

**Adjunct Faculty Handbook**

**School of Library and Information Science  
College of Mass Communications and Information Studies  
University of South Carolina**



**December 2007**

Dear Adjunct Faculty:

Welcome to the College of Mass Communication and Information Studies-School of Library and Information Science. This set of guidelines has been prepared to address common questions and concerns, and to help you in your role as an adjunct faculty member. Without highly qualified and motivated faculty such as you, the School of Library and Information Science would be unable to deliver a quality program of instruction to our students. Your degree is evidence of our continued commitment to reach beyond the traditional to people and communities that will benefit from the quality education that we uniquely are able to provide.

These guidelines were compiled based on past experiences and information needs of our adjunct faculty. The guidelines are not definitive, but provide useful information and suggestions for you as you prepare to teach. Your comments and suggestions for additions and revisions are welcomed and encouraged.

Sincerely,

A handwritten signature in black ink, appearing to read 'S.K. Hastings', with a long horizontal flourish extending to the right.

Dr. S.K. Hastings  
Director

## **Brief History of SLIS**

The history of the College of Librarianship at the University of South Carolina was prompted by a desire to share its unusual experience with the professional component concerned with library education. One characteristic which distinguishes this College's experience from that of other library schools established during the prolific decade of the 1960's is that the establishment of a graduate library school in South Carolina was opposed by the potent public library lobby and lacked the support of the South Carolina Library Association. Other characteristics were that the University gave the Dean a year to recruit a creative and imaginative faculty and gave this faculty a year to design an innovative Master's program which would offer alternatives to some of the negative aspects of library education. Additional characteristics were that the program was accredited by the American Library Association's Committee on Accreditation before the second class had graduated and the subsequent development of the program has been a team effort involving the entire faculty.

In the spring of 1967 Dr. Thomas F. Jones, then President of the University of South Carolina asked the University's Trustees to authorize a School of Library Science. The Board of Trustees authorized the new school and the following fall Dr. Jones alerted the South Carolina Commission on Higher Education of the University's plans for library education. The legislative appropriation for library science was the endorsement President Jones had been waiting for and he chose to interpret it as a mandate from the General Assembly to establish a graduate library school at the University.

On May 5, 1970 the University of South Carolina Board Of Trustees confirmed the appointment of Dr. Wayne Yenawine as dean of the Graduate Library School, and on September 1, 1970 Dean Yenawine and Mrs. Placidia Bell, Secretary, opened the office in Davis College. The Master of Library Science program was founded in 1970 based on the philosophy that library and information service is a human service profession supported by information management practices.

On July 6, 1972 the Master's Degree program in Library Science was approved by the South Carolina Commission on Higher Education. The first class assembled in Room 218 for the first Professional Seminar (known affectionately as Pro Sem) on September 11, 1972. The first class from the College of Librarianship graduated August 18, 1973.

The college was accredited on July 8, 1974. The College of Librarianship became the 56<sup>th</sup> graduate program in the United States and the 10<sup>th</sup> ALA accredited program in the Southeast.

In 1977, the Master of Librarianship program of the College of Librarianship was nominated by the South Carolina Commission of Higher Education for inclusion in the academic common market among the southeastern states. The program was accepted by the states of Arkansas,

Georgia, Virginia, and West Virginia. Residents of these states could not attend the College of Librarianship without paying non-resident tuition, and because of this common market status, the faculty looked forward to the diversification which students from other states would bring.

In August, 1979, the college changed its name from the College of Librarianship to the College of Library and Information Science. Also, a chapter of Beta Phi MU was established.

By vote of the faculty and approval of the University, the name of the College changed to Library and Information Science in 1983. The joint degree program between the College of Library and Information Science and the Department of History was approved by the Graduate Council on June 28, 1983.

In the fall of 1989 the degree of Master of Librarianship (ML) was changed to Master of Library and Information Science (MLIS).

