Course Syllabus
LI849XI

Records and Information Management

Spring Semester 2014

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Primary Phone:  (816) 983-8860 (M-F, 8-4)
Online Course Login:  canvas.emporia.edu
Credit Hours:  3
Meetings:  Internet, begins 1/22

Important Dates for Spring 2014

1/22 First Day of Class    2/4 Last Day to Add/Drop    3/25 Midterm Grades Due
4/9 Last Day to Withdraw   5/9 Last Day of Class      5/17 Commencement
5/20 Final Grades Due

Program Goal

The goal of the SLIM Master of Library Science program is to prepare creative problem solvers who will provide proactive client-centered services in information agencies.
Catalog Description

Records management is the process of creating and maintaining the records - i.e., the corporate and cultural memory - of an organization. In this class, students learn about the field and the concepts and principles of records and information management. (Approved 5/2/2012)

Course Learning Outcomes

1. Have a basic understanding of the life cycle of records
2. Understand the place of records in the archives/record paradigm
3. Have a working knowledge of standards that control records management
4. Have a basic understanding of records management issues
5. Understand the concept of Information Governance

Course Overview

Students learn about creating and maintaining records in various formats (such as electronic documents and physical file folders) in different organizations or environments, and about the life cycle of records, from creation through maintenance to final disposition. Students also learn about developing effective policies, systems, technologies, and governance regarding these records.

Topics covered include examination of the document life-cycle of the records of organizations: generation and control-filing, storage, and retrieval systems using various technologies; protection and disposition-retention regulations and practices. Discussion of how records management concepts and contexts differ from archives and library organization and retrieval systems will be included.

Instructor Contact Information – The professor is usually available Monday-Friday 8:00-4:00 at the number listed. All email messages should be addressed to the ESU email address shown above.

Emergency number during live online classes – 913-522-5644. Please use this number for only urgent calls before and during live online classes. You are welcome to call this number if you cannot log on or if you have technical problems during class and cannot communicate through the chat room.
Required Readings

Records and Information Management
Patricia C. Franks

The reading schedule can be found in the Assignments section of Canvas.

Learning Activities

Join the Records Managers Listserv prior to the first night of class. You can join it here: http://lists.ufl.edu/cgi-bin/wa?SUBED1=RECMGMT-L&A=1

This is a free service.

Optional: Join ARMA International. You can join ARMA here: http://www.arma.org/r1/membership

ARMA has three categories of membership. You can join as a Friend of ARMA for free!

Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Read Chapters 1-2</td>
<td>1/27</td>
<td>25 (includes Live Class one)</td>
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<tr>
<td>Post an introduction of yourself on the Listserv</td>
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<tr>
<td>Read Chapters 3-4</td>
<td>2/10</td>
<td>25 (includes Live Class two)</td>
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<tr>
<td>Listen to Principle of Integrity</td>
<td></td>
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<tr>
<td>Read Chapters 5-6</td>
<td>2/24</td>
<td>25 (includes Live Class three)</td>
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<tr>
<td>Listen to Principle of Retention and Principle of Disposition</td>
<td></td>
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</tr>
<tr>
<td>Read Chapters 8 &amp; 10</td>
<td>3/10</td>
<td>25 (includes Live Class four)</td>
</tr>
<tr>
<td>Listen to Principle of Availability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Read Chapters 7 &amp; 9</td>
<td>3/24</td>
<td>25 (includes Live Class five)</td>
</tr>
<tr>
<td>Listen to Principle of Protection</td>
<td></td>
<td></td>
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<tr>
<td>Read Chapters 11 &amp; 12</td>
<td>4/14</td>
<td>25 (includes Live Class six)</td>
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<tr>
<td>Listen to Principle of Accountability and Principle of Compliance</td>
<td></td>
<td></td>
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<tr>
<td>Listen to Principle of Transparency</td>
<td>4/28</td>
<td>225 (includes Live Class seven)</td>
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<tr>
<td>Assignment</td>
<td>Due Date</td>
<td>Points</td>
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<tr>
<td>Group Presentations</td>
<td>5/9</td>
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</tr>
<tr>
<td>Site Visit Papers</td>
<td>5/9</td>
<td>200</td>
</tr>
</tbody>
</table>

**Group Presentation**

The group presentation will be conducted in the live class on April 28. Groups will be assigned by the professor. All work can be done virtually and does not require students to meet in person.

