LONG ISLAND UNIVERSITY
School of Library and Information Science

LIS 520: Records Management

Syllabus – Spring 2018

INSTRUCTOR INFORMATION

Instructor: Sofia Empel, PhD
Office hours: Office hours (subject to change): Saturday, by appointment
        Note: Email is the best way to reach me. You may email me to schedule an appointment.
Email: sofia.empel@liu.edu
Phone: 201-446-0258; 516-299-2866 (Palmer office)

COURSE OVERVIEW

Course delivery: Face-to-Face with extensive participation through the course Blackboard website
Class start & end dates: January 27, 2018 – March 2, 2018;
[Four (4) classroom lectures - January 27, February 2, February 10, and February 24, 2018]

Bulletin Description

Introduction to the systematic management of business records. Topics covered include: inventorying records, preparation of retention schedules, space management for inactive records, micrographics, protection of vital records, and file organization concepts. *Annually, 3 credits*

Palmer Student Learning Objectives (SLOs)

The course meets the following Palmer School objectives:

> 3b: Design and deliver information programs to meet the needs of specific users.
> 4a: Explain principles and practices of management.

Course Objectives and Outcome Assessment

After completing this course, students will be able to:

1. Explain the purpose of records management and its distinctive role in an organization's information management activities.
2. Define the scope and content of a systematic records management program and the types of information management problems that records management can effectively address.
3. Analyze and discuss the basic steps required to prepare retention schedules for the business records of an organization.
4. Explain basic filing system concepts and methods for office records and the role micrographics and digital imaging systems play in records availability.
5. Explain the role of legal discovery in the context of records management.
6. Identify key concepts of vital records and disaster recovery protection.
7. Develop basic records management-related education, awareness and training.

COURSEWORK REQUIREMENTS

Face-to-Face Attendance/ BlackBoard Participation

This course covers a great deal of ground in a short period of time, so face-to-face attendance and Blackboard participation are crucial to success. Lecture attendance will comprise 40% of the points and will be monitored by the professor. Assignments will comprise the remaining 60% of the points and must be submitted through Blackboard.

To receive credit for the attendance requirement, you must be physically present in the classroom for the duration of the lecture from start to end time. No partial points will be awarded. Failure to attend class will negatively impact your participation grade. In case of inclement weather, the instructor reserves the right to deliver content through BlackBoard in lieu of classroom attendance.

Regular use of the course website in Blackboard is required to access weekly readings, quizzes and assignments and submit assignments online. The instructor will provide feeback and grade assignments in the course website. All assignments must be submitted in Blackboard to receive a course grade. No assignments will be accepted outside of the course website by email.

Textbook

> Saffady, W. (2015). *Records and Information Management: Fundamentals of Professional Practice, 3rd ed.* Overland Park, KS: ARMA International. ISBN 978-1-936654-72-7. In addition to other sources such as Amazon, the book is available at www.arma.org.

All other readings, information, instructions, and rubrics for required coursework will be made available on the course website in Blackboard.

Workload

For each graduate credit hour enrolled, students should anticipate three hours of work outside the class meeting time. In other words, students should anticipate at least nine hours of work outside the class meeting for each class, each week for a full term 15-week course. Courses that meet for a shorter semester period (for example, 5, 7 or 10 weeks) have longer class meetings and require students to adjust their workload per week. Please make sure to plan your schedule accordingly.

20 Hours:	Blackboard time (5 hours/wk X 4 weeks)
32 Hours:	Required readings (approx. 8 hours/wk X 4 weeks)
20 Hours:	Classroom time
68 Hours:	Assignments X 4
12 Hours:	Quizzes X 4
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152 Hours:	Total Coursework

Graded Coursework

Total possible points for the course: 1,000 points

    Classroom Participation: 400 points (40% of total grade)
- Sudent must be physically present in the classroom from start to end time
- No partial credit allowed

    Quizzes: 100 points (10% of total grade)
- 4 qizzes due on Friday at 11:59pm ET each week
- 15 multiple choice/true-false questions
- All quizzes must be completed on the course Blackboard site

    Assignments: 500 points (50% of total grade)

During this course, you will apply the records management (RM) knowledge you learned to develop a RM training module. There are four assignments that build on one another to eventually become one final deliverable---the RIM training module.

