Supervision and Management Competency - Course Map

Instructions:

Please complete each section under each competency. If the course(s) does not cover that competency, please indicate no coverage in the map.

Mapping multiple courses? If your program covers the competencies in two or more courses, please complete information for all courses in Part One. In addition, if you are describing two or more courses, under the individual competencies, please indicate which course you are describing by including its course number.

Definitions:

**Methods** mean any material that you present to cover the content of a particular competency. Methods could include lectures, power point presentations, video or/and audio presentations, field trips, or guest speakers.

**Readings** includes any text material assigned to your students. We understand that many instructors change the readings frequently. For the purpose of the map, please include the course's most current reading assignments. If you assign chapters in a textbook, please include the title of that chapter. Readings also include any viewing or reading of videos or other artifacts.

**Assignments** include any activities that you require students to complete. The summary assessment should also list the assignments. If you require discussion board posts, please give the topic of that discussion assignment. For the purpose of the map, please include the course's most current board topics. We understand that many instructors change discussion boards assignments as needed.

**Assessments** include any way that you use to evaluate if students have mastered that particular competency. For example, if a final exam includes questions about a competency, then include “final exam” on the map. You do not need to include the particular questions.

Part One: Course Information

If the course syllabus contains this information, you do not have to repeat the information in Part One.

Course Description:
Course Outcomes or Student Learning Outcomes:
Description of each assignment:
Description of each assessment:
Description of how students interact with the instructor and with each other:
Part Two: Competency-Course Map

Competency 1: Library Support Staff (LSS) know basic regulations and laws that govern employment, library policies, and procedures; and how policies are influenced by local, state, and federal laws and regulations.

Methods:  
Readings:  
Assignments:  
Assessments:  

Competency 2: LSS know basic principles of staff management, supervision, and discipline.

Methods:  
Readings:  
Assignments:  
Assessments:  

Competency 3: LSS participate in recruiting, hiring, training, evaluating, and promoting library staff.

Methods:  
Readings:  
Assignments:  
Assessments:  

Competency 4: LSS set clear performance expectations for staff linked to the library’s strategies and priorities.

Methods:  
Readings:  
Assignments:  
Assessments:  

Competency 5: LSS know basic principles of leadership.

Methods:  
Readings:  
Assignments:  
Assessments:  

Competency 6: LSS plan, implement, and encourage participation in staff development activities.

Methods:
Competency 7: LSS know the value of written, approved policies and procedures and the difference between policies and procedures and are able to develop policies and procedures for review.

Competency 8: LSS know the basic purposes and concepts of budgeting and are able to request, defend, and follow a budget for library activities.

Competency 9: LSS know the basics of fundraising and grant writing and are able to prepare a proposal to raise funds to support library programs.

Competency 10: LSS plan library services based on community demographics, data analysis, and needs and are able to evaluate these services.

Competency 11: LSS know the principles and the value of forming partnerships with other libraries, agencies, and organizations.
Competency 12: LSS know the principles of marketing the library and its services and can develop and implement a marketing plan.

Methods:  
Readings:  
Assignments:  
Assessments:  

Competency 13: LSS develop realistic goals and measurable objectives after careful consideration of benefits, risks, and impact on library current and future needs.

Methods:  
Readings:  
Assignments:  
Assessments:  

Competency 14: LSS apply concepts of user-oriented customer service to build positive relationships between staff and users.

Methods:  
Readings:  
Assignments:  
Assessments: 

Competency 15: LSS know the basic principles and conduct meetings effectively and efficiently.

Methods:  
Readings:  
Assignments:  
Assessments: 

Competency 16: LSS know the concepts of effective decision-making and are able to make decisions as appropriate.

Methods:  
Readings:  
Assignments:  
Assessments: 