The College of Library and Information Science has successfully offered a distance education-delivered a master's and post-master's program of study in the states of Georgia, Maine, Virginia, and West Virginia.

The Certificate of Graduate Study in Library and Information Science and the Specialist Program was approved by the Graduate Council on February 9, 1995. The graduate programs of English and Librarianship were approved to offer a joint MA English/Master's Librarianship degree November 17, 1996.

On November 7, 1996, the South Carolina Commission on Higher Education awarded a commendation of excellence to the University of South Carolina for its Master of Library and Information Science degree program.

In July 2002, the College of Library and Information Science became the School of Library and Information Science (SLIS); as part of the same reorganization, SLIS was combined with the School (formerly college) of Journalism and Mass Communication to constitute the new College of Mass Communications and Information Studies (CMCIS).

In fall 2007 the School will began to offer an interdisciplinary Ph.D. in Library and Information Science. On October 5, 2006 the South Carolina Commission of Higher Education approved a BS in Information Science which will be implemented fall 2008.

## **Mission, Goals and Objectives of SLIS**

### **Mission of the School**

The mission of the University of South Carolina School of Library and Information Science is to provide and promote education and leadership in library and information science, services, and studies through the highest levels of teaching, research and service.

### **Goals and Objectives**

As South Carolina's only advanced program of education in the fields of library and information studies, the School of Library and Information Science has basic goals and objectives related to the needs of South Carolina and the southeastern region. Extensive examination and reflection indicate that there is little variation between the needs and problems of the State, the region, and the nation as a whole. In this sense the goals and objectives of the SLIS encompass national as well as local and regional concerns.

The SLIS is committed to supporting the development and improvement of library and information services as an essential part of cultural enrichment, the dissemination of knowledge, and the enhancement of the overall quality of life. One of the underlying principles of the School's distance education program is the fact that every part of our profession is dependent on other parts in maintaining strong levels of library and information services.

As new and emerging technologies link us closer every day, cooperative programs and services become increasingly important to our citizens. This is true of educational programs as well as library and information services. The University of South Carolina is proud to have been invited by the states of Maine, Georgia, and West Virginia to deliver the complete MLIS degree using a combination of live interactive satellite transmission, on-site instruction, and technologies such as DVDs and web-based instruction. We believe these cooperative efforts will provide an outstanding educational experience for all participants by creating a network of students who will interact in the future as a network of professionals. The SLIS is committed to making a positive impact on the profession, local communities, and the eastern region of the United States for years to come.

**GOAL I-**To support the development and improvement of library and information services to the people of South Carolina and the southeastern region.

### **Objectives:**

1. To maintain a strong program of basic professional education characterized by:

- a. responsiveness to the educational needs of South Carolina and the southeastern region by offering a quality program of instruction at the Columbia campus, at selected off-campus locations across the state, and via telecommunication instruction using both live interactive and open circuit broadcast;
- b. selective enrollment of a student body highly qualified for graduate study and professional service and balanced in size to the demands for professional personnel in the field;
- c. a distinguished faculty composed of individuals interested in and able to contribute to the development of libraries and information centers in the state and region.

2. To provide for the continuing education and development of the staffs of libraries and information centers through a flexible program consisting of at least the following elements:
  - a. short-term academic and non-academic programs designed to meet the needs of working librarians and information specialists;
  - b. continuation of a Specialist degree program with competitive and selective enrollment to serve the needs of librarians and information specialists desiring advanced training for increased professional responsibility;
  - c. liaison with the field to identify, plan, and implement needed continuing education programs.

**GOAL II-**To promote the role of libraries and information centers as vital human service agencies which provide sources of information, inspiration, and cultural activity.

**Objectives:**

1. To develop and maintain a basic curriculum which places the professional and technical skills of librarians and information specialists in a context of service to users;
2. To demonstrate through instruction and example that sound information service programs are based upon principles of concern, communication, and commitment as well as technical and intellectual competence;
3. To promote an understanding of libraries and information centers as major cultural resources;
4. To demonstrate through a wide variety of print and non-print media and a diversity of service programs that libraries and information centers make a direct contribution to the improvement of learning and productivity in a variety of nonprofit and for-profit organizations.

