**Auburn University Syllabus**

**1. Course Number:** EDMD 7310

**Course Title:** Evaluation of Media and Technology Programs

**Credit Hours:** 3 semester hours

**Prerequisites:** ERMA 7200 or equivalent

**Instructor:** Dr. Sara Wolf;

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Office hours by appointment

**2. Date Syllabus Prepared:** August, 2020

**3. Text:** American Psychological Association. (2001). *The publication manual of the American Psychological Association* (7th ed.). Washington, DC: Author. (Required)

Everhart, N. (2020). *Evaluating the school library media center* (2nd ed). Englewood, CO: Libraries Unlimited.

Other Readings as Assigned by Instructor

**4. Course Description:**

Intensive study of factors contributing to effective media and technology programs, Assumes the student understands research in education and has experience in media and technology program services.

**5. Course Objectives:**

After appropriate learning experiences, the student will:

1. develop knowledge and skills regarding educational evaluation and assessment as it applies to media and technology services and the utilization of media and technology for instruction and learning.

2. synthesize methodologies for evaluation and assessment dependent upon specific purposes for evaluation and assessment.

3. identify criteria which may be applied to evaluate and assess library media and technology programs.

4. identify instruments and/or data sources which may assist in evaluation and assessment of media and technology programs.

5. identify advantages and limitations for various methodologies for assessing and evaluating library media and technology programs.

6. discuss challenges of evaluation and assessment in the 21st Century library media program and learning environment.

7. design and implement an evaluation and assessment project for an identified school library media and technology program. (LMTP)

**6. Course Content:**

| **Week/Date** | **Topic** | |
| --- | --- | --- |
| 1. **Aug 17-**18 | Introduction to Canvas; Introduction to Course | |
| 1. **Aug 19**-25 | Overview of evaluation & Assessment | |
| 1. **Aug 26**-Sept 01 | Differentiating between evaluation, measurement, accountability, assessment, and appraisal | |
| 1. **Sept 02**-08 | Needs Assessments | |
| 1. **Sept 09**-15 | Curriculum and Program Evaluation | |
| 1. **Sept 16**-22 | Collections Evaluation | |
| 1. **Sept 23**-29 | Facilities Evaluation | |
| 1. **Sept 30**-06 | Technology Evaluation | |
| 1. **Oct 17**-13 | Collaboration Services Evaluation | |
| 1. **Oct 14**-20 | Personnel Evaluation | |
| 1. **Oct 21**-27 | Usage & Circulation Evaluation | |
| 1. **Oct 28-**Nov 03 | Preparing Evaluation Reports | |
| 1. **Nov 04**-10 | Evaluation & Assessment Proj. Development | |
| 1. **Nov 11**-16 | Evaluation & Assessment Proj. Development | |
| 1. **Nov 18**-22 | Evaluation & Assessment Proj. Development | |
| **November 25 – Thanksgiving – No formal Class session** | | |
| 1. **Dec 02** | | Final Exam Day |

See Canvas for all reading assignments and due dates

**7. Course Requirements:**

Specific details for each assignment will be provided in class and in separate documentation via Canvas.

1. Required reading assignments and web-conference or online discussions
2. Case study -- A case study will be your major assignment in this course. Developing a case study is a form of research, and the case study assignment for this course will entail a close and careful investigation of a school library program. You will select a single library media center as your focus of analysis. This form of research involves multiple methods of data collection including, but not limited to interviews, surveys, observations, and document analysis. Through such a study, valuable insights may be gained about the complexities of evaluating today’s school library program services.

**8. Grading and Evaluation Procedures:**

The grade will be determined by the following:

Reading assignments/discussions   
(avg of weekly scores) 10 pts

Case study 75 pts

Total Points 85 pts

**9. Class Policy Statements:**

***Special notes:***

* Students should make sure that any technological problems encountered while using public computers in the LRC, or while in class are *immediately* reported to the instructor, and to the LRC staff in writing. Students should write the number of the computer (found either on the monitor or on the CPU), the time the problem occurred, the specific tasks being attempted when the problem occurred, name & email of the student discovering the problem, and a detailed description of the problem. This will provide the LRC staff with the necessary information to quickly address and correct the problem.
* Students are also *strongly* encouraged to contact the instructor regularly during class, office hours or via e-mail for assistance; clarification, if needed, on assignment requirements; and for periodic review of class progress.
* Auburn University has provided each student with an email account. These accounts are used as the official communication medium between the university and the student. For this reason, students should communicate with the instructor using *only* their official university (TigerMail) accounts or via the Canvas message option. Email originating from Hotmail, AOL, or other non-Auburn sources will *not* be opened by the instructor.