The presentation will be given on the paper *Mission Archivist*. The materials for this project will be provided by the professor. Students must:

- Each have a part in the live presentation
- Keep presentations to between 9 and 12 minutes. Scores will be affected by groups that are below or above this time parameter
- Present in a professional manner as they would in an office environment
- You have two choices. You can use PowerPoint live in class. These materials must be provided in advance to the professor for posting in the classroom prior to the live class. An alternative is to record your presentation on YouTube and submit, in advance, the link for this presentation to the professor. Students will still be required to attend the live class on April 28 to answer questions.
- Use professional grammar and speech. Delivery matters and will affect final score.
- Have fun! The point of this exercise is to introduce critical thinking about content presented in the course, allow the professor to gauge learning by each student, and provide an opportunity for each student to experience a real-world presentation to sell a project as they would to management in a work environment

**Site Visit paper**

Submit a six to eight page paper on the site visit. At least four pages *must* be text explaining the following:

- A general overview of the organization: size, type of organization, location/s, products/services
- An overview of the records operation: scope, organizational structure, size
- Aspects of the program that the student finds positive and compliant with concepts presented by the course materials and lectures
- Areas for improvement: what does the student recommend that the organization do to improve the program
Students are welcome to include supplemental pages containing documents provided by the organization, photos, drawings, or other information that adds value or enhances the objectives of this assignment. Supplements will not be considered a part of the minimum four pages for the purposes of satisfying this assignment.

This paper is not a research paper per se. However, it is difficult to imagine completing this paper without references. Be sure that all references are cited in the text and listed in the bibliography/list of references. Major points will be deducted for failure to cite referenced information.

**Tentative Course Outline**

**Please note that all times listed are in Central time.**

Live classes, with the exception of April 28, are optional for attendance. As is the nature of online learning, this course is designed for the non-traditional student. Live classes will be recorded. Those students who cannot attend the live class are responsible to listen to the recording and answer questions as assigned. This homework is due one week from the date of the live class.

The live class on April 28 is required as this is the night for group presentations. This requires a computer with audio including a microphone. Group presentations are critical to provide learning opportunities that reflect common job requirements. Please contact the professor as soon as possible if you have concerns about either attending the live class on April 28 or with your ability to connect for your presentation.

<table>
<thead>
<tr>
<th>Session</th>
<th>Topics</th>
<th>Readings</th>
<th>Activities and Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live class one: January 27 8-10pm</td>
<td>Introductions – Professor will discuss expectations and answer questions Discuss Chapters 1-2</td>
<td>Chapters 1-2</td>
<td>See Assignments above</td>
</tr>
<tr>
<td>Live class two: February 10 8-10pm</td>
<td>Discuss Chapters 3-4 Discuss Principle of Integrity</td>
<td>Chapters 3-4</td>
<td>See Assignments above</td>
</tr>
<tr>
<td>Live class three: February 24 8-10pm</td>
<td>Discuss Chapters 5-6 Discuss Principle of Retention and Principle of Disposition</td>
<td>Chapters 5-6</td>
<td>See Assignments above</td>
</tr>
<tr>
<td>Session</td>
<td>Topics</td>
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<tr>
<td>Live class four: March 10 8-10pm</td>
<td>Discuss Chapters 8 and 10 Discuss Principle of Availability</td>
<td>Chapters 8 and 10</td>
<td>See Assignments above</td>
</tr>
<tr>
<td>Live class five: March 24 8-10pm</td>
<td>Discuss Chapters 7 and 9 Discuss Principle of Protection</td>
<td>Chapters 7 and 9</td>
<td>See Assignments above</td>
</tr>
<tr>
<td>Live class six: April 14 8-10pm</td>
<td>Discuss Chapters 11-12 Discuss Principle of Accountability and Principle of Compliance</td>
<td>Chapters 11-12</td>
<td>See Assignments above</td>
</tr>
<tr>
<td>Live class seven: April 28 8-10pm</td>
<td>Discuss Principle of Transparency Group Presentations on Mission Archivist RIM: History to the Horizon</td>
<td>No reading</td>
<td>See Assignments above</td>
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SLIM Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Grade</th>
<th>Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>96-100</td>
<td>B+</td>
<td>87-89</td>
<td>B</td>
</tr>
<tr>
<td>A-</td>
<td>90-95</td>
<td>B</td>
<td>84-86</td>
<td>C-</td>
</tr>
<tr>
<td>C</td>
<td>77-79</td>
<td>C</td>
<td>80-83</td>
<td>F</td>
</tr>
<tr>
<td>C+</td>
<td>74-76</td>
<td>C</td>
<td>70-73</td>
<td>F</td>
</tr>
</tbody>
</table>

SLIM Attendance Policy

Students must attend all face-to-face classes. Class hours for weekend face-to-face meetings are 6pm-9pm on Friday and 9am-5pm on Saturday.