**GOAL III-**To provide advice and assistance, to advance scholarship, and to exercise a leadership role in the development of library and information science.

**Objectives:**

1. To provide assistance and leadership to state and local agencies and organizations charged with the improvement of library and information services in the following areas:
  - a. assisting libraries and information centers in the identification and solution of problems affecting their services and development;
  - b. monitoring and evaluating the quality of library and information center service programs;
  - c. introducing new techniques and systems into libraries and information centers;
  - d. designing and implementing new service programs.
2. To exercise a leadership role in the development of the profession and advance scholarship in library and information science through:
  - a. conducting theoretical and applied research;
  - b. participating in local, state, and national professional associations.

**GOAL IV**-To enable the graduate to perform effectively in the library and information professions by demonstrating the following competencies by the conclusion of the master's degree program:

1. General Competencies:

- a. knowledge of library and information science professions, institutions, centers, programs, and their sociological and historical contexts;
- b. an understanding of the varied nature of the library and information professions, including types of libraries, media centers, and information centers, their similar and different philosophies and characteristics, and the different roles they perform in society;
- c. an understanding of the professional and ethical issues, trends, and problems facing the profession as well as various responses and position statements (e.g., the Library Bill of Rights) that have been developed by the profession to deal with these issues;
- d. knowledge of the major professional organizations, their roles and functions, and the responsibility of the professional for participating in them.

2. Organization of Information Competencies:

- a. an understanding of selected theories and systems of subject analysis/representation, organization, storage and retrieval of information;
- b. basic skills in using various tools, standards and methods essential to the subject analysis/representation, organization, storage and retrieval of information.

3. Reference/Information Services Competencies:

- a. an understanding of the role and responsibilities of the public services professional and the ability to carry out those responsibilities in an ethical and capable manner in a variety of institutional settings;
- b. the ability to negotiate user inquiries to provide effective information services to a variety of user groups;
- c. both basic knowledge of standard reference sources useful in a variety of information settings and specialized knowledge of sources pertinent to specific user groups or subject areas;
- d. the ability to locate, evaluate, and choose appropriate information sources/materials for selected fields of study or user groups;
- e. the ability to plan, design, deliver, evaluate, and make informed decisions about information services needed by specified user groups.

4. Management Competencies:

- a. an understanding of fundamentals of administrative philosophy, methods, and techniques related to the library and information professions;
- b. knowledge of administrative functions such as planning, staffing, budgeting, and supervision;
- c. effective group participation and leadership.

5. Research and Analytical Competencies:

- a. an understanding of the research process and research methods;
- b. the ability to analyze and critically evaluate research in library and information science in order to be an intelligent consumer of research;

c. the ability to apply rigorous thinking and analytical methods to the solution of problems in the library and information professions.

6. Information Technology Competencies:

- a. an understanding of a wide variety of information technologies relevant to subject analysis, organization, storage, and retrieval of information;
- b. knowledge and actual experience in the application of information technologies to information management;
- c. the ability to make well-informed decisions about the selection of existing systems;
- d. skills in carrying out the design and/or evaluation of information systems;
- e. current knowledge of new and developing information technology.

## **Helpful Information**

### **Contract Letters**

Contract letters will be sent from the Director's office approximately six weeks prior to the beginning of the semester. This letter will confirm the terms of employment and must be signed and returned as evidence of your acceptance of the teaching position.

### **Payroll**

Faculty, staff and students are required to participate in mandatory direct deposit. If you failed to sign up for mandatory direct deposit, your paycheck will not be distributed to SLIS. The check will be held in the payroll office and must be picked up by the employee in person. However, before the check will be released, you must sign up for direct deposit while in the payroll office. Employees are paid in equal installments on the 15<sup>th</sup> and last day of each month for the duration of the employment.

