



Course Syllabus

LI880XR

Capstone Course: Assessing the MLS Experience Fall Semester 2013

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Online Course Login: <https://elearning.emporia.edu>
Credit Hours: 1
Meetings: 11/23 (Saturday Only) & Internet

Important Dates for Fall 2013

<i>8/19 First Day of Class</i>	<i>8/30 Last Day to Add/Drop</i>	<i>9/2 Labor Day (ESU closed)</i>
<i>10/15 Midterm Grades Due</i>	<i>10/25 Last Day to Withdraw</i>	<i>11/11 Veteran's Day (ESU closed)</i>
<i>11/27-12/1 Thanksgiving (ESU closed)</i>	<i>12/6 Last Day of Class</i>	<i>12/14 Commencement</i>
<i>12/17 Final Grades Due</i>		

Program Outcomes

The goal of the SLIM Master of Library Science program is to prepare creative problem solvers who will provide proactive client-centered services in information agencies.

Catalog Description

This course will give students the opportunity to reflect on their growth and development over the course of their MLS experience. This should be the last course that students take. In the course, students will analyze the artifacts collected in their assessment portfolio, discuss them with their colleagues, and write a reflective essay addressing the extent to which they demonstrate they met the goals of the MLS curriculum. (Required)

Course Learning Outcomes

By the end of the course, students will be able to:

1. Examine and understand their cognitive and affective learning process throughout the MLS program
2. Demonstrate effective electronic communication skills through the creation of a professional portfolio website.
3. Demonstrate, through their website, their library/ information management knowledge, skills, and professional values by the selection and presentation of their own appropriate class artifacts (such as reports and projects).
4. Evaluate their MLS learning outcome.

Course Overview

Please do not hesitate to contact me if you have questions or would like to discuss any aspect of the course, either by telephone, by appointment, or by email at any time. If I am not available when you call, please leave a message that includes your name, telephone number, and a brief explanation of what you would like to discuss. I will return your call as soon as possible. If I do not respond within 48 hours, please call again or send another message

Required Readings

Textbook

Krug, S. (2006). *Don't make me think: a common sense approach to web* (2nd ed.). Berkley, CA: New Riders. (Also available in Kindle and Nook e-book formats.)

This book will help you design a reader-friendly and intuitively accessible website.

Website

Punch up your portfolio by Katie Dunneback. Retrieved from http://www.liscareer.com/dunneback_portfolios.htm (last accessed April 13, 2012).

Dunneback provides great advice for the library professional.

Learning Activities

Tentative Assignments

Assignment	Due Date	Points
Assignment 1: Begin reading textbook and website "Punch Up Your Portfolio."	Start reading: 8/26 Respond to Assignment #1 Discussion Forum by 9/8	See "Discussion and Participation" below.
Assignment 2: Begin MLS program reflection by reviewing and selecting course artifacts for your website portfolio.	Start reviewing and selecting course artifacts: 9/3 Respond to Assignment #2 Discussion Forum by 9/29	See "Discussion and Participation" below.
Assignment 3: Begin building website portfolio, including posting of URL link on Assignment 3 Discussion Forum. View and comment on two other website portfolios.	Start building website portfolio: 9/30 Post link 11/17 by Central Time. Post comments on, at least, two other websites: 11/22	40
Assignment 4: Presentation of portfolio to cohorts as well as sharing any additional knowledge and achievements.	11/23 (Face to Face at Main Campus)	30
Discussion and Participation	Throughout	30

Tentative Course Outline

Session	Topics	Activities and Due Dates
Week 1: 8/19 -8/25 (First Day of Class)	Introductions: I do realize that by now you--more than likely-- know each other well, but please introduce yourself, so that I may have the pleasure of getting to know you--though I do have the pleasure already of knowing, more or less, some of the class members. Salutations!	Due 8/23- On the Introductions Discussion Forum, tell us two truths and one lie. After posting yours, go to at least two other classmates' postings and guess which one is the lie. If you have done this before with your cohort then come up with three new statements. Respond to two classmates by 8/26
Week 2: 8/26-9/1		8/26: Start Assignment #1
Week 3: 9/2-9/8		9/8 Respond to Assignment #1 Discussion Forum.
Week 4: 9/9-9/15		9/3: Start Assignment #2
Week 5: 9/16-9/22		
Week 6: 9/23-9/29		9/29: Respond to Assignment #2 Discussion Forum
Week 7 9/30-10/6		9/30: Start Assignment #3
Week 8: 10/7-10/13		
Week 9: 10/14-10/20		
Week 10: 10/21-10/27		
Week 11: 10/28-11/3		
Week 12: 11/4-11/10		
Week 13: 11/11-11/17		11/17 Post website portfolio link by midnight, Central
Week 14: 11/18-11/24		11/22: Post comments on, at least, two other websites. 11/23: Face to Face: Capstone Presentation and Celebration
Week 15: 11/25-12/1	Thanksgiving Break	Thanksgiving Break
Week 16 12/2-12/6		

Grading Criteria

Online & In-class Participation (20 points) - throughout semester

Online and face-to-face class discussion and participation are important components of assessment in the course. Through guided and independent discussion and participation, students will share with each other their MLS program experiences and ideas. Participation points are earned through online discussions forums and in class participation. .

Participation Evaluation Criteria and Points

17-20 points - Frequently makes pertinent comments in class and/or online that illuminate discussion; participants consistently and effectively in small and large group activities; consistently listens to and values the contributions of others; consistently has a positive influence on group learning.

14-16 points - Occasionally makes pertinent comments in class and/or online; usually participates effectively in small group discussions; usually listens to and values the contributions of others; sometimes has a positive influence on group learning.

