Course Syllabus
LI801XA

Foundations of Library & Information Science
Fall Semester 2013

Faculty: Mirah Dow
E-mail: mdow@emporia.edu
Primary Phone: (620) 341-5734
Online Course Login: https://elearning.emporia.edu
Credit Hours: 3
Meetings: 8/23-24; 10/18-19 & Internet

Important Dates for Fall 2013
8/19 First Day of Class          8/30 Last Day to Add/Drop          9/2 Labor Day (ESU closed)
10/15 Midterm Grades Due          10/25 Last Day to Withdraw         11/11 Veteran’s Day (ESU closed)
11/27-12/1 Thanksgiving (ESU closed) 12/6 Last Day of Class 12/14 Commencement
12/17 Final Grades Due

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

An introduction to information agencies and professions, this course examines the philosophical and ethical underpinnings, roles and societal contexts, and current issues of the global information society. Students explore the role of information in society, change as reflected in paradigm shifts, the theory and processes of information transfer, and the characteristics of information professionals and professional practices. (Required) Recommended for all new MLS students in their first semester.

Course Learning Outcomes

Upon completion of this course, the learner will at the introductory level be able to:

<table>
<thead>
<tr>
<th>Course Outcomes</th>
<th>Related Class Assignment(s)</th>
<th>MLS Program Outcomes</th>
<th>ALA Core Competency(ies)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. describe the missions and values of libraries and information organizations from past to present</td>
<td>1, 7</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2. identify and discuss current and developing issues in library and information management taking into account a variety of political, economic, technological, and social forces</td>
<td>1, 7</td>
<td>1, 7</td>
<td>1</td>
</tr>
<tr>
<td>3. explain and apply the information life cycle</td>
<td>3, 7</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>4. demonstrate knowledge of the basic principles of information ethics and the ability to apply a model for ethical decision-making</td>
<td>2, 6, 7</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>5. identify and integrate personal values, beliefs, and behaviors with core tenets of the library and information management profession</td>
<td>4, 7</td>
<td>1, 7</td>
<td>1</td>
</tr>
<tr>
<td>6. develop a vision of professional service and demonstrate adaptability and openness to new ideas</td>
<td>5, 7</td>
<td>7, 8</td>
<td>1</td>
</tr>
<tr>
<td>7. work effectively and collaboratively with others, online, one-to-one, and in large and small groups.</td>
<td>6, 7</td>
<td>7, 8</td>
<td>1</td>
</tr>
</tbody>
</table>

Note: Save your course syllabi and learning products (artifacts) for use in development of your MLS Capstone E-portfolio (LI880).
Instructor Contact Information

Mirah J. Dow, B.S.E., M.L.S., Ph.D.
School of Library and Information Management
Campus Box 4025
Emporia State University
1200 Commercial Street
Emporia, KS USA 66801-5087

1.800.552.4770 (ext. 5734)
1.620.341.5233 (fax)
mdow@emporia.edu

Office Hours

Dow Office Hours: Tuesday – Friday 10:00 a.m. – 4:30 p.m.

These are the days and hours that I am most likely to be in my office at SLIM. However, my schedule is affected by attending meetings virtually and on-campus, traveling to regional sites for teaching, conference attendance, etc.

The best way to reach me is by e-mail.

If you would like to visit me in-person, or speak to me on the telephone, it is best to schedule an appointment.

Class Weekend Schedule

First Class Weekend: August 23-24; Second Class Weekend: October 18-19

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>6:00 p.m. – 9:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 a.m. – 5:00 p.m.</td>
</tr>
</tbody>
</table>

Additional Information

Please bring a copy of this syllabus to class with you.

Final, official grades will be posted and can be viewed by student in ESU Buzz-IN. Throughout the semester, scores for each assignment will be posted in Blackboard.
Course Format

This course will be held face-to-face on the above-stated weekends in **Emporia, Kansas**. This course will also utilize (all enrolled students) Blackboard (Bb) throughout the semester.

Expected Participation

*Students are* expected to stay actively engaged in this class and on time with readings and assignments. Students are expected to participate in all scheduled class sessions. Students are expected to contribute individually, as well as in small groups. Except in the case of an emergency that is immediately communicated to the professor, no incompletes will be given. Students are likely to have a variety of backgrounds and experiences. Students are likely to have a variety of different kinds and quantity of prior knowledge and experiences. All students are expected to welcome and value all classmates’ participation. Students are expected to be flexible, tolerant and effective participants in this hybrid course delivery system.

Professor’s Responsibilities

*My responsibility is* to provide students with ongoing instruction, resources, strategies, guidance as needed to facilitate intellectual, professional, and interpersonal growth. My goal is for you to experience a positive and productive learning experience during this course, and ultimately beyond this class while earning the Master of Library Science degree.

It is my practice to read e-mail almost every day except on some occasions when I am traveling or when I take a day or two off during the work week. I expect to respond to your e-mail within 48 hours. In the rare event that I am not able to write as much as is needed, I will tell you when I will be back to you.

