

VALDOSTA STATE UNIVERSITY  
MASTER OF LIBRARY & INFORMATION SCIENCE  
**MLIS 7800 Capstone Syllabus**  
**Fall 2014**  
Three Credit Hours

**Instructor**

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**Course Description**

Required as 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 2011 and thereafter must earn a grade of “B” or better in each of these core courses: MLIS 7000, 7100, 7200, 7300, 7700, and 7800. Students admitted prior to Fall 2011 must meet the rules in place at the time of admission to the MLIS Program.

**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 and Tools

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

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

A headset and microphone combination is necessary so that you can easily participate in the Wimba Live Classroom presentations.

## Highly Recommended Texts

Hollister, Christopher V. *Handbook of Academic Writing for Librarians.* (2013). Chicago: Association of College and Research Libraries, a division of the American Library Association. ISBN: 978-0-8389-8648-6

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

## Required Assessment Portfolio

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

**Why LiveText?** *LiveText* is the software that the MLIS Program selected for keeping track of the assessments developed to meet ALA accreditation requirements that MLIS programs document their goals and objectives in terms of student learning outcomes. These assessments are now part of all the core courses as well as certain electives. Therefore, all current students must purchase a subscription in order to submit those assignments that also serve as core assessments. The *LiveText* subscription requirement is not tied to when you entered the program or to when you plan to graduate. It is a change in the way the program keeps records for the ALA accreditors – The program now gives them access to *LiveText* to verify completion of core assessments.

Once you purchase your subscription to *LiveText*, it is good for up to 5 years. You will also have personal access to other *LiveText* features you may find useful once you have your subscription. Please consider the purchase of your *LiveText* subscription as you would the purchase of any other textbook or piece of software required for a course. You might also be interested to know that *LiveText* is used extensively in hundreds of North American universities for program assessment and portfolio purposes. At VSU it is also required in the College of Education for purposes similar to those the MLIS Program has implemented.

## Communications with the Instructor

VSU requires that all correspondence between the student and the instructor be conducted through official university 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.

All discussion posts and assignment submissions for this online course must be sent via BlazeVIEW. Your Single Sign On (SSO) username and password serve as your BlazeVIEW login. The SSO started in summer 2013. If you have not reset your former BlazeVIEW password to the SSO, see the section on 'Distance Learning & Technical Support' on

this syllabus for contact information in case you need technical help.

**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. Submit via the BlazeVIEW Assignment Dropbox and post in discussion area of BlazeView course. (**Not Graded, but Required**)
2. **Professional Resume (SLO 4):** Submit a resume that documents the knowledge and skills acquired as a graduate from a MLIS program in combination with concurrent skills or knowledge that you have 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 and Cover Letter 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 in the course discussion area. 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 discussion 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 Presentation and Discussion (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 of your Capstone paper:** Submit your work in progress via the BlazeVIEW Assignment Dropbox. Your review of the literature so far should highlight gaps in the literature that your research may address. Also include an outline of the methods you will be using to conduct your project in this submission. (**Not Graded, but Required**)
7. **Electronic Portfolio (PO 2):** Follow the formatting requirements and guidelines for selecting work samples given 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 at the time of submission. 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 online using Wimba 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 by the student and the instructor. It is also the basis of the conference style presentation. It is to be written following the *Publication Manual of the American Psychological Association* (APA style guide) and contain all appropriate elements (abstract, references, etc.) The body of the paper should fall between 3,000 - 6,000 words, not counting the reference list and any appendices that may be attached. The finished document should be formatted according to APA guidelines (see Section 8.03 of the APA manual), double-spaced, using 12 point font with standard margins. The paper is to be submitted electronically in .doc, .docx or .rtf 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).***

## Course Grades

ePortfolio	25 points
Professional Resume	10 points
Professional Development Plan	10 points
Current Issues Presentation	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 citation. 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. Work submitted more than 24 hours after the due date without prior permission 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).

### **Attendance**

This is a Web-delivered course. All course communications, activities, and materials will be available exclusively through the BlazeVIEW web site. All students are expected to log into BlazeView at least once per week to remain current with the course. Daily logins are strongly recommended. All students are required to participate in a minimum of two scheduled live online sessions as indicated in assignment instructions.

### **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**. All students admitted Fall 2011 and thereafter must earn a grade of B or better in MLIS 7800 and all other core courses to qualify 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 to qualify 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/colleges/education/master-of-library-and-information-science/student-resources/advising.php>

## **General Policies**

### **Technical Requirements**

All class materials will be placed in the password-protected course section of the BlazeVIEW course management program. Login using your Single Sign-On BlazeVIEW ID and password.

To meet all class requirements, you should be prepared to: (1) open and save or print all documents that are required background reading - this requires the Adobe Acrobat Reader on your computer; (2) view all PowerPoints placed on the course BlazeVIEW site; (3) participate in Live Classroom sessions – login links and instructions will be available through your BlazeVIEW course homepage; (4) check discussion groups as needed; and (5) keep electronic backup copies of each assignment and project you submit.

Unless otherwise stated, assignments must be submitted using a word processing program compatible with Microsoft (MS) Word. BlazeVIEW accepts attached documents in **MS Word 97-2003 or higher**. If you are using WordPerfect or sharing documents with classmates who have a different version of Word, save your documents in Rich Text Format (rtf). The instructor returns documents that cannot be opened on VSU equipment.

### **Distance Learning & Technical Support**

Given the high stakes involved in completing this course (your graduation!), it is absolutely essential that your computer's technical connections to the applications provided through the university's Information Technology department and the eLearning lab (Distance Learning) are ready to go as of the first day of class. The IT Help Desk is available at <http://www.valdosta.edu/administration/it/its/css/helpdesk/> 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 VSU Library's phone reference service at 229-333-7149, Live Chat, or Email at: <http://www.valdosta.edu/academics/library/>

### **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/academics/library/depts/master-of-library-and-information-science/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 VSU student conduct and behaviors are contained in the VSU Student Handbook, Student Code of Ethics. Please acquaint yourself with the full policy at

<http://www.valdosta.edu/academics/academic-affairs/vp-office/academic-honesty-at-vsuhp>

By this time in your MLIS program, you are expected to cite your sources and quote from those sources appropriately 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.

### **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/student/disability/student-resources.php> Students with disabilities that 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/student/disability/welcome.php> or email: [access@valdosta.edu](mailto:access@valdosta.edu)

### **SafeAssign/TurnItIn**

By taking this course, you agree that all required course work may be subject to submission for textual similarity review to SafeAssign or TurnItIn, tools within BlazeVIEW. For more information on the use of these tools at VSU see <http://www.valdosta.edu/academics/academic-affairs/vp-office/student-resources.php>

### **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.