< 14 points - Seldom makes pertinent comments in class and/or online; may not participate effectively in small group discussions; may not listen and/or value the contributions of others; has little positive influence on group learning; may be a negative influence.

Portfolio (40 points)

The Master of Library Science portfolio is an electronic academic/professional collection of evidence that the student has achieved all the MLS Program Outcomes and Professional Values (<http://slim.emporia.edu/index.php/prospective-students/mission-vision-statements/>)

Portfolio Evaluation Criteria and Points

The Rubric for Evaluation of the Portfolio will later be found in Course Documents. It contains all the competencies for the evaluation of the MLS Portfolio.

-Evaluation Grading Scale

40 points All criteria are met exceptionally well.

33 - 39 points All criteria are met satisfactorily, or most criteria are met exceptionally well.

<33 points Some criteria are not met, and/or there are major omissions or errors.

Note: If you have already been hired for a professional position, please do not "skimp" through your creation of your MLS portfolio. Please remember that your portfolio should do two things: first, demonstrate student mastery of MLS Program Outcomes and Professional Values; and second, be a showcase for your academic work.

Portfolio: In-Class Presentation - (30 points) - November 23, 2013

The Capstone class provides students opportunities to reflect, share, and celebrate their Master of Library Science experiences and achievements.

Evaluation Grading Scale

40 points - All criteria are met exceptionally well.

33-39 points - All criteria are met satisfactorily, or most criteria are met, some exceptionally well.

<33 points - Some criteria are not met, and/or there are major omissions or errors.

SLIM Grading Scale

96 -100 A	77 - 79 C+
90 - 95 A-	74 - 76 C
87 - 89 B+	70 - 73 D
84 - 86 B	0 – 69 F
80 - 83 B-	

SLIM Attendance Policy

Students must attend all face-to-face classes. Class hours for weekend face-to-face meetings are 6pm-9pm on Friday and 9am-5pm on Saturday.

In cases of emergency, go to the following URL for more information:

<http://slim.emporia.edu/wp-content/uploads/2009/10/policy-and-procedures-absences-of-weekend-intensive.pdf>

SLIM GRADE POLICY

All graduate courses required in the university-approved curricula of SLIM’s master’s programs program, certificate programs, academic concentrations, and doctoral program--or their approved substitutions--must be passed with a final grade of B- or better to receive academic credit. If a student does not receive a final grade of B- or better in any or all of SLIM’s required classes, then the student will be given an academic warning and the student will be notified by SLIM administration that he or she must retake that course or those courses.

When a student has been given an academic warning, an administrative hold will be placed on the student's record to block future enrollment. Before enrollment can be done, the student is required to meet with the student's academic advisor with the goal of developing an academic improvement plan. The administrative hold can only be released by the student's academic advisor or by the SLIM dean. The administrative hold will be released once the student completes their next semester course(s) with a B- or above.

If a student has a semester GPA of less than 3.0 for two semesters or has been given an academic warning for two semesters, then the student's academic progress will be reviewed in light of the academic improvement plan by the student's program director and the SLIM dean, and a decision will be made regarding whether the student should be academically dismissed from the SLIM's graduate program.

This SLIM Grade Policy applies to all students in SLIM's master's degree programs, certificate programs, doctoral program, and academic concentrations. It will also apply to all those who have passed into MLS or doctoral degree candidacy.

SLIM Incomplete Grade Policy

SLIM's Incomplete Grade Policy upholds the Emporia State University Incomplete Grade Policy (for full policy, go to: <http://www.emporia.edu/grad/docs/policyhandbook2.pdf>).

SLIM's Incomplete Grade Policy further stipulates that an incomplete request will not be considered approved without an Incomplete Request Form having been submitted by the instructor and approved by the SLIM dean within two weeks after the issuance of the incomplete. If the incomplete grade is being requested for reasons of health, then documentation must be submitted to the SLIM dean's office before the final grade change is made.

If a SLIM student's request for a single incomplete grade is approved by the instructor and dean, then the student will be limited to enrolling in six credit hours in the immediately succeeding semester. If a SLIM student requests more than one incomplete grade to be issued at the conclusion of a semester, then an administrative hold will be placed on the student's record to block future enrollment until all incomplete grades are finished and the final grade changes have been submitted by the instructor(s), signed by the SLIM dean, and accepted by the ESU Registrar's Office.

Faculty-Initiated Student Withdrawal Procedure

Students should be aware that your instructor follows the university's policy of faculty-initiated student withdrawal. It reads as follows: "If a student's absences from class or disruptive behavior become detrimental to the student's progress or that of other students in the class, the faculty member shall attempt to contact the student in writing about withdrawing from the class and

shall seek the aid of the office of Vice President of Student Affairs to help insure contacting the Student. The Office of the Vice President of Student Affairs shall provide the student information about the existing appeals procedures. Upon receiving a written report from the faculty member, the Vice President of Student Affairs may initiate a student withdrawal from the class. None of the above implies or states that faculty members are required to initiate the student withdrawals for excessive absence. [Policy and Procedures Manual 43.11]

Academic Dishonesty

At Emporia State University, academic dishonesty is a basis for disciplinary action. Academic dishonesty includes but is not limited to activities such as cheating and plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the source or sources.)

The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question and may refer the case to other academic personnel for further action. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university.

Disabilities Policy

Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, the Office of Disability Services, and the professor will be strictly confidential.

Contact information for the Office of Disability Services:

Office of Disability Services
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Emporia State University
1200 Commercial Street / Box 23
Emporia, KS 66801
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