) 70-79.9% = C (280-319.9)

80-89.9% = B (320-359.9) 0-69.9% = F (0-279.9)

LIS Grading Scale:

A=Superior; exceeds course requirements; demonstrated ability to: integrate concepts covered in class and readings; think abstractly, logically, critically and ethically about issues; analyze problems objectively, identify needs, set goals and formulate original and creative solutions; communicate clearly and concisely.

Managing School Library Computer Laboratories--1

B=Good; meets course requirements; demonstrates ability to: understand concepts covered in class and readings; apply concepts to practical problems; communicate clearly and concisely.

C=Weak, but acceptable on a limited basis for graduate credit.

I=Incomplete; indicates inability, for reasons beyond the student's control, to complete course requirements by the end of the term in which the course was offered. (A grade of incomplete is not encouraged, and is available only in consultation with the instructor).

W=Withdrawal from course within the time period specified by the university.

NC*No credit (for audited courses).

Projects:

J

Presentation (100 points):

Groups of 2 or 3 will give a 20-30 minute presentation on the assigned reading for that day. Each group will be responsible for having a thorough understanding of the reading(s) as they will also be responsible for a question and answer session after the presentation.

Project 1: Lab design (100 points):

Design a 10-station computer lab for your library or school. You have a 50K budget to start up. This computer lab should include the appropriate peripherals and software to make it a full functioning computer lab.

You will need to work within the budget and provide evidence for the amount allocated for each element in the lab. Your paperwork for the project should also include a brief description of

how

the lab will be used and a rationale for why you designed the lab the way you did.

Project 2: Lab management plan and database outline (100 points):

Create a lab management plan for the lab that you have designed for project #1. This plan should

include staffing strategies, preventative maintenance and trouble-shooting strategies, as well as

plans for providing basic technical support for the users. Also create an outline of a database that

will be used to organize the information regarding the software and hardware that will be rked in

the lab that you've designed in project 1. Your outline should identifjr the fields that you will include for each database record. These fields should include pertinent technical information as

well as warrantee, cost information and'budgeting plans.

In-Class Activities (100 points in total)

In addition to the projects listed above there will be four (4) in-class activities that will be worth 25

points each.

Required Texts/ Readings/ References:

The required textbook for the course is: Managing Public-Access Computers: A how-to-do-it manual

for Librarians by Donald A. Barclay. Neal-Schuman publishers ISBN: 1 -55570-36 1-5

Managing SchoolLibrary Computer Laboratories-

Additionally, we will be using online instructional modules produced by CBT Systems. You can

access these modules with your university ID by going to the following Web site:

<http://www.smartforce.com/learningcommunity/>

Additional Readings will be provided to you during class andlor links to Web resources will be provided as needed.

References:

Electronic Performance Support Systems. Jacqui Seddon, Ed. Jan. 25,2001 <<http://www.epss.com>>

Gillay, C.Z. and Sullivan, P.L. (2001). Windows 2000 Professional: Concepts and Examples. Franklin, Beedle and Associates: Wilsonville, OR.

Lowe, D. (1999). Networkina for Dummies, fourth Edition IDG Books Worldwide, Inc: Chicago, IL.

Norton, P. and Goodman, J. (1999). Peter Norton's Inside the PC, eighth Edition. Macmillan Computer Publishing: Indianapolis, IN

Course Schedule and Outline

Date Topic Presenters Due

8/11 9 Introduction

8/26 What does a manager need to know about technology? (Ch. 1) Groups decided

9/12 Facilities and designing a computer lab. (Ch. 2)

9/19 Computer Hardware. (Ch. 3) A In-class 1

9/16 Software and CD-ROMs. (Ch. 4 & 5) I 1 I

9/23 Safety and Preventative Maintenance B In-class 2

9/30 PC Diagnostics and Repair C In-class 3

10/17 Networlung Basics I Draft

Online Reading: Networking Concepts project due

10/14 Fall Break --No Class-

10/21 Managing LANs

10/28 1 Sharing Resources: files and folders-how to and issues I Project 1 / associated with sharing these types of resources

Online Reading: Managing Files, Folders and Devices in MS XP: Managing Files and Folders.

11/4 Sharing Resources: printers -how to and issues associated with D sharing these types of resources. (Ch. 6)

Online Reading: Managing Files, Folders and Devices in MS XP: Managing Network Devices.

Managing SchooYLibrary Computer Laboratories -3

Date

Topic Presenters Due

1 /11 Sharing Resources: applications -how to and issues associated with sharing these types of resources

11/18 Lab Management Strategies/Staffing Issues (Ch. 7,9, 10 & 11)

11/25 Independent Work Day

12/1 Providing Support for Clients including Electronic Performance Support Systems (Ch. 11)
Project 2 Due

University Policies
Academic Honor Code:

Each student is required to sign the honor statement on all major work submitted for the course.

Please review the UNCG Academic Integrity Policy
(<http://saf.dept.uncg.edu/studiscpMonor.html>)

Other Rules and Regulations

Please review the graduate catalog for all rules and regulations. These will be followed, including the rules on incomplete grades.

Students with Disabilities

In accordance with University policy, if you have a documented disability and require accommodations to obtain equal access in this course, please contact the instructor at the beginning of the semester or when given an assignment for which an accommodation is required.

Students with disabilities must verify their eligibility through the office of Disability Services, 157 Elliot University Center (336.334.5440).

Attendance Policy:

Since this is a laboratory course, 111 attendance is mandatory. Every unexcused absence for which coursework has not been made up will result in a reduction of 5% from the final grade raw score.

Preparation for Class:

Students should be prepared to discuss any assigned readings.

Absence Policy:

Each unexcused absence will result in an automatic grade reduction of 5%.

Late Work Penalty:

A 5% automatic grade reduction will be made on all required coursework that is turned in to the instructor late unless otherwise previously arranged.

Managing School Library Computer Laboratories