***Technical assumptions/expectations***

Since you registered for an online course, I am making the following assumptions about your technical skill and work habits:

* You are comfortable creating products in all of the major Microsoft Office (or equivalent) products (word processing, spreadsheets, presentation software).
* You are comfortable creating files in PDF format.
* You are comfortable navigating a web-based learning management system such as Canvas as well as the accompanying tools within the management system (email, messages, webpages, discussions, etc.).
* You have regular and reliable access to a high-speed internet connection.
* You are comfortable managing your time in order to complete assignments on time.
* You are comfortable asking for help when you get stuck, but are able to perform basic troubleshooting tasks yourself (printing difficulties, personal internet connection difficulties, software installation – where appropriate, etc.).
* You are comfortable searching for, locating, and accessing information and media on the Web.
* You can download media from Web-based locations.
* You are comfortable following written directions for installing software and are willing to explore new media with an adventuresome spirit.

***Assignment Submission:***

1. Assignments are due at the beginning of the class period noted. In cases where assignments are emailed to instructors, they are due *prior to the beginning* of the class indicated on the schedule.
2. Due to the potential incompatibility of word processing and other software programs and formats, absolutely no work for the course will be accepted a an e-mail and/or as an e-mail attachment or on a disk, unless specifically indicated differently by the instructor. All graded work must be printed off by the student and submitted to the instructor in hard copy format.

***Data Maintenance:***

* + It is the *student's responsibility* to maintain backup copies of disks and assignments and to complete the work in the time available. Students are *strongly encouraged* to utilize their public server space provided by Auburn University as one of their back-up options. However, this should **not** be the **only** option used by students. Flash/thumb drives, multiple copies of files, and "cloud storage" such as dropbox/google docs should also be used to guard against data loss. Failure to submit assignments due to data loss is not an acceptable excuse.
  + Students are *strongly encouraged* to make regular time in their schedules for the completion of computer-based projects. Typically *more time* is needed than is available in the class meeting schedule for the successful completion of these projects.
  + The instructor may request to see a student's disk and backup copies of electronic files at any time during the semester in order to assess progress.

***Attendance Policy***

* As future professionals, it is incumbent upon you to demonstrate that you are ready to begin meeting the demands of the teaching profession. When you are employed as a full-time teacher, you will be expected to be present in your classroom each of the days of your contract (typically 150-180 teaching days per year plus additional staff-only days, depending on the district). ***You cannot teach if you are not present!***
* Many school districts distribute “perfect attendance” awards to students and to staff each year. In this light, I will do the same thing for class. If you have perfect attendance (that means that you are present and on time IN CLASS each time there is a class meeting without leaving before the class is dismissed) you will receive 5 bonus points at the end of the semester. This policy applies to both excused and unexcused absences.
* As I’ve designed a tremendous amount of choice into the class, and there are ample opportunities to earn points throughout the term, I will NOT accept late work as a general rule. The only exception to this is for those assignments that are required (indicated by \* on the course roadmap), and are a result of “excused” reasons.
* “Excused” absences are defined as absences that have been documented as occurring for University approved reasons. **ALL absences will be considered to be “Unexcused” until and unless the instructor is in possession of the appropriate documentation for that absence.** Please be aware that the instructor will verify any or all medical or other documentation that is presented for absence verification purposes. *The falsification or forgery of medical documentation or other documentation for absence verification is considered to be an act of Academic Dishonesty, subject to sanctions as spelled out in the Student Policy eHandbook by the Academic Dishonesty Committee.* Additionally, some physicians have been known to file separate civil charges against those who have committed this type of forgery.

***COVID-19 Related Class Policy***

* This class is being delivered synchronously, using Zoom web conferencing software. Attendance at each session is expected. Please do your best to minimize distractions during class. If you are logging in from home, as I will be at times, some unexpected things can happen, especially if you have pets – as I do. While we can be understanding about occasional issues, if those issues persist and are disruptive to other students being able to participate in class, I will ask that you come to some arrangement to eliminate the distraction.
* Due to changes in operations related to COVID, I will not be in my office as much as I typically would. Therefore, “dropping in” to see me isn’t a wise decision to make if you need help. If you would like to have an in-person appointment, please request an appointment ahead of time (at least 48 hrs) so that you and I can be sure to be on campus at the same time. All participants of in-person meetings MUST wear a mask and maintain appropriate distancing.
* Alternatively, web-conference appointments are available for students to request for meetings with the instructor in circumstances where a face to face appointment is not possible or chosen. These need to be scheduled in advance, at least 48 hrs prior to your preferred meeting time.
* As the semester progresses, there may be instances where you, a roommate, or a member of your family or sports team become directly impacted by COVID-19. If that happens, and you find that your progress through the course is affected, make SURE that you reach out to the instructor so that an appropriate plan can be created to help you manage that situation.

