Palomar College
SYLLABUS AND GRADING CONTRACT
LIT 140: Library Services for Children and Young Adults
3 credit course, Spring 2021, offered online via Canvas

Instructor: Alexandra Doyle Bauer
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Email: adoylebauer@palomar.edu
Office Hours:

- Fridays 9 am - 12 pm (online)
- You may also schedule an online meeting with me Monday - Sunday.

INSTRUCTOR CONTACT

Instructor to student: I use Canvas to send and receive messages from students. If you send me a message using our course in Canvas, I'll receive it as a text and email. I will also send class announcements through Canvas. If you prefer receiving texts over email, then I recommend you change your **Canvas settings** to receive notifications on your phone via text.

Student to instructor: It's easiest to reach me by email through Canvas. Please contact me with questions. I expect you to have questions and I truly hope to hear from you. I make an effort to reply to messages/emails within 24 hours, but occasionally my response may be delayed. **If you don't hear from me in 24 hours, feel free to send me your message again.** I won't be offended.

LIT Program Orientation:
Thursday, February 4, 2021, 6:00-8:00pm, Online via Zoom:
https://palomar-edu.zoom.us/j/91857578172?pwd=Z1B2akZRVmM2ekZNbGs5UGcwcnhkQT09
Meeting ID: 918 5757 8172
Passcode: 498266

TEXTBOOKS
Please note: *This is a Zero cost course.* Both books are available for FREE online. You do NOT need to purchase a textbook for this class.
- *The Inside, Outside, and Upside Downs of Children's Literature*, by Jenifer Schneider
- *Crash Course in Children's Services*, 2nd ed., by Penny Peck

COURSE DESCRIPTION IN COLLEGE CATALOG

Practical use of children's and young adults' materials for readers' advisory, research, and reference service in school library/media centers and public library youth services' departments. Current trends, concerns, and methodology for youth programming and literature activities will be covered.

LIT 140 GRADING CONTRACT

Your final grade for this course may determined in a different way than you are used to. Your grades will be determined by this grading contract. This means that if you meet the terms of the contract, then you'll get the grade. The most important part of this contract is the Student Learning Outcomes section below. To pass the class, each student must demonstrate their ability to meet the learning outcomes through their own coursework.

The rest of the contract is based upon your participation. Rather than focusing on points and percentages, the focus is on doing the labor of the course, i.e. completing weekly assignments and providing feedback to your classmates. Thus, assignments will be graded as Complete/Incomplete. Following directions, fulfilling the purpose of the assignment, and engaging with your own critical reading and thinking will "complete" the assignment. Submitting an "incomplete" assignment will count as a "missed" assignment.

Don't worry about not getting a "grade" in the form of a letter (A) or percent (85%) for everything. You'll get plenty of feedback on your work, from both me and your peers. Our goal is to create a supportive community and improve our understanding. Do the assignments, challenge yourself to improve, meet the learning outcomes, follow the contract, and the grade you want will come.

STUDENT LEARNING OUTCOMES for the Course

1. **School and Public Libraries:** Describe the roles of school libraries and public libraries with respect to serving children and young adults.
2. **Resources:** Students will be able to identify, evaluate, select and incorporate into library collections age appropriate literature and media for children and young adults.
3. **Reference:** Students will apply best practices for providing reference services to youth.
4. **Literacy Strategies:** Students will demonstrate their understanding of literacy strategies by selecting, creating and performing an appropriate literature activity for a specific audience and setting.
5. **Policies:** Students will be able to communicate library policies and principles related to children and young adults to children, parents, teachers, administrators and the community.
6. **Learning Process:** Students will thoroughly engage with class activities, including collaborating with peers, in an effort to improve their learning.