I will send a message to the class many Mondays called “Monday from Mirah.” The purpose of this weekly message is to guarantee you a steady and continuous flow of instruction/information from me throughout the semester. Please make a practice of reading all the “Monday from Mirah” messages, which I will post in course announcements. These messages rarely require a direct response to me. It is my practice to give students feedback throughout the semester. Each student will receive scores and/or comments from me using the rubrics that are in Bb.
Student’s Responsibilities

**Your responsibility is** to complete all course requirements on time. It is your responsibility to diligently read and reflect on course readings and related materials and to be competent in your face-to-face participation and/or with various forms of technology-assisted instruction. It is your responsibility to ask for assistance when you feel it is needed. It is your responsibility to organize and manage resources from this class in a knowledge management system befitting a professional in the library and information management field. It is your responsibility to file and save artifacts from this class (and others) for use in your MLS Capstone Portfolio (LI880). It is your responsibility to check your ESU email several times each week. It is your responsibility to communicate via e-mail in an appropriate manner consistent with the structure and outline of this course.

Course Materials

*Required Textbooks (2)*

*Please note that the 3rd edition of Rubin is required.*


*These books will be available through the ESU Memorial Union Bookstore*


*Additional Books Referenced in the Course*

*(You are not required to purchase these, but you may want to check them out.)*


Electronic Journal

(This is a good reference source that we will refer to during the class.)


Research Guides – William Allen White Library

APA Citation Help (Cynthia Akers) retrieved from http://libguides.emporia.edu/apa

This resource guide provides examples of frequently used style rules.

Library and Information Management Resources (Cynthia Akers) retrieved from http://libguides.emporia.edu/slim

This research guide is designed to give you a start with locating library and information management resources.

Participatory Librarianship (Mirah Dow) retrieved from http://libguides.emporia.edu/participatorylibrarianship

This research guide is optional reading. I am using this LibGuide as a technologically modern way to share news and/or articles that you come across (instead of bringing items to class in print).

This offers you the opportunity to access recent publications that are relevant to this course and the MLS librarian. Please do take a look at this and read as many articles as you would like to. Also, I hope you will “participate” by adding worthwhile content that you discover this semester. If you locate something you’d like to share, please email it to Mirah.

Some Sources for Learning about Career Options


# Assignments

<table>
<thead>
<tr>
<th>Assignment (XA)</th>
<th>Work Period</th>
<th>Due Date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roles of Information Professionals and Missions of Libraries</td>
<td>August 19-Sept 9</td>
<td>September 9</td>
<td>10 points</td>
</tr>
<tr>
<td>Interview with Information Professional</td>
<td>August 25-Sept 16</td>
<td>Sept 16</td>
<td>20 points</td>
</tr>
<tr>
<td></td>
<td><strong>Oct 15: Mid-term grade will be based evaluation of first two assignments.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Ethics Case</td>
<td>August 25-Oct 19</td>
<td>October 19</td>
<td>30 points</td>
</tr>
<tr>
<td>Basic Principles of Information Ethics</td>
<td>Sept 10-Sept 30</td>
<td>September 30</td>
<td>10 points</td>
</tr>
<tr>
<td>Information Life Cycle</td>
<td>Oct 1-Oct 28</td>
<td>October 28</td>
<td>10 points</td>
</tr>
<tr>
<td>Core Tenets of the Library Profession</td>
<td>Oct 29-Nov 18</td>
<td>November 18</td>
<td>10 points</td>
</tr>
<tr>
<td>Participation</td>
<td>August 19-December 6</td>
<td>December 6*</td>
<td>10 points</td>
</tr>
</tbody>
</table>

*NOTE: There is nothing for the student to turn in for the final assignment (Participation) in this list. Participation is earned and evaluated by the professor throughout the semester. Participation grade will be posted at the end of course by December 17.*

## Grading Policy

All work, including Blackboard postings, must be submitted as required on or before the due date and reflect professional care in presentation, appearance, and technical quality. On a conceptual level, content presented should reflect a high degree of original thinking, logic, and careful analysis. When cited, the work of others must be properly credited. In addition, each assignment will include directions specific to that activity.

## Grading Scale

Assignment Scores are posted in Bb grade book throughout the semester. Official, final course grades will be posted in ESU BuzzIn.

SLIM Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>96 - 100 A</th>
<th>77 - 79 C+</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>90 - 95 A-</td>
<td>74 - 76 C</td>
</tr>
<tr>
<td></td>
<td>87 - 89 B+</td>
<td>70 - 73 D</td>
</tr>
<tr>
<td></td>
<td>84 - 86 B</td>
<td>0 – 69 F</td>
</tr>
<tr>
<td></td>
<td>80 - 83 B-</td>
<td></td>
</tr>
</tbody>
</table>

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.


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
211 S Morse Hall
Emporia State University
1200 Commercial Street / Box 23
Emporia, KS 66801
Phone : 620/341-6637
TTY: 620/341-6646
Email: disabser@emporia.edu