The assignments will be posted on the course Blackboard website each Saturday at 12:00am ETand are due each Friday by 11:59pm ET. Each week you will receive template instructions (Word) to help you complete one part of the training module (PowerPoint). You must answer a variety of short questions in the template pertaining to the readings assigned each week. The answers in the template will be the basis for the content of the RM training module. All assignments must be submitted on the course Blackboard site.

Grading

Final grading will be based on the sum of all graded coursework on a basis of 0-100%. More specifically:
    A 94-100 | A- 90-93 | B+ 86-89 | B 82-85 | B- 80-82.99 | C+ 78-81 | C 74-77 | C- 70-73 | D+ 65-69 | D 60-64 | F <60

    Graduate student proficiency:
        A = denotes *superior scholarship*
        B = denotes *average performance*
        C = denotes *below average* performance
        D = denotes *far below average* performance
        F = denotes *failure*

Graduate student standards:
    A = demonstrate *superior* performance through critical thinking, exemplary products, positive and supportive interactions with colleagues, and sustained active participation across course activities;
    B = average on all assignments; this graduate standard indicates that the work was *well done*, complete, met stated criteria, represents a strong professional effort, and was turned in on time.

All written assignments and discussions will be assessed using a grading rubric, which will be made available to you in the Blackboard course site.

COURSE POLICIES & PROCEDURES

Each learning module will correspond to a calendar week, with the first day of the week commencing on Saturday at 12:00 AM Eastern time, and the week concluding on Friday at 11:59 PM ET. Materials for each learning module will be released at the beginning of the learning period.

The instructor will review progress discussion and assignments frequently, and aims to respond to student questions posed via email and Blackboard within 48 hours of receipt of a message. If the instructor is out of town for conferences or family emergencies, students will be informed of such absences and given a revised estimate of when they may expect responses to email and voice mail.

Assignments: The detailed instructions for each assignment will be posted in Blackboard. Follow them carefully. Submit assignments in the "Assignment" area of the course by the due date in Word or PDF format only, unless otherwise specified. Citations in APA format are required for both the assignments and discussions, including author-date in-text citations and corresponding reference list unless otherwise noted. Sources of credible citations are course readings, academic journals, newspapers, .edu, .gov. and .org (not .com) websites. At least 80% of your citations must be academic, with no more than 20% of the sources being websites unless otherwise noted.

Communication Policy: The instructor prefers email communication, but will be happy to set up in-person, teleconference, or telephone meetings as needed. The instructor will provide feedback on assignments using rubrics and/or comments communicated via the Blackboard learning environment. For additional feedback, individual meetings can be arranged upon request.

Policy on Late Submissions: Any assignment submitted after the posted deadline will be considered late and will not be accepted without prior discussion/arrangement with the instructor, except in cases of family emergency, illness, or other legitimate excuse as defined by the University policy on class attendance/class absence: http://www.liu.edu/CWPost/Campus-Life/Academic-Career-Planning/Academic-Policies

Netiquette: Communication is very important in this course. Students and the instructor will participate in discussions mainly in the classroom, and as needed on the course website. All students are expected to:
1. Demonstrate respect for the instructor and for other students in the class.
2. Be polite and rational when expressing difference of opinion.
3. Provide only constructive comments when evaluating the work of other students.
4. Stay on topic in group discussions or other collaborative activities.
5. While online, do not use all cpital letters which is like shouting and is considered offensive.
7. When writing, use good grammar and spelling; avoid using text messaging shortcuts

NOTE: The instructor reserves the right to remove posts that are not collegial in nature and/or do not meet the Online Student Conduct and Etiquette guidelines listed above.

TECHNOLOGY

Students will need Internet access and a PC computer or a Macintosh with the latest version of a web browser (Firefox, Internet Explorer).

You can access Blackboard anywhere you have Internet access, but there are some guidelines to follow that will make your experience much more productive:
- Use Firefox Web browser if possible; it is the browser that works best with Blackboard.
- Be sure your computer has the latest Flash player installed.
- You may need to enable "pop-ups" from the Blackboard site.
- You can utilize the Blackboard Mobile Learn app if you wish to access the course on an iPad.

Student Resources/Technical Support

Blackboard is available at http://blackboard.liu.edu. Support is available at http://csi.liu.edu/ or by contacting the Office of Information Technology at 516-299-3967.

