

VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE
MLIS 7800 Capstone
Syllabus--Fall Semester 2011
Three Credit Hours

Instructor:

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Course Description

Required for partial fulfillment of the requirements for the MLIS degree. Emphasis will be on synthesis of knowledge, honing writing and presentation skills, and creating a professional development plan.

Course Prerequisite or Corequisite: Taken during the final semester of study

Draft MLIS Program Objectives (PO)

(submitted to the Graduate Executive Committee Fall 2011)

Graduates of the VSU MLIS Program will:

- PO 1. Perform administrative, service, and technical functions of professional practice in libraries and information centers.
- PO 2. Use existing and emerging technologies to meet system, user, and other needs in libraries and information centers.
- PO 3. Integrate relevant research to enhance work in libraries and information centers.
- PO 4. Demonstrate professionalism in their work in libraries and information centers.

Learning Outcomes (LO)

Students will:

- LO 1. Synthesize knowledge gained throughout the course of study and apply that knowledge to the consideration of current professional issues (PO 4)
- LO 2. Create a professional development plan (PO 4)
- LO 3. Articulate personal professional goals (PO 4)
- LO 4. Navigate the job hunting process (PO 4)
- LO 5. Write a paper of publishable quality (PO 3, PO 4)
- LO 6. Make an effective professional presentation (PO 3, PO 4)

(measures that assess these outcomes appear on pages 2-3 of this syllabus)

Required Texts

Rubin, Richard E. *Foundations of Library and Information Science*. New York: Neal Schuman. The edition you used in Foundations will serve as a reference for this course.

Publication Manual of the American Psychological Association. Sixth Edition. American Psychological Association, 2009. **ISBN-10:** 1433805618
ISBN-13: 978-1433805615

[OPTIONAL]

If you want to invest in a book to help you create your resume and professional development plan, consider:

Newlen, Robert R. *Resume Writing And Interviewing Techniques That Work!: A How-to-do-it Manual for Librarians*. Neal Schuman, 2006. **ISBN-10:** 1555705383 **ISBN-13:** 978-1555705381

In addition, reference professional standards that your professor suggests as standards that you should consider for preparation of your paper, presentation, and resume preparation for your final documents that will become a part of your portfolio.

OVERVIEW of REQUIREMENTS (mapped to Program Objectives and Learning Outcomes)

Capstone Topic: Identify a topic that will serve as the theme for your current issues discussion, your paper, and your presentation derived from your paper. Post to Discussion #1 no later than **Class #2**.

Professional Resume: Submit a resume that represents your knowledge and skills as a graduate from a MLIS program in combination with concurrent skills or knowledge that you acquired on the job or from previous degrees. Submit via the BlazeView Assignment Dropbox no later than **Class #3**. (LO 4)

Professional Development Plan: Create a professional development plan based on your career goals and academic preparation. Include a detailed job-hunting plan, if applicable. Include plans for solidifying and updating your professional knowledge in the two-year period following graduation. Submit via the BlazeView Assignment Dropbox no later than **Class #4**. (LO 2)

Current Issues Discussions: Using Live Classroom, summarize one current aspect of your Capstone topic based on research you identify from either the LIS and/or popular literature during the past year. You have up to 6 minutes to present. In the last 6-9 minutes, moderate a discussion on the topic. Pose two or three questions to guide the discussion. Schedule your presentation date for **Class #5**. (LO 1, LO 6)

Reference Request Sample: Post a sample email that you would submit to someone you want to use as a reference for a particular position. The position must be real. You may substitute fictitious name(s) of the job source or the person you are asking for a reference if you feel this is sensitive information. Attach your revised resume. Post to Discussion 2 no later than **Class #6**. (LO 4)

Initial Draft Paper on Capstone Topic: Submit via the BlazeView Assignment Dropbox no later than **Class #7**.

Progress Conference: Using Live Classroom, discuss your progress on the research for your Capstone topic privately with Dr. Ondrusek. Present a preview of your Capstone presentation using a few slides to illustrate opening remarks and highlights of your research. Make advanced appointment via BlazeView email. Conference occurs during **Class #9**.

