

VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE
MLIS 7800 Capstone Syllabus
Summer Semester 2013
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 Co-requisite: Taken during the final semester of study.

Grade Requirements

All students admitted fall 2012 and thereafter must earn a grade of “B” or better in each of these core courses: MLIS 7000, 7100, 7200, 7300, 7700, and 7800.

MLIS Program Objectives (PO)

Graduates of the VSU MLIS Program will:

- PO 1. Perform administrative, service, and technical functions of professional practice in libraries and information centers by demonstrating skills in information resources; reference and user service; administration and management; organization of recorded knowledge and information.
- PO 2. Use existing and emerging technologies to meet 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.

Student Learning Outcomes (SLOs)

Students will:

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

Required Texts

Publication Manual of the American Psychological Association. Sixth Edition. American Psychological Association, 2009. ISBN 10: 1433805618 ISBN 13: 9781433805615

A book on writing professional resumes. A recommended title is:

Newlen, Robert R. *Resume Writing And Interviewing Techniques That Work!: A How-to-do-it Manual for Librarians.* Neal Schuman, 2006. ISBN10: 1555705383 ISBN13: 9781555705381

In addition, refer to professional standards that your professor recommends as benchmarks when preparing your paper, oral presentation, and resume to include in the final documents that will become a part of your portfolio.

Assessment Portfolio

All students are **REQUIRED to purchase** access to the MLIS Program assessment system called LiveText (www.LiveText.com). Instructions for purchasing and using LiveText are posted on the course website.

Communications with the Instructor

VSU requires that all correspondence between the student and the instructor be conducted through official channels. To that end, all e-mail correspondence related to this course is to be conducted using the email client built into BlazeVIEW. Non-course related email should be sent to the instructor's regular VSU email address. Students should always use their own VSU email addresses for all VSU related communications. This is not for pedantic reasons. Sometimes non-VSU email is filtered out.

Assignments in Brief as mapped to Program Objectives and Student Learning Outcomes

Note: For three of the assignments below, you will find the designation: *Not graded, but required*. You must complete these assignments or you will receive the overall grade of "F" in the course. The E-Portfolio must also be submitted or, again, an "F" will be assigned.

Note: There are no due dates assigned in the syllabus. The course calendar inside BlazeVIEW is the resource for due dates.

1. **Capstone Topic:** Identify a topic that will serve as the theme for your current issues discussion, your paper, and your final presentation derived from your paper. (**Not Graded, but Required**)
2. **Professional Resume (SLO 4):** 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. Grade weight: 10%
Successful completion of this assignment is necessary to fulfill requirements for this course and indicates partial accomplishment of MLIS Program-level student learning outcomes. Your finished assignment must be uploaded to the designated online portal (currently LiveText).
3. **Reference Request Sample (SLO 4):** Find a job ad that fits your career goal(s) and qualifications. The position must be real. Post a sample email that you would submit to someone you want to use as a reference for that particular position. 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 to the post a cover letter that introduces yourself and describes the skills you possess related to the job description. **(Not Graded, but Required)**.

