Dewar College of Education and Human Services
Valdosta State University
Department of Library and Information Studies

MLIS 7800
Capstone
Three Credit Hours

Guiding Principles (DEPOSITS)

(Adapted from the Georgia Systemic Teacher Education Program Accomplished Teacher Framework)

Dispositions Principle: Productive dispositions positively affect learners, professional growth, and the learning environment.

Equity Principle: All learners deserve high expectations and support.

Process Principle: Learning is a lifelong process of development and growth.

Ownership Principle: Professionals are committed to and assume responsibility for the future of their disciplines.

Support Principle: Successful engagement in the process of learning requires collaboration among multiple partners.

Impact Principle: Effective practice yields evidence of learning.

Technology Principle: Technology facilitates teaching, learning, community-building, and resource acquisition.

Standards Principle: Evidence-based standards systematically guide professional preparation and development.

ALA's Core Competences of Librarianship

(extracted from ALA's Core Competences of Librarianship 2009, available from http://www.ala.org/educationcareers/sites/ala.org.educationcareers/files/content/careers/corecomp/corecompetences/finalcorecompstat09.pdf)

1. Foundations of the Profession: The librarian understands the role of library and information professionals in the promotion of democratic principles and intellectual freedom (including freedom of expression, thought, and conscience), the legal framework within which libraries and information agencies operate; and the certification and/or licensure requirements of specialized areas of the profession.

2. Information Resources: The librarian understands the concepts and issues related to the lifecycle of recorded knowledge and information; the acquisition and disposition of resources; and the management and maintenance of various collections.

3. Organization of Recorded Knowledge and Information: The librarian understands and uses the principles involved in the organization, representation, and classification of recorded knowledge and information.

4. Technological Knowledge and Skills: The librarian understands and uses information, communication, assistive, and related technologies consistent with professional ethics and prevailing service norms and applications.

5. Reference and User Services: The librarian understands and uses the concepts, principles, and techniques of reference and user services to provide access to relevant and accurate recorded knowledge and information to individuals of all ages and groups.

6. Research: The librarian understands and uses the fundamentals of quantitative and qualitative research methods to evaluate and assess the actual and potential value of new research.

7. Professionalism. The librarian understands the necessity of continuing professional development of practitioners in libraries and other information agencies; the role of the library in the lifelong learning of patrons; and the application of learning theories, instructional methods, and achievement measures in libraries and other information agencies.

8. Administration and Management: The librarian understands the principles of planning and budgeting in libraries and other information agencies; the principles of effective personnel practices and human resource development; the assessment and evaluation of library services and their outcomes; and the issues relating to, and methods for, principled, transformational leadership.

MLIS Program Objectives (PO)

Graduates of the 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 services, administration and management, and organization of recorded knowledge and information. *[ALA CORE COMPETENCES 1,2,3,5,8]*

PO 2. Use existing and emerging technologies to meet needs in libraries and information centers. *[ALA CORE COMPETENCES 4]*

PO 3. Integrate relevant research to enhance their work in libraries and information centers. *[ALA CORE COMPETENCES 6]*

PO 4. Demonstrate professionalism as librarians or information specialists. *[ALA CORE COMPETENCES 7]*

INSTRUCTOR

Nicole D. Alemanne, Ph. D.
Odum Library Room 4600
Phone: 229-245-3742
E-mail: ndalemanne@valdosta.edu
Office Hours: Tuesday & Wednesday, 8:30AM-12:00PM, Thursday 8:30-11:30AM

COURSE DESCRIPTION

Taken during the final semester of study. 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.

REQUIRED TEXTBOOKS / RESOURCE MATERIALS

Required Text, Resources, and Technology

American Psychological Association, (2009). *Publication manual of the American Psychological Association* (6th Ed.) Washington, DC: Author. ISBN: 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 Live Classroom presentations.

Highly Recommended Texts

Hollister, C. V. (2014). *Handbook of academic writing for librarians*. Chicago,IL: Association of College and Research Libraries. ISBN: 978-0-8389-8736-0

Newlen, R. R. (2006). *Resume writing and interviewing techniques that work! A how-to-do-it manual for librarians.* Chicago, IL: Neal Schuman. ISBN: 9781555705381

Required 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.

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 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.

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 other departments in the College of Education and Human Services for purposes similar to those the MLIS Program has implemented.

COURSE OBJECTIVES (*Show alignment to MLIS Program Objectives (PO) for all MLIS courses*).

Collection Development Student Learning Outcomes (SLO):

Upon completion of this course, the student will be able to meet these Student Learning Outcomes (SLOs):

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

COURSE ACTIVITIES/ASSIGNMENTS/REQUIREMENTS

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

Note: For four 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.

Assignment due dates can be found in the course calendar.

ASSIGNMENTS AND ACTIVITIES IN BRIEF

Capstone Paper and Associated Assignments (SLOs 1, 5, 6)

- **Capstone Paper (SLO 5):** The Capstone Paper is a formal, academic journal style research paper presenting the findings from a research project agreed to by the student and the instructor. 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 to 6,000 words, not counting the reference list and any appendices that may be attached. 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 LiveText**.

- **Capstone Topic:** Identify a topic for your Capstone paper and associated assignments. (Not graded, but required)

- **Annotated Bibliography:** Annotate at least five sources for your Capstone Paper (sources must not have been used in your MLIS 7700 Research Proposal paper). Grade weight: 10%.

- **Initial Draft of Capstone Paper including literature review and outline of methods if appropriate:** 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 or a draft of as much of the paper as you have written. (Not Graded, but Required)

- **Capstone Paper Presentation and Discussion:** Develop and record a 15-20 minute conference-style presentation of your Capstone Paper and participate in an online discussion of the Capstone Presentations. 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 LiveText**.