LSSC COMPETENCIES/COURSE OBJECTIVES

This 3-unit course is transferable to a four-year college/university and is required for an AA degree or certificate in Library and Information Technology. It is also approved by the **ALA-PLA Library Support Staff Certification Program (LSSC)** to meet the requirements of the Youth Services competency set. A complete list of LSSC Youth Services competencies is available at http://ala-apa.org/lssc/for-candidates/competency-sets/youth-services/

Specific Course Objectives

Upon successful completion of the course, the student will be able to:
1. Describe the stages of reading development and strategies to support the literacy skills of all youth.
2. Apply the principles of basic storytelling forms and techniques, booktalking techniques and other age appropriate literature activities.
3. Select books titles and other library materials at the appropriate age and reading level of the individual child or young adult.
4. Classify and identify book titles and other literature forms by genre and category.
5. Identify award winning and classic children's and young adult literature.
6. Describe reference principles, challenges, and strategies when interacting with children, young adults and parents.
7. Explain challenges and present strategies for teaching youth how to use library resources.
8. Advocate for children's and young adults' right to read and access information.
9. Explain legal issues and special concerns related to school libraries and youth services.
10. Identify strategies for encouraging all children and families (including those with special needs, ELL, and underrepresented groups) to visit the library and to use library resources and services.
11. Explain the value of cooperating with schools and other organizations to serve the community's youth.
12. Assist with creating, promoting, implementing, and evaluating library programs and services.

Minimum Criteria for Each Letter Grade

Final Course Grade	Outcomes (check your progress in the Learning Mastery section of your Canvas Grades)	Missed/incomplete *outcome* assignments	Missed/incomplete *concept and practice* assignments	Completed service learning **OR** Research-in-action project
A	Met all outcomes AND Exceeded at least 3 outcomes	0	3	YES
B	Met all outcomes AND Exceeded 1 -2 outcomes	0	4-5	YES
C	Met all outcomes	0	6-7	YES

Grades lower than a C

As you can see, there is no contract for a grade lower than a C. This is because I don't want students to aim for an unsatisfactory course grade. That being said, if a student's work does not meet the requirements stated in this contract, it will result in an unsatisfactory grade or D or F, depending upon how severely the work falls below the C contract.

Assignment Types

There are two general types of assignments: **concept/practice assignments** and **outcome assignments**. The concept/practice assignments will provide you with the information and practice needed to master the course outcomes. The outcome assignments are those assignments where you'll formally demonstrate your ability to meet one or more course outcomes. While ALL of the assignments are important and should be completed if you want to earn an A in this course, ***ALL outcomes assignments must be completed in order to earn a passing grade for the course***.

I will let you know if you have not completed all portions of an assignment. If you made a genuine attempt to complete an assignment but have fallen short in some areas, you'll have a chance to make-up the missing components.

Late Assignments

Each week, you will be expected to complete readings and assignments. **Assignments will be due on Fridays by 10:00 am and/or Sundays by 11:59 pm.** Turning in assignments on time is an important part of the *learning process* course outcome. This class involves a lot of class discussion so it is important that we are all addressing the same topics at the same time.

Please make every attempt to submit your work on time. However, I understand that sometimes life gets in the way and that students have a lot of obligations, so each student will have **4 late options**: each late option will allow a student to submit an assignment up to a week late. You only have 4 late options so use them wisely. You don't need to tell me if you have submitted an assignment late because I will see it in Canvas. After submitting 4 late assignments, any subsequent late assignments will be marked as incomplete which will go against your final course grade. If you are having difficulty meeting assignment deadlines, please contact me immediately so we can come up with a plan to get you back on track.

Feedback Rubrics

At this point, you may be thinking, how will I know how I'm doing in this course if I'm not receiving grades? Instead of responding to your work with a grade, I will share your progress with you through a feedback rubric (see example on next page). Many assignments in Canvas will have a feedback rubric attached to it. You should review the rubric for each assignment: 1. before you complete an assignment so that you understand what is expected of you and 2. after I have reviewed your completed assignment so you can see the areas where you are excelling and areas where you need more practice. Your assignment will be graded as complete or incomplete with zero points (remember, points do not matter in this course).

For more information on rubrics, visit this page in our Canvas course.