College of Education, Information, and Technology (CEIT) Policies
Email Policy

Campus-based email addresses (i.e., <username>@liu.edu; <username.@my.liu.edu) are the CEIT-accepted addresses for all CEIT communication, including communication between faculty and students related to all courses and communication between the Dean's Office and faculty, students, and staff. Faculty, staff, and students will use only LIU email addresses for all LIU (including CEIT) email communication. All emails to students, faculty, and staff are sent to their campus-based email addresses. CEIT communication received from non-campus based email may not receive prompt attention nor will such communication be considered "official." This is consistent with federal regulations embedded in FERPA.

Incomplete Policy

As described in the LIU Incomplete Grade Agreement, an Incomplete grade is assigned "when, due to extenuating circumstances, a student needs additional time to complete a course." Thus, students must submit a written request, with appropriate documentation (e.g., doctor's note) to the appropriate faculty member, chairperson, **and** dean for the Incomplete. If the request is approved, the professor will assign the Incomplete grade as per the policies of LIU Post.

Attendance Policy

Regular class attendance is expected. You must attend all four sessions from start to finish to receive credit for calassroom participation. No partial credit is permitted.

Academic Integrity

Academic integrity is vital to student learning and growth. Violations of academic integrity include plagiarism, cheating, and other similar actions. Students whose work does not fulfill the expectations of academic integrity may have sanctions imposed. Please see the student handbook: http://www.liunet.edu/CWPost/StudentLife/Services/Student-Conduct. The handbook outlines academic integrity as well as possible sanctions and the appeal process.

Disabilities Support Policy

As per the LIU Post catalog, students with disabilities who desire accommodations must submit appropriate documentation of their disability to the office of Disability Support Services (DSS) located in the Learning Support Center. Professional staff will review and evaluate this documentation, interview the student, and provide the student with completed Accommodations Forms for presentation to the teaching faculty. Campus departments will be notified, as necessary, of the need for additional accommodations noted in the student's documentation. Accommodations Forms must be obtained each semester, before the semester begins. DSS files are confidential. Accommodations cannot be given to students unless the appropriate document is given to the professor.

COURSE SCHEDULE and ASSIGNMENT CHECK LIST

Weeks run Saturday through Friday; day starts at 12am ET and ends at 11:59pm ET
(Blackboard Time). Assignments are due by 11:59pm on the day specified.

	Week, Date, Topics	Due Dates	Delivery	Assignments [% final grade]
Week 1: 1/27/18 – 2/02/18	Lecture 1	1/27/18	classroom	Lecture attendance/participation [10%]
	Module 1: Introduction to RIM	Complete during the week	Course Website	Readings/activities as assigned in Blackboard
	Module 2: Contextual Analysis			
	Module 3: Records Inventory			
	Module 4: Education, Awareness, Training			
	Quiz #1	2/02/18 Friday 11:59pm		Submit quiz #1 (2.5%)
	Assignment #1			Submit assignment #1 [10%]
Week 2: 2/03/18 – 2/09/18	Lecture 2	2/03/18	classroom	Lecture attendance/participation [10%]
	Module 5: Legal Requirements	Complete during the week	Course Website	Readings/activities as assigned in Blackboard
	Module 6: Risk Considerations			
	Module 7: Business Needs			
	Module 8: Archival Appraisal			
	Quiz #2	2/09/18 Friday 11:59pm		Submit quiz #2 [2.5%]
	Assignment #2			Submit assignment #2 [10%]
Week 3: 2/10/18 – 2/16/18	Lecture 3	2/10/18	classroom	Lecture attendance/participation [10%]
	Module 9: Organization and Retrieval	Complete during the week	Course Website	Readings/activities as assigned in Blackboard
	Module 10: Storage and Destruction			
	Module 11: Legal Holds/Discovery			
	Module 12: Vital Records/Disaster Recovery			
	Quiz #3	2/16/18 Friday 11:59pm		Submit quiz #3 [2.5%]
	Assignment #3			Submit assignment #3 [10%]
Winter Break 2/17/18 – 2/23/18		N/A	N/A	Winter break – no class
Week 4: 2/24/18 – 3/02/18	Lecture 4	2/24/18	classroom	Lecture attendance/participation [10%]
	Module 13: Generally Accepted Recordkeeping Principles	Complete during the week	Course Website	Readings/activities as assigned in Blackboard
	Module 14: Policies and Procedures			
	Module 15: RIM in the 21st Century			
	Quiz #4	3/02/18 Friday 11:59pm		Submit quiz #4 (2.5%)
	Assignment #4 (Final Project)			Submit assignment #4 [20%]