***Make-up assignments:***

Students who miss class on days when assignments are due have two responsibilities. First, they must submit the work that is due *prior* to the start of class using the appropriate online submission procedure(s) (i.e. Assignment drop box, posting a discussion, or other as communicated by the instructor). Second, they must be sure to bring university approved documentation in cases where the absence should be considered “excused.” If students have questions regarding the submission procedures, they should email the appropriate instructor for clarification *prior* to the absence.

Situations of “extenuating” circumstances (ie. Extended stays in the hospital) should be communicated to the instructor as soon as is possible. Students should make every effort to resolve any missing work upon their return to class(es). Appropriate documentation **will** be required in order to make arrangements for special scheduling needs in these circumstances.

***Participation:***

Participation is important in our classes as most of you are preparing to be teachers, administrators, library media specialists or professionals in other areas relating to the educational process. Seldom do I have to remind you to engage in class activities. While some of you are not as gregarious as others, and some are more apprehensive than others there are few common definitions of participation that I will use when evaluating it for your grade. A good rule of thumb is: “Tush time does not equal participation.” Basically, this means that in addition to *appearing* in class each week, you must *contribute in a collegial manner* in order to achieve ‘participation’ status. To this end,

***Participation in EDMD 7316 is defined as:***

1. Regular, collegial contribution to class discussions (both in class and online):
   1. Providing assistance to classmates for “troubleshooting” purposes
   2. Treating classmates with respect and dignity both during in class activities and online interactions.
   3. Continuing discussions (in class and online) in such a manner that encourages others to participate rather than discouraging them.
2. Attending to class activities in a professional manner:
   1. Coming to class prepared with materials and any handouts that you might need to complete class activities
   2. Giving guest speakers your full attention
   3. Keeping personal interruptions via cell phone or other forms of electronic communication restricted to break times or before & after class time.
   4. Cooperating with your team member(s) for team projects in a professional way
   5. Paying attention to your peers while they are participating in the class. This is one way of indicating that you respect.

**This list is by no means exhaustive.** There are many ways to participate in class and online. It is intended to be a basic list that can be expanded upon by you when appropriate. If you think of an item that you think should be added, please do not hesitate to let me know.

***Make-up quizzes and exams:***

* Make-ups will be given only for University approved excuses as outlined in the Student Policy eHandbook.
* Arrangements to take a make-up quiz or an exam must be made in advance, except in cases of dire medical circumstances or documentable circumstances beyond the student's control.
* Students who miss a quiz or an exam because of illness need a doctor’s statement of verification of sickness and should clear the absence with the instructor the day they return to class.
* Other unavoidable absences from campus must be documented and cleared with the instructor in advance when possible or within a week of the return to class.

***Academic Misconduct:***

* All acts of dishonesty (including, but not limited to: giving or receiving unauthorized assistance on exams or quizzes, acts of plagiarism, submitting work completed by another individual) in any work constitute academic misconduct.
* Your instructor will provide you with specific directions regarding the permissibility of certain behaviors during the examinations and other assignments within the directions and/or assignment sheets for each activity.
* The University Academic Honesty Code will be followed in the event of academic misconduct.
* Acts of suspected dishonesty in any work will result in a grade of “Pending” (PE) being administratively entered as the final course grade for all parties involved. This grade will remain in effect until the outcome of Academic Honesty proceedings has been determined.
* See the Student Policy eHandbook for more specific information.
* If, during the course of the semester, you have questions about the permissibility of an action relating to class related assignments or work, be sure to contact your instructor to verify whether what you would like to do is permitted. Failure to contact the instructor assumes that you will bear responsibility for the consequences of your actions.

***Computer Security:***

* In order to maintain the computers so that they are available for all students as they are needed, the College of Education & the LRC has a *NO Food or Drink* policy. This means that food and drink should not be brought in to the LRC at any time. Students are expected to adhere to this policy.
* Printers in the LRC are networked so that students do not have to pay as they print. However, students should remember that each print job that is executed under their userid will be charged to their bursar bill.
* Only students in the College of Education, or those students enrolled in College of Education courses are permitted to use the computers in the LRC computing center and the LRC classrooms. Under ***no*** circumstances should students share userids and/or passwords with roommates, classmates, or other Auburn University students. The sharing of userids and passwords is considered to be in violation of the Auburn University computing terms of use, and may result in a revocation of computing privileges.
* Students are *strongly encouraged* to change their passwords on a regular basis to ensure against unauthorized use by others.

***Accommodations:***

* It is the policy of the University and the instructors to make reasonable accommodations for qualified individuals with disabilities. If you are a person with a disability and desire accommodations to complete course requirements, you may request disability accommodations. Please contact the Accommodations Office (844-2096). After initial arrangements are made with that office, contact your professor &/or instructor.

*The instructor reserves the right to alter the schedule and content of this syllabus in order to accommodate the needs of the students and/or in light of university and academic schedule changes.*