### **Course Scheduling**

Madonna Stoehr, Distance Education Coordinator, assists the Director with the scheduling of courses. Undergraduate courses scheduled between 8:00 AM and 4:00 PM MWF, TTH, or MW will meet for a total of 2½ hours. Undergraduate courses scheduled at 4:00 PM or later, and all SLIS courses, meet once per week for two hours and forty-five minutes with a 15-minute break. A course that meets on Saturday will meet from 9:00 AM-5:00 PM, with a morning break, an hour-long lunch break, and an afternoon break. For questions regarding course scheduling, contact Madonna Stoehr at [mstoehr@gwm.sc.edu](mailto:mstoehr@gwm.sc.edu) or 803-777-8068.

### **Technology Resources**

As a faculty member, you will need to know and understand how VIP, Blackboard and other resources integrate with your academic activities.

VIP (Visual Information Processing) is one of the most used resources on campus and handles most of your faculty information including upcoming paychecks, academic resources, and other important information.

Blackboard is web-based software program that is used as an extension of most classes and the actual classroom for many online and distance education classes. The system allows faculty to easily create a course web site for class communications, posting assignments, posting readings, linking to complementary web sites administering exams, and much more. Your login name is determined in VIP. To find your login name, log into VIP, click on 'Technology', then 'Show me network user name'. This page will tell you your user name, and allows you to set your password for Blackboard.

Get Connected is a site that allows you to find out how to get connected to the USC network, both wired and wireless. This site is a comprehensive guide to computer security and network systems on campus.

To find out more information about technology resources at USC access the website at <http://www.sc.edu/technology/echfaculty.html>. If you require assistance with technology resources, you should contact Computer Services at 803-777-1800.

### **Distance Education**

Madonna Stoehr, Distance Education Coordinator, is available to assist you with managing assignments and arranging for course assistants if the course has a large enrollment. A form requesting such assistance must be completed by the instructor and forwarded to the Director for approval.

### **Equipment and Media Resources**

For questions regarding computer equipment and media resources, contact Liz Qunell at [equnell@gwm.sc.edu](mailto:equnell@gwm.sc.edu) or 803-777-4949.

### **Faculty Meetings**

Adjunct faculty members are encouraged to attend SLIS Faculty meetings. These meetings are held monthly. Contact Carolyn Delton at [delton@gwm.sc.edu](mailto:delton@gwm.sc.edu) or 803-777-3858 for meeting dates and times.

### **Keys**

Adjunct faculty members will be issued a key for the classrooms and common areas (i.e. copier room). Keys are issued from the Director's office and must be turned-in at the end of the semester.

### **Office Hours**

The office for adjunct faculty members is located in Davis College, room 112. All SLIS adjunct faculty members are encouraged to be available for at least two office hours each week.

### **Parking Permits**

Parking on campus is available to all students, faculty, and staff whose vehicle displays a valid parking permit. Permits may be obtained from Parking Services located at 1501 Pendleton Street and is open from 8:00 AM-5:00 PM, Monday-Friday. A valid permit allows the bearer the privilege of parking on campus. Unless otherwise specified, the permit does not guarantee a parking space. Inability to locate a legal space in a parking area does not justify incorrect parking. University of South Carolina permits are required to park in campus handicap spaces. USC handicap parking permits are available to students, faculty and staff of the University and are valid on University property only. Parking in Handicap spaces on the city street requires a hang tag or Handicap license tag issued by the Highway Department. **USC permits are not valid in City handicap spaces.** USC meters are enforced Monday-Friday, 8 a.m.-5 p.m. All USC meters limited to 15 minutes are enforced from 6 a.m. to 11 p.m., seven days a week. Malfunctioning meters should be reported to Parking Services or the USC Police Department. For additional information concerning parking on USC campus call 803-777-5160.