Professionalism Discussion (SLO 3) Students will articulate and share a personal definition of professionalism including their philosophy of professional behavior. (Not graded, but required)

Diversity Discussion (SLO 1): Students will articulate and share their understanding of the concept of diversity as it affects libraries and information centers, and in what ways librarians should support diversity efforts. (Not graded, but required)

Professional Resume (SLO 4): Submit a resume that documents the knowledge and skills acquired as a graduate from an 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 LiveText**.

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. 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 you would send to the employer that introduces yourself and describes the skills you possess related to the job description. (Not graded, but required)

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% **Due date in course calendar. 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 LiveText**.

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: 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 LiveText**.

COURSE GRADES

Professional Resume	10 points
Professional Development Plan	10 points
Current Issues Presentation/Discussion	10 points
ePortfolio	20 points
Capstone Paper	25 points
Capstone Presentation and Discussion	25 points

Students can earn a maximum of 100 points in this course. Course grades will be awarded as follows: 100-90 points = A   89-80 points = B   79-70 points = C   69-60 points = D   Below 60 points = F

Standards for MLIS core courses: No grade below a C will be credited toward a VSU graduate

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.

ACADEMIC ETHICS

The Guide to Ethical Conduct, a booklet created for VSU MLIS students, can be found at: http://www.valdosta.edu/colleges/education/master-of-library-and-information-science/documents/GuidetoEthicalConductWebversion.pdf. It contains guidelines on appropriate conduct and outlines the ethical principles that inform the profession of library and information science.

By this time in your MLIS program, you are expected to cite your sources and quote from those sources appropriately for your discussions, papers, 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. Please see the departmental statement on PROFESSIONALISM further down in this document for more discussion of this topic.

LATE POLICY

A 24-hour grace period is in effect in this course. 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).

ATTENDANCE POLICY

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. *To receive full credit for your participation in the Live Classroom sessions, you must remain present for the entire session in which you make your presentation.*

GRADUATION

Standards for Graduation

- To exit the MLIS Program students must complete every assignment in the Capstone course.

- Students admitted before Fall 2012 who receive an overall grade below C in MLIS 7800 will not be qualified for graduation. All students admitted in Fall 2012 and thereafter must earn a grade of B or better in MLIS 7800 and all other core courses (MLIS 7000, 7100, 7200, 7300, 7700) to qualify for graduation.

- All students admitted in Fall 2016 or later must receive a grade of B or better in MLIS 7400 or MLIS 7440 to graduate.

- 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

COMMUNICATION

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 sent using the email client built into BlazeVIEW. Non-course 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 made via BlazeVIEW. I do my best to answer email and discussion board questions within 24 hours.

TECHNICAL REQUIREMENTS AND SUPPORT

Technical Requirements
All class materials will be placed in the BlazeVIEW course management program. Login through MyVSU (https://myvsu.valdosta.edu/portals/) using your VSU Single Sign-on 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 Blackboard Collaborate 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 another word processing program 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 and 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/helpdesk/ and their phone hot line is 229-245-4357.

Help with BlazeVIEW is available from the D2L 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 Live Chat or Email at: http://www.valdosta.edu/academics/library/. You may also phone the VSU Library's reference service at 229-333-7149.

PROFESSIONALISM

The Department of Library and Information Studies expects that MLIS 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 student will be timely and complete with their assignments and other engagements. The student will communicate in a professional manner in both speech and writing. The student will maintain a professional attitude, being respectful to others and

their viewpoints, and seek to maintain objectivity. The student will exercise an awareness of the pervasiveness of the online environment and strive to maintain a professional online presence.

STUDENT OPINION OF INSTRUCTION

At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available through SmartEvals. Students will receive an email notification through their VSU email address when the SOI is available (generally at least one week before the end of the term). SOI responses are anonymous to instructors/administrators, and they will be able to access results only after they have submitted final grades. Before final grade submission, instructors will not be able to see any responses, but they can see the percentage of students who have or have not completed their SOIs. While instructors will not be able to see student names, an automated system will send a reminder email to those who have yet to complete their SOIs. Students who withdraw or drop a course will also be sent invitations to complete the Dropped Course Survey. Complete information about the SOIs, including how to access the survey, is available on the SOI Procedures webpage (https://www.valdosta.edu/academics/academic-affairs/sois/).

DEWAR COLLEGE OF EDUCATION & HUMAN SERVICES POLICY ON PLAGIARISM

http://www.valdosta.edu/colleges/education/deans-office/policy-statement-of-plagiarism.php

TITLE IX STATEMENT

Valdosta State University (VSU) is committed to creating a diverse and inclusive work and learning environment free from discrimination and harassment. VSU is dedicated to creating an environment where all campus community members feel valued, respected, and included. Valdosta State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including pregnancy status, sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, national origin, disability, genetic information, or veteran status, in the University's programs and activities as required by applicable laws and regulations such as Title IX. The individual designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning nondiscrimination policies is the University's Title IX Coordinator: Maggie Viverette, Director of the Office of Social Equity, titleix@valosta.edu, 1208 N. Patterson St., Valdosta State University, Valdosta, Georgia 31608, 229-333-5463.

ACCESSIBILITY STATEMENT

Valdosta State University is an equal opportunity educational institution. It is not the intent of the institution to discriminate against any applicant for admission or any student or employee of the institution based on the age, sex, race, religion, color, national origin, disability, or sexual orientation of the individual. It is the intent of the institution to comply with the Civil Rights Act of 1964 and subsequent Executive Orders as well as Title IX, Equal Pay Act of 1963, Vietnam Era Veterans Readjustment Assistance Act of 1974, Age Discrimination in Employment Act of 1967, and the Rehabilitation Act of 1973.

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.