Sample Feedback Rubric in the Grades Section of Canvas

TIPS TO HELP YOU SUCCEED IN THIS COURSE

Time Management

As a general rule, for each hour that you spend in a college-level class, you should plan to spend one to two hours outside of class each week preparing and studying for the course. Since this class is online, you should expect to spend **6 to 9 hours per week** reading course materials and completing weekly assignments and projects. Many students think that online courses will take-up less of their time. This is NOT the case. What you would have learned during a face-to-face class, you will have to learn on your own time.

How to Avoid Being Dropped from the Course

You are not expected to virtually attend class at a specific time each week. Instead, you are expected to login to Canvas *at least* twice a week in order to complete weekly readings and assignments and to participate in course discussion boards. You will most likely need to login to Canvas several times a week in order to fully engage in course materials and dialog. **If you do not complete any work for three consecutive weeks, you will be dropped from the course.**

It is the student's responsibility to:
- Read instructor announcements posted to Canvas each week.

- Contact the instructor with questions regarding course readings, assignments, etc.
- Be aware of changes in assignments and the due date on assignments.
- Review assignments posted to Canvas and submit them on time.
- Read/watch weekly course materials including textbooks, videos, lectures, etc.
- Participate in weekly discussions.

Academic Honesty, Plagiarism and Cheating

Students are expected to adhere to the highest standards of academic integrity. This includes: honesty, trust, fairness, respect, and responsibility. Please refer to the Palomar College Student Conduct Guidelines.

Your work in this class should be a representation of your own ideas and understanding. ***If you copy someone else's words, or even paraphrase someone's ideas without giving them credit, you are plagiarizing.*** Plagiarism and cheating are unacceptable and may result in a failing grade for an assignment or for the entire course. It is your responsibility to know what plagiarism is and how to avoid it. If you have questions about plagiarism, ask me immediately. I report incidents of academic dishonesty to the Director of Student Affairs.

Free Writing Help for Online Students

As an online student at Palomar, you can get writing assistance from NetTutor, which is an online tutoring service available through Canvas. Tutors are available online to help with your writing for this course. You may consult online with a Tutor or submit a draft of your paper for review by a tutor. To access this service, go to the Canvas Dashboard (in the left hand navigation bar) and select the Writing - Online Tutoring Course.

Disability Resource Center

Students with disabilities, whether physical, learning, or psychological, who believe they may need accommodations in this class, are encouraged to contact Disabled Students Programs & Services as soon as possible to ensure such accommodations are implemented in a timely manner. Information on their services can be found at http://www.palomar.edu/dsps/ or call 744-1150 x 2375. Please let me know what accommodations you are entitled to as soon as possible so we can make arrangements.

Counseling

The Counseling Department at Palomar provides free counseling services for academic and personal guidance. Every student who is planning to complete a degree or certificate should meet with a counselor to find out what classes are required. To schedule an appointment, call the department at **(760) 891-7511** or go to their website: http://www2.palomar.edu/pages/counseling/appointments/

Tutoring

Tutoring is available, free of charge, through various tutoring centers on the San Marcos, Escondido, and Rancho Bernardo campuses. Visit the tutoring website for details - http://www2.palomar.edu/tutoringservices/

Behavioral Health Counseling Services

https://www2.palomar.edu/pages/bhcs/ or (760) 891-7531

This is a safe place to talk with someone privately about any concern. This may include stress, loneliness, anxiety, depression, adjustment challenges, relationship difficulties, managing an existing behavioral health condition, questions about identity, or other issues.

More Student Resources

COURSE WITHDRAWAL REQUIREMENTS

Should you decide to drop this course, you are responsible for meeting the deadlines for dropping or withdrawing from the course. The deadlines are listed below:

- Last Day to Drop with No Grade on Record: February 16th
- Last Day to Drop with a W (withdrawal) Grade: April 4th

This course contract was adopted and adapted from the work of Erik Armstrongand Professor Katy Farrell.