### **CarolinaCard**

The first CarolinaCard (permanent ID card) is issued at no cost. The office is located in the Russell House Union and is open Monday-Friday, 8:30 AM-5:00 PM. To be issued a permanent ID card, you must have a memorandum signed by the Director of SLIS.

### **Photocopying Policy**

The School maintains a photocopy machine to support the administrative, teaching and research activities. The photocopier may be used for materials related to teaching, research, and administration. The photocopier will not be used for personal tasks. For additional information review the School's photocopy policy at <http://www.libsci.sc.edu/pp/slispp.htm>.

### **Textbooks**

If you require a textbook for your course, you must complete an online textbook adoption form at <http://orders.bookstore.sc.edu/adoptions/>. The form must be submitted at least 30 days before the beginning of the semester in which the textbook is to be used. If you wish to request a desk copy of a textbook, you must contact the publisher. If you need assistance in completing the form, contact Carolyn Delton at [delton@gwm.sc.edu](mailto:delton@gwm.sc.edu) or 803-777-3858.

### **SLIS Policy Documents**

The School's policy and procedures may be accessed at <http://www.libsci.sc.edu/pp/slispp.htm>.

### **University Policy Documents**

The University of South Carolina policies may be accessed at <http://www.sc.edu/policies/>.

The University's faculty manual may be accessed at <http://www.sc.edu/polcies/facman/fmhome.html>.

### **Weather-Related Closings of the University**

The University of South Carolina's Columbia campus is a residential community and needs to remain open at all times. However, occasions may occur when weather-related conditions or other emergencies necessitate that the University announce a delayed arrival time, an early dismissal time, or remain open for essential staff only. In all cases, employees must use their best judgment in determining their own safety when traveling to and from home. More information about hazardous weather and emergency closings may be accessed at <http://hr.sc.edu/policies/weather.html>.

### **Web Pages and Listservs**

The home page for SLIS is <http://www.libsci.sc.edu/>. SLIS maintains two listservs, SLISINFO and USC-SLIS. SLISINFO is for announcements to faculty, staff and students in the School of Library and Information Science. USC-SLIS is for discussions of issues related to the profession, ads for various things including books and anything else of possible interest to SLIS students. Adjunct faculty are encouraged to join SLISINFO. More information about SLIS Listservs may be accessed at <http://www.libsci.sc.edu/cstudents/maillinglists.htm>.

### **Course Evaluations**

All SLIS students have the opportunity to evaluate the course content. The School administers an online course evaluation through a program call "Flashlight" near the end of each semester. The results of the evaluation are tabulated and sent to the Dean and Director for review. A copy of the evaluation is sent to each adjunct instructor with the student comments and numerical evaluations following each semester.

### **Grades**

Printed copies of grade roll sheets are no longer produced and distributed to faculty. Grade roll sheets are available on the web at VIP for you to submit your final grades electronically. VIP is the standard for submitting final grades. Frequently asked questions about grades may be accessed at [http://registrar.sc.edu/html/Grades/grades\\_faq.stm](http://registrar.sc.edu/html/Grades/grades_faq.stm).

## **The Course Syllabus**

One of the most important aspects of teaching is designing the syllabus. The syllabus is a contract between the instructor and the student in which the instructor provides the student with as much detailed information about the course as possible, including the nature of assignments and general expectations in terms of student performance during the course.

Syllabi from courses offered in previous semesters are available in the SLIS office. You may use them as guides in constructing your syllabus. Naturally, in the spirit of academic freedom, you are accorded the right to teach the course as you see fit, using instructional materials, assignments and exams of your own creation. We ask, however, that you strive to attain the goals and objectives as listed on the SLIS syllabus as much as possible. This is especially crucial for courses that are prerequisites for more advanced courses.

All syllabi should include at a minimum the following information:

**Name of instructor, contact information and semester**-Here you might give your work and/or home telephone number, your e-mail address, or SLIS general office number, 803-777-3848.