Electronic Portfolio: Follow the formatting requirements and guidelines for selecting work samples in the BlazeVIEW site. Use of Google Docs or similar software for compiling your portfolio is required. All portfolios must be available for review by **Class #11**. (PO 2)

Reflective Essay on MLIS Experience: Prepare an essay that reflects on and evaluates your experience as a candidate in the VSU MLIS degree program. Your essay must include your opinion of the strengths and weaknesses within the program. Submit via the BlazeView Assignment Dropbox no later than **Class #12**.

Capstone Paper: Prepare a paper of publishable quality on the Capstone topic submitted in Class #2 and reviewed in Class #7. Paper length will depend on topic and on requirements of appropriate publication venues. Submit via the BlazeView Assignment Dropbox during **Class #15 no later than November 23rd**. (LO 1, LO5)

Conference-style Presentation: Develop a conference-style presentation derived from the research and findings on your Capstone topic. Presentations will last 15-20 minutes with 10 minutes for questions and discussion. You have the option of presenting on Live Classroom during Week #16, November 28th through December 2nd or the option to travel to VSU and present in person the day of graduation, December 9th. (LO 1, LO 6)

Grading of Requirements

Portfolio*	10 points
Reflective Essay	10 points
Professional Resume	10 points
Professional Development Plan	10 points
Current Issues	10 points
Conference-style Presentation	25 points
Capstone Paper	25 points

* You cannot complete your degree with an Incomplete portfolio. Your resume and professional development plan must be included. All links must work.

Final Grade Assignment

100 – 90 points = A	89 – 80 points = B	79 – 70 points = C
Excellent work	Better than average	Needs revisions

Below a C, you will not be qualified for graduation with an MLIS

The Semester at a Glance

August 15-28	Class #1 and Class #2
	Introductions – Say “hello” to classmates on the Welcome Board.
	Submit Capstone topic to Discussion 1
	Due Wednesday, August 24

- August 29-Sept. 4 Class #3
- Submit ***Professional Resume*** to the BlazeView Assignment Dropbox
Due Wednesday, August 31, 11:59 pm
- Sept. 5 Labor Day, National holiday
- Sept. 6-11 Class #4
- Submit ***Professional Development Plan*** to the BlazeView Assignment
Dropbox
Due Wednesday, September 7, 11:59 pm
- Schedule your ***Current Issues Discussion Presentation***
Available dates: Sept. 15, 16, 17, 18
Use the Sign-up sheet in BlazeVIEW.
- Sept. 12-18 Class #5
- Present your ***Current Issues Discussion***
- Sept. 19-25 Class #6
- Submit ***Reference Request Sample*** to Discussion 2
Attach the revised version of your Resume
Due Wednesday, September 21
- Sept. 26-Oct. 2 Class #7
- Submit ***Initial Draft of your Paper on Capstone Topic***
to the BlazeView Assignment Dropbox
Due Wednesday, September 28, 11:59 pm
- Oct. 5-7 MLIS faculty will be attending GA COMO.
- Thur. Oct. 6 **Last day to withdraw from a class without academic penalty.**
- Oct. 3-9 Class #8
- Return of your ***Initial Draft of your Paper on Capstone Topic***

- Oct. 10-16 Class #9
- Meet with Dr. Ondrusek online for your ***Progress Conference***
Available dates: Oct. 10, 11, 12, 13, 14
- Oct. 19-23 Class #10
- Prepare your ***Portfolio*** for submission
- Oct. 24 & 25 Fall Break – Most University services closed. The Odum Library is open.
- Oct. 24-30 Class #11
- Submit your ***Portfolio***
Electronic submissions: Give attachment or URL in Discussion 3
Due Wednesday, October 26, 11:59 pm
- Oct. 31-Nov. 6 Class #12
- Submit ***Reflective Essay on MLIS Experience***
to the BlazeView Assignment Dropbox
Due Wednesday, November 2, 11:59 pm
- Schedule your ***Conference-style Presentation***
Available dates for Live Classroom presenters:
November 28, 29, 30. December 1 or 2.
- Emergency date: December 3
- Available date for In-person presenters (on VSU campus):
December 9
- Nov. 7-20 Class #13 and Class #14
- Prepare your ***Capstone Paper*** for submission
- Make corrections to your ***Portfolio***
- Nov. 21-23 Class #15
- Submit ***Capstone Paper*** to the BlazeView Assignment Dropbox
Due Wednesday, November 23, 11:59 pm
- Nov. 24-27 Thanksgiving holiday and weekend

