

# Summer 2026 ITLS-5040-IW1 XL Syllabus

## ITLS 5040/6040

### School Library Leadership and Administration Summer 2026

**Instructor:** Davina Sauthoff

**Email:** Please contact me through the Canvas inbox.

**Class Meetings:** Tuesdays 4:30 - 5:00 We will have seven required meetings one for each week to share insights from the readings. This will also be an opportunity to ask questions. With advance notice, one required meeting may be excused.

#### Join Zoom Meeting

<https://usu.zoom.us/j/81226211586?pwd=8lZyMb64B7Se0Z2ekF4Y522VVHWDy9.1>

(<https://usu.zoom.us/j/81226211586?pwd=8lZyMb64B7Se0Z2ekF4Y522VVHWDy9.1>)

Meeting ID: 812 2621 1586

Passcode: USU5040

**Office Hours:** by appointment. If you would like to meet one-on-one please message me through the Canvas inbox.

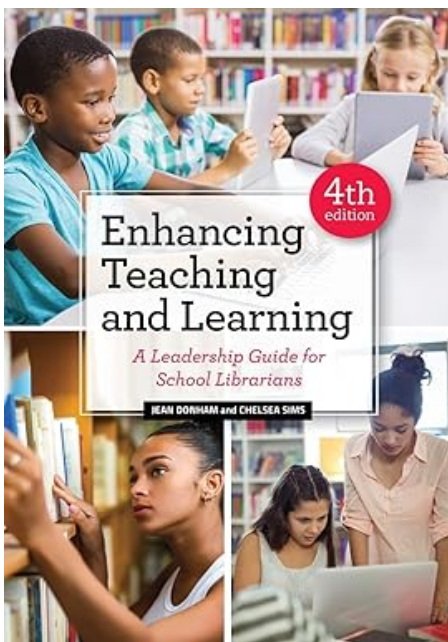
#### Text Book:

#### Enhancing Teaching and Learning: A Leadership Guide for School Librarians, 4th Edition

Jean Donham and Chelsea Sims

ISBN: 978-0838947173

This book is available online at the USU Library. (<https://library.usu.edu/>) Sign on with your USU login for free access.



## Course Description

This course presents a wide variety of activities that are integral to a school library media program, including collaboration, reading guidance, instructional development, curriculum development, media skill instruction, and assessment strategies.

## Course Overview

This is a 3-credit course condensed into 7 weeks ending on June 20, with grades due June 25th.

The course is organized into 4 modules that correspond to each of the four course competencies with approximately 2 weeks for each module. The next module will open once you have completed all the assignments in the previous module, however no more than three weeks in advance of the module's assignments' due dates.

After completing this course (assignments, readings, discussions) you will be able to:

**5a. Professional Learning.** Engage in ongoing professional learning; deliver professional development designed to meet the diverse needs of all members of the learning community.

**5b. Leadership and Collaboration.** Lead and collaborate with members of the learning community to effectively design and implement solutions that positively impact learner growth and strengthen the role of the school library.

**5c. Advocacy.** Advocate for all learners, resources, services, policies, procedures, and school libraries through networking and collaborating with the larger education and library community.

**5d. Ethical Practice.** Model and promote the ethical practices of librarianship, as expressed in the foundational documents of the library profession including the American Library Association Code of Ethics and the Library Bill of Rights.

## Assignments and Discussions:

All assignments involving discussions have **2 due dates**.

- Your original post is due on **Fridays** by midnight.
- Your responses to peers are due on **Mondays** by midnight.

Plan ahead! 😊

When participating in an online discussion, please start early in the week to facilitate a lively exchange of information during that week. Note that the discussion rubric requires you to post your main post before Thursday. Everyone posts once and responds at least twice to other students. These posts and responses are part of your final grade. **Please realize that with your participation in this class, you are contributing to your fellow students' learning as well as your own.**

**Practicum** - practicum is required with this class please see more about Practicum (<https://usu.instructure.com/courses/808600/assignments/5237751>) under the More Resources tab on the home page.

**Readings** - Each week, the required reading will contribute directly to the understanding of the week's content and learning intentions.

## Course Policies

### 4.1

In our classroom, we do not harass or discriminate against anyone on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, veteran status, or marital or parental status; the presence of any sensory, physical or mental disability or handicap; nor for any other reason.

## 4.2. The Honor System

Each student has the right and duty to pursue his or her academic experience free of dishonesty. The Honor System is designed to establish the higher level of conduct expected and required of all Utah State University students.

The Honor Pledge: To enhance the learning environment at Utah State University and to develop student academic integrity, each student agrees to the following Honor Pledge: "I pledge, on my honor, to conduct myself with the foremost level of academic integrity." A student who lives by the Honor Pledge is a student who does more than not cheat, falsify, or plagiarize.

A student who lives by the Honor Pledge:

- Espouses academic integrity as an underlying and essential principle of the Utah State University community;
- Understands that each act of academic dishonesty devalues every degree that is awarded by this institution; and
- Is a welcomed and valued member of Utah State University.