4. **Professional Development Plan (SLO 2, SLO 3):** 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. Grade weight: 10%
Successful completion of this assignment is necessary to fulfill requirements for this course and indicates partial accomplishment of MLIS Program-level student learning outcomes. Your finished assignment must be uploaded to the designated online portal (currently LiveText).
5. **Current Issues Discussions (SLO 1, SLO 6):** Summarize one current aspect of your Capstone topic based on research you identify from either the LIS and/or popular literature published in the past year. You have up to 6 minutes to present. In the last 9 minutes, moderate a discussion on the topic. Pose two or three questions to guide the discussion. Grade weight: 10%
6. **Initial Draft Paper/Literature Review on Capstone Topic:** Submit via the BlazeVIEW Assignment Dropbox. Your research on your topic so far. In the case of a research project, your review of the literature so far should highlight gaps in the literature that your research may address. **(Not Graded, but Required)**
7. **Electronic Portfolio (PO 2):** Follow the formatting requirements and guidelines for selecting work samples in the BlazeVIEW site. Use of **Google Sites** software for compiling your portfolio is required. You cannot complete your degree with an incomplete portfolio. Your resume and professional development plan must be included. All links must work. Grade weight: 25%
Successful completion of this assignment is necessary to fulfill requirements for this course and indicates partial accomplishment of MLIS Program-level student learning outcomes. Your finished assignment must be uploaded to the designated online portal (LiveText).
8. **Conference- style Presentation (SLO 6):** Develop a conference-style presentation derived from the research and findings on your Capstone topic. Presentations will last 15 to 20 minutes with 10 minutes for questions and discussion. You present on Live Classroom during the last week of class. Grade weight: 20%
Successful completion of this assignment is necessary to fulfill requirements for this course and indicates partial accomplishment of MLIS Program-level student learning outcomes. Your finished assignment must be uploaded to the designated online portal (currently LiveText).
9. **Capstone Paper (SLO 5):** The Capstone Paper is a formal, journal style research paper presenting findings of the research project agreed to between student and instructor and the basis of the conference style presentation. It is to be written using the APA style guide and contain all appropriate elements (abstract, references, etc.) The paper should not exceed 25 1.5 spaced 12 point font pages with standard margins. The paper is to be submitted electronically in .doc, .docx, rtf, or pdf format. Grade weight: 25%
Successful completion of this assignment is necessary to fulfill requirements for this course and indicates partial accomplishment of MLIS Program-level student learning outcomes. Your finished assignment must be uploaded to the designated online portal (currently LiveText).

10. **Reflective Essay:** Prepare an essay that reflects on and evaluates your experience as a candidate in the VSU MLIS degree program. In your essay include your opinion of the strengths and weaknesses within the MLIS program. **(Not Graded, but Required)**

Course Grades

Portfolio	25 points
Reflective Essay	not graded but required
Professional Resume	10 points
Professional Development Plan	10 points
Current Issues	10 points
Conference-style Presentation	20 points
Capstone Paper	25 points

Final Grade Assignment

100 – 90 points = A 89 – 80 points = B 79 – 70 points = C

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 or copied into a paper or project from a source without proper citing. Noncompliance with rules on appropriate use of resources will result in zero credit for those parts of the assignment affected. If you are unsure about the parameters of an assignment, ask for clarification.

Late Policy

A 24 hour grace period is in effect in this course. Because the summer semester is so short, there is no additional time available to make up work. Work submitted more than 24 hours after the due date will not be graded and the assignment will be considered as not submitted. Students who do not submit all the assignments in the course cannot pass the course or graduate (see Standards for Graduation, below).

Standards for graduation:

- **To exit the MLIS Program students must complete every assignment in the Capstone course.**
- **If you receive an overall grade below “C” in MLIS 7800, you will not be qualified for graduation.**
- **No course grade below a C will be credited toward a VSU graduate degree.**
- **A cumulative graduate GPA of 3.0 or better is required by the University for graduation.**

Application for Graduation

The Registrar asks that graduation applications be made two semesters before graduation is planned. Please make sure that your Application for Graduation packet has been submitted and processed. You should call the MLIS Office for confirmation that we have all the forms in your file (229-333-5966). For guidance, see http://www.valdosta.edu/mlis/student_resources/advising.shtml

General Policies

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 behaviors 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.

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://ww2.valdosta.edu/helpdesk/index.shtml> and their phone hot line is 229 245 4357.

Help with BlazeView D2L is available from the Desire2Learn Help Center, linked at <http://www.valdosta.edu/academics/elearning/blazeview-d2l.php> or 1-855-772-0423.

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

Equal Opportunity 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.

Special Needs Statement

From VSU's Access Office (<http://www.valdosta.edu/access/facresources.shtml>): Students with disabilities who are experiencing barriers in this course may contact the Access Office for assistance in determining and implementing reasonable accommodations. The Access Office is located in Farber Hall. The phone numbers are 229-245-2498 (V), 229-375-5871 (VP) and 229-219-1348 (TTY). For more information, please visit <http://www.valdosta.edu/access/> or email: access@valdosta.edu.

Compliance Statement

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.

TurnItIn

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 <http://www.valdosta.edu/academic/SafeAssignforStudents.shtml>).