Nov. 28-Dec. 2	Week #16	Delivery of Live Classroom Conference-style Presentations Daytime presentations are preferred so that interested MLIS faculty members can attend. Free up one of these days so that you can present your work and listen to other classmates during that day.
Dec. 9		Delivery of On-campus, in-person Conference-style Presentations Start time depends upon number of participants. Graduate School Commencement 6 pm

Application for Graduation

Please make sure that your Application for Graduation packet has been submitted and processed. You can either call the MLIS Office for confirmation that we have all the forms in your file (229-333-5966) or you can contact the VSU Registrar's Office (229-333-5727).

Academic Honesty

"Valdosta State University expects that graduate students will pursue their academic endeavors and conduct themselves in a professional and ethical manner. All work that a student presents to satisfy course requirements should represent his or her own efforts, including appropriate use and acknowledgement of external sources."

The **Guide to Ethical Conduct** is a booklet created for VSU MLIS students (http://www.valdosta.edu/mlis/student_resources/documents/GuidetoEthicalConductWebversion.pdf). It contains guidelines on appropriate conduct and outlines the ethical principles that instruct the profession of library and information science.

Specific regulations related to student conduct and behavior are contained in the *Student Handbook, Student Code of Ethics*. Please acquaint yourself with the full policy at <http://www.valdosta.edu/academic/AcademicHonestyPoliciesandProcedures.shtml>.

By this time in your MLIS program, you are expected to apply citing, quoting, and appropriate use of resources for your discussions, paper, and presentations. If you are unsure about the guidelines for an assignment, this is the time to clarify issues of academic publication.

Noncompliance with rules on appropriate use of resources will result in zero credit for those parts of the assignment affected.

Asking librarians or staff in a library to provide answers or to conduct research to fulfill any part of a graded course requirement is an infraction of academic integrity. The same policy applies to contacting any free or commercial reference service for assistance with a graded assignment.

An overall grade of zero can be assigned to an entire paper or project if the instructor determines that its contents, or parts of its contents, were completed by a second party. This, of course, does not apply to group projects that require collaboration on a final product.

Distance Learning & Technical Support

Given the high stakes involved in completing this course (your graduation!), it is absolutely essential that you have your computer's technical connections to the applications provided through the university's Information Technology department and the eLearning lab (Distance Learning) ready to go as of the first day of class. The IT Help Desk is available at <http://www.valdosta.edu/helpdesk/guides/> and their phone hot line is 229-245-4357.

To ask questions about **availability or location of VSU online resources**, use the VSU Library's Live Chat or E-mail at: <http://www.valdosta.edu/library/ask.php>. You may also phone the VSU Library's reference service at (229) 333-7149.

Special Needs Statement

Valdosta State University is an equal opportunity educational institution. It is not the intent of our institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin, or the handicap of the individual. It is the intent of the institution to comply with Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as the Title IX section 504 of the Rehabilitation Act of 1973. Students requiring classroom accommodations or modifications because of a documented disability should discuss this need with the professor at the beginning of the semester. Students requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in room 1115 Nevins Hall. The phone numbers are 245-2498 (V/VP) and 219-1348 (TTY).

Student Agreement

Enrollment in this class signifies that the student has agreed to abide by and adhere to the policies and regulations specified above. It is understood that the instructor may adapt or change this syllabus and the assignments contained within it according to circumstances that may arise during the course of the semester.

By taking this course, you agree that all required course work may be subject to submission for textual similarity review to SafeAssign, a tool within BlazeVIEW. For more information on the use of SafeAssign at VSU see [SafeAssign for Students \(http://www.valdosta.edu/academic/SafeAssignforStudents.shtml\)](http://www.valdosta.edu/academic/SafeAssignforStudents.shtml).



You did it! Congratulations!