Course Syllabus
LI 894XR

Seminar in Organization of Information

Spring Semester 2014

Faculty: Sarah Sutton
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Primary Phone: (620) 341-5816
Online Course Login: canvas.emporia.edu
Credit Hours: 3
Meetings: 1/31 – 2/2 & 3/14 – 3/15

Important Dates for Spring 2014

1/22 First Day of Class
4/9 Last Day to Withdraw
2/4 Last Day to Add/Drop
5/9 Last Day of Class
3/25 Midterm Grades Due
5/20 Final Grades Due
5/17 Commencement
Program Goals

The goal of SLIM’s doctoral program is to prepare scholars to:

- conduct significant research that contributes to the theory basis of library and information science and constructs linkages to contemporary professional problems,
- teach in academic environments, and
- develop leaders for libraries and information organizations.

Catalog Description

A further examination of theories, models, and aspects of organization of information, including those that provide an understanding of knowledge organization systems, the representation and organization of information in digital forms, and effective methods of information access and retrieval. The course is organized around advanced readings. Recommend: LI 804.

(Approved 2/16/2009)

Course Learning Outcomes

<table>
<thead>
<tr>
<th>Course Learning Outcome. Upon completion of this course, the student will be able to:</th>
<th>Related Class Assignment</th>
<th>Related PhD Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify and explain the theoretical foundations and key strands of LIS research in the organization of information.</td>
<td>Culminating Essay</td>
<td>4</td>
</tr>
<tr>
<td>2. Identify and explain the underlying principles of various knowledge organization systems (KOS), with emphasis on systems designed and implemented in scholarly disciplines and by individual scholars.</td>
<td>Seminar Discussions</td>
<td>4</td>
</tr>
<tr>
<td>3. Explain how the representation and organization of information in print and digital environments affects information access and retrieval.</td>
<td>Seminar Discussions</td>
<td>4</td>
</tr>
<tr>
<td>4. Demonstrate critical and reflective thinking in a written examination of the cognitive and social consequences resulting from the process of organizing information.</td>
<td>Culminating Essay</td>
<td>4, 6, 8</td>
</tr>
<tr>
<td>5. Conduct research on a topic in the broad area of information organization and prepare a written report of the results that is of publishable quality.</td>
<td>Class Research Study</td>
<td>1, 9</td>
</tr>
</tbody>
</table>
Course Overview

My overarching goals for this course are (1) to prepare you to apply theoretical frameworks in the area of information organization to your own research and (2) to prepare you to successfully complete the comprehensive exam in information organization. This is a seminar. We will learn from each other as we conduct an overview of the theoretical foundations and key strands of LIS research in the organization of information. The emphasis of our activities will be reading, discussion, and the conduct original research during the course of the semester.

Office Hours & Contact Information

Office hours are those hours that I set aside exclusively for communicating with you; however, you are welcome to contact me at any time through any means. During office hours I will endeavor to reply to you immediately. During other times, I will make every effort to reply within 48 hours. While I may not reply immediately outside of office hours, my goal is to be as accessible and responsive to you as possible. I do reserve the right not to respond to communications during evening hours or on the weekends (outside of office hours).

At the beginning of the semester I will send out a survey to you asking about the days/times that you would most like to have me available to you. I will base my office hours on your responses.

IF you email me outside of Canvas, please always include the course number (e.g. LI894XR) in the subject line. All of the email that I receive with that in the subject line goes into a special folder in my Outlook mailbox and these are the ones I always answer first.

Required Readings


Additional required readings may be assigned for each lesson. They will be made available to you through Canvas, or through the WAW Library either as course reserves or within the online databases to which the library subscribes. I expect you to be proficient in the use of all three sources. *It is entirely possible (and quite probable) that I will add required readings as the semester progresses. Please check each module for an up to date list of readings.*

**Learning Activities**

Learning activities include all of the activities in which you will participate during the semester. They include reading, seminar discussions (online asynchronous and face to face synchronous), and completing assignments.

**Assignments**

In Canvas you will find detailed instructions for each assignment as well as the rubric with which I will assess your work.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seminar discussions</td>
<td>Throughout</td>
<td>50</td>
</tr>
<tr>
<td>Culminating essay</td>
<td>5/11/2014</td>
<td>25</td>
</tr>
<tr>
<td>Class research study</td>
<td>5/11/2014</td>
<td>25</td>
</tr>
<tr>
<td>TOTAL POSSIBLE POINTS</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

**Seminar discussions.** One of the primary purposes of this class is to engage in discussions of the course materials (both online and face to face). Students will be asked to lead seminar discussions as well as participating in the.

**Culminating essay.** The culminating essay is a written assignment in which each student will be asked to demonstrate critical and reflective thinking in a written examination of the cognitive and social consequences resulting from the process of organizing information as they relate to the student’s own research interests.

**Class research study.** As a group, the class will plan, conduct, and prepare a written report on a research study related to a problem in information organization.

**Grading Criteria**

Learning activities include all of the activities in which you will participate during the semester. They include reading, discussing readings, and completing assignments.

I will use a rubric to assess your each assignment. Each rubric is customized for a specific assignment or learning activity. The instructions for each assignment or learning activity contain a general description of the criteria upon which our evaluation of your work (your grade) will be based. My specific expectations for each criterion are contained in the rubric. I strongly
recommend that you review the expectations for each assignment before you begin the
assignment or activity.

My goal is to post the grades you earn within two weeks of the date on which the assignment is
due.

A note about writing. I have high expectations for your writing. I expect your writing to be clear
and concise, grammatically correct, punctuated correctly, spelled correctly, follow APA style, be
presented in the correct format (e.g. report, essay, literature review, discussion post, and so on),
and use the appropriate level of formality in its language. I expect you to be familiar with and
apply all sections of the APA Publications Manual.

There are a variety of resources available to you for writing help, not least of which are the ESU
Writing Center and each other. It is very useful to ask a colleague and/or classmate to review and
edit your writing. You will learn not only from their edits but also by returning the favor and
editing someone else's work.

Formatting written assignments will depend to some extent on the type of writing you are asked
to do. All assignment files should include your last name and the name of the assignment, for
example, Sutton_Lit_Review_Bibliography.docx.

Late work. I will penalize you 0.5 (1/2, one half) point per day for work turned in after the due
date. Most assignments (other than presentations and discussion posts) should be turned in by
midnight your local time on the due date. Note first that Canvas tracks this and I will use Canvas
time stamp to determine "lateness." Note second that this means that work turned on Monday in
at 12:05 am (five minutes after midnight Sunday night) is just as late as work turned in at 8 pm
on Monday evening. My advice to you is if you're going to turn it in (whatever "it" happens to
be) at 12:05 am, you're going to lose .5 point anyway so go to bed, get some sleep, and read
through what you're turning in one more time with a clear head before you turn it in.

SLIM Grading Scale

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

In cases of emergency, go to http://www.emporia.edu/slim/about/policies.html for more
information.
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 his or her 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 also applies 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/regist/trnscpt/grades.html).

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.
Course Evaluations

SLIM uses the IDEA evaluation instrument to gather feedback from students on the effectiveness of each course. The data gathered is shared with instructors in aggregated form, and is used for both course and teaching improvement. Evaluation surveys are made available to students toward the end of each semester, and periodic email reminders are sent to encourage participation. The surveys are administered by The IDEA Center and student responses are anonymous (unless students share any identifying information in their comments). Instructors do not have access to individual student surveys at any time, and only receive aggregated data at least two weeks after final grades are submitted.

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