In cases of emergency, go to [http://www.emporia.edu/slim/about/policies.html](http://www.emporia.edu/slim/about/policies.html) for more information.
SLIM Grade Policy

All graduate courses required in the university-approved curricula of SLIM’s master’s programs program, certificate programs, academic concentrations, and doctoral program--or their approved substitutions--must be passed with a final grade of B- or better to receive academic credit. If a student does not receive a final grade of B- or better in any or all of SLIM’s required classes, then the student will be given an academic warning and the student will be notified by SLIM administration that he or she must retake that course or those courses.

When a student has been given an academic warning, an administrative hold will be placed on the student’s record to block future enrollment. Before enrollment can be done, the student is required to meet with the student’s academic advisor with the goal of developing an academic improvement plan. The administrative hold can only be released by the student’s academic advisor or by the SLIM dean. The administrative hold will be released once the student completes his or her next semester course(s) with a B- or above.

If a student has a semester GPA of less than 3.0 for two semesters or has been given an academic warning for two semesters, then the student’s academic progress will be reviewed in light of the academic improvement plan by the student’s program director and the SLIM dean, and a decision will be made regarding whether the student should be academically dismissed from the SLIM’s graduate program.

This SLIM Grade Policy applies to all students in SLIM’s master’s degree programs, certificate programs, doctoral program, and academic concentrations. It also applies to all those who have passed into MLS or doctoral degree candidacy.

SLIM Incomplete Grade Policy

SLIM’s Incomplete Grade Policy upholds the Emporia State University Incomplete Grade Policy (for full policy, go to: http://www.emporia.edu/regist/trnscpt/grades.html).

SLIM’s Incomplete Grade Policy further stipulates that an incomplete request will not be considered approved without an Incomplete Request Form having been submitted by the instructor and approved by the SLIM dean within two weeks after the issuance of the incomplete. If the incomplete grade is being requested for reasons of health, then documentation must be submitted to the SLIM dean’s office before the final grade change is made.

If a SLIM student’s request for a single incomplete grade is approved by the instructor and dean, then the student will be limited to enrolling in six credit hours in the immediately succeeding semester. If a SLIM student requests more than one incomplete grade to be issued at the conclusion of a semester, then an administrative hold will be placed on the student’s record to block future enrollment until all incomplete grades are finished and the final grade changes have been submitted by the instructor(s), signed by the SLIM dean, and accepted by the ESU Registrar’s Office.
Course Evaluations

SLIM uses the IDEA evaluation instrument to gather feedback from students on the effectiveness of each course. The data gathered is shared with instructors in aggregated form, and is used for both course and teaching improvement. Evaluation surveys are made available to students toward the end of each semester, and periodic email reminders are sent to encourage participation. The surveys are administered by The IDEA Center and student responses are anonymous (unless students share any identifying information in their comments). Instructors do not have access to individual student surveys at any time, and only receive aggregated data at least two weeks after final grades are submitted.

Faculty-initiated Student Withdrawal Procedure

Students should be aware that your instructor follows the university’s policy of faculty-initiated student withdrawal. It reads as follows: “If a student’s absences from class or disruptive behavior become detrimental to the student’s progress or that of other students in the class, the faculty member shall attempt to contact the student in writing about withdrawing from the class and shall seek the aid of the office of Vice President of Student Affairs to help insure contacting the student. The Office of the Vice President of Student Affairs shall provide the student information about the existing appeals procedures. Upon receiving a written report from the faculty member, the Vice President of Student Affairs may initiate a student withdrawal from the class. None of the above implies or states that faculty members are required to initiate the student withdrawals for excessive absence. [Policy and Procedures Manual 43.11]

Academic Dishonesty

At Emporia State University, academic dishonesty is a basis for disciplinary action. Academic dishonesty includes but is not limited to activities such as cheating and plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the source or sources.)

The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question and may refer the case to other academic personnel for further action. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university.
Disabilities Policy

Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, the Office of Disability Services, and the professor will be strictly confidential.

Contact information for the Office of Disability Services:

Office of Disability Services
106 Plumb Hall
Emporia State University
1200 Commercial Street / Box 23
Emporia, KS 66801
Phone: 620/341-6637
TTY: 620/341-6646
Email: disabser@emporia.edu