(See Article VI of the student code (University Regulations Regarding Academic Integrity) - <http://www.usu.edu/studentservices/studentcode/article6.cfm> (<http://www.usu.edu/studentservices/studentcode/article6.cfm>))

## 4.3. Plagiarism

Plagiarism includes knowingly "representing, by paraphrase or direct quotation, the published or unpublished work of another person as one's own in any academic exercise or activity without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials." The penalties for plagiarism are severe. They include warning or reprimand, grade adjustment, probation, suspension, expulsion, withholding of transcripts, denial or revocation of degrees, and referral to psychological counseling. (See Article VI of the student code: <http://www.usu.edu/studentservices/studentcode/article6.cfm> (<http://www.usu.edu/studentservices/studentcode/article6.cfm>))

Please note that Canvas has a new automated feature to detect plagiarism called Turnitin (<http://turnitin.com/>). Please also note that professors in the Instructional Technology and Learning Sciences Department are required to officially report ANY case of plagiarism, no exceptions.

## AI Use Policy Statement

This policy outlines the permissible uses of Artificial Intelligence (AI) in the creation of academic and professional works. Students are expected to adhere to the following guidelines:

- **Prohibited Uses:** AI tools, including Generative AI, are strictly prohibited during the reading and synthesizing of resources and literature. In addition, AI use is prohibited during the ideation, planning, and drafting phases of the creative process required by assignments. All original thought, structural outlining, and initial content creation must be your own work.
- **Permitted Uses (with conditions):**
  - **Revising & Proofing:** AI-assisted tools may be used to refine and enhance existing content during the revising and proofing phases (e.g., for editing, style, clarity, or grammar).
  - **Citation & Acknowledgement:** Any work produced with the support of AI tools must include a clear acknowledgement of the tool's use. If AI text is quoted or data is used, it must include a detailed citation and, where possible, direct Links to the AI tool or its output source.

**Note:** Failure to follow these guidelines, particularly by using AI to generate core ideas, structures, or main content, will be considered plagiarism.

# AI Use Guidelines

Ideation



Planning



Drafting



Revising



Proofing



Allowed with AI  
Acknowledgement



Allowed with AI  
Citation & Links



No Generative  
AI Allowed

## 4.4. Sexual harassment

Sexual harassment is defined by the Affirmative Action/Equal Employment Opportunity Commission as any "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." If you feel you are a victim of sexual harassment, you may talk to or file a complaint with the Affirmative Action/Equal Employment Opportunity Office located in Old Main, Room 161, or call the AA/EEO Office at 797-1266.

## 4.5. Students with disabilities

The Americans with Disabilities Act states: "Reasonable accommodation will be provided for all persons with disabilities in order to ensure equal participation within the program. If a student has a disability that will likely require some accommodation by the instructor, the student must contact the instructor and document the disability through the Disability Resource Center (797-2444), preferably during the first week of the course. Any request for special consideration relating to attendance, pedagogy, taking of examinations, etc., must be discussed with and approved by the instructor. In cooperation with the Disability Resource Center, course materials can be provided in alternative format, large print, audio, diskette, or Braille."

## 4.6. Grading

Your grade will be based on the university grading scale:

- A 100-93%
- A- 92-90%
- B+ 89-87%
- B 86-83%
- B- 82-80%
- C+ 79-77%
- C 76-73%
- C- 72-70%
- D 69-60%
- F 59-0%

**Please note that to earn an A- or A grade, the assignment must go beyond the minimum expected in terms of quality (e.g. insight, creativity, analysis, thoroughness, synthesis).**

**Without exception, plagiarized work results in an F and automatically revokes the opportunity to redo that assignment.**

**Assignments that are handed in past the due date cannot be redone. Late assignments may be marked down.**

**All assignments will need to be submitted through Canvas Assignments.**

**Assignments that clearly do not follow directions are returned without review.**

**Final assignments cannot be redone due to time constraints.**

If you wish to discuss a grade, hand in a written explanation of your argument and arrange for a private meeting. Except for unusual circumstances, no appeal for an individual assignment or project will be considered more than two weeks after the grade has been posted.

#### **4.7. Absence from class**

Students are responsible for participating in class by completing the discussions and assignments during the week assigned. If students cannot participate in class they are required to notify the instructor ahead of time of their expected absence.

#### **4.8. Withdrawals and incompletes**

USU students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student may be unable to complete all of the coursework because of extenuating circumstances, but not due to poor performance or to retain financial aid. The term 'extenuating' circumstances includes: (1) incapacitating illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter a work schedule to secure employment, (4) change in work schedule as required by an employer, or (5) other emergencies deemed appropriate by the instructor.

#### **4.9. Grievance process**

Students who feel they have been unfairly treated [in matters other than (i) discipline or (ii) admission, residency, employment, traffic, and parking - which are addressed by procedures separate and independent from the Student Code] may file a grievance through the channels and procedures described in Article VII in the Student Code:

<http://www.usu.edu/student-services/studentcode/article7.cfm>

(<http://www.usu.edu/student-services/studentcode/article7.cfm>).

### **5. Course Schedule**

Note: *the course schedule is subject to change, that is, it is a plan rather than a contract.* You will be notified in Canvas about any changes to the schedule or existing content.

The course schedule is incorporated into the Modules page (<https://usu.instructure.com/courses/808600/modules>) where you can find our weekly topics and what assignments are due.