**Course Title**-[Course number, title, and credit hours, exactly as it is listed in the Graduate (or Undergraduate) Bulletin] {Required: University Faculty Manual}

**Course Description**-[Course description, exactly as it is listed in the Graduate (or Undergraduate) Bulletin] {Required: University Faculty Manual}

**Course Goals and Objectives**-{Required: University Faculty Manual}

**Goal of the Course**-[Describe the Goal – repeat as necessary]

**Course Objectives:**

1. [Describe each objective under the goal – repeat as necessary]

{For each foundation course, the goals and objectives are established by the SLIS faculty as a whole and must be used as approved}

**Required Text**-[Include any required text. If a textbook is “recommended” then change the Header] Other readings assigned as necessary. Many folks will include the other assigned readings on the class schedule for each class, or will have a separate page of readings.

**Office Hours**-[Time]

{Required: University Faculty Manual }

[Office room number and building name]

Ph. (803) 777-[Office phone number]

E-Mail: [E-mail address]

**\*\*\* SEE TECHNOLOGY SECTION OF THIS OUTLINE \*\*\***

**Class Attendance**-[Include attendance policy for this class] {Required: University Faculty Manual }

**Course Documentation**-Assignments will be returned to the students. Each student is responsible for maintaining returned documentation should there be any future question concerning grades.

**Makeups or Incompletes**-There are no automatic makeups or extensions of due dates. The availability of a makeup exam, or an Incomplete, is at the discretion of the instructor and normally involves a documented illness or family emergency.

**Assignments**-Assignments are expected to be turned in on time (i.e. at the beginning of class on the date due). Assignments turned in late will be penalized one full letter grade per day. Assignments turned in later than four days after the due date will be given a grade of F. [You will need to clearly state what your policy is.]

It is the responsibility of the student to maintain a copy of all graded and returned materials should there be any future question concerning grades.

**Academic Responsibility**-You are expected to strictly adhere to the academic responsibility code of the University as embodied in the Carolina Creed (see: <http://www.sa.sc.edu/creed/>), and in USC policy (see: <http://www.sc.edu/policies/staf/staf625.html>).

**List of Assignments and Exams, Grade Determination**-{Required: University Faculty Manual }

<u>Assignment/Exam</u>	<u>Weight</u>	<u>Date/Time Due</u>
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[Need to add the list of assignments, what weight they carry and when they are due]

Total:        100%

**Class Schedule**-Date: [List here generally what will be covered during each class session, and what readings are expected for that day]

Example:

August 23:

--Historical Review of

Readings: Text, Chapters 1 and 2

**Grading Criteria**-Indicate the general grading criteria in terms of each assignment and for the course in genera; the USC scale for grading is generally in the range of the following:

A=90-100

B=80-89  
C=70-79  
D=60-69  
E=59 and below

You may feel free to use pluses (+) and minuses (-) on the semester grading sheets, but for graduate work, USC only awards straight letter grades on final transcripts.

**Attendance Policy**-In general, students are expected to attend class, but attendance requirements are established by the faculty member. If class participation is one component of your overall course grading criteria, then attendance requirements should be specified on your course syllabus.

**Academic Misconduct Policy**-There may be incidents of suspected cheating or plagiarism. These incidents should be dealt with directly, if possible, or through the Director of SLIS. It is recommended that faculty members have something in their syllabus about academic misconduct.

**Americans with Disabilities Act Compliance Statement**-Students who believe that they need special assistance due to a disability should contact the University's Office of Student Disability Services at 777-6142 at the beginning of classes. Student Disability Services will determine if and what accommodation(s) will be necessary and will make any necessary arrangements.

**Statements on Grading Problems**-There are times when you may be challenged by a student about grading. Remain calm and try to explain how you determined the particular grade. Be sure to keep accurate records of all grading decisions. A good practice is to retain the original of all tests for a year after the course has ended. By having your grading criteria clearly defined in the syllabus, you may avert some problems.