Course Syllabus

LI801XA

Foundations of Library and Information Science

Fall Semester 2014

Faculty: Melvin Hale
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Primary Phone: (620) 341-5059
Online Course Login: canvas.emporia.edu
Credit Hours: 3
Meetings: Internet, 9/5-6; 10/17-18

Important Dates for Fall 2014

8/18 First Day of Class
10/24 Last Day to Withdraw
12/5 Last Day of Classes
8/29 Last Day to Add/Drop
11/11 Veteran’s Day (ESU closed)
12/13 Commencement
9/1 Labor Day (ESU closed)
11/26-30 Thanksgiving (ESU closed)
12/16 Final Grades Due

Program Goal

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.** *(Approved 11/9/11)*

Course Learning Outcomes

<table>
<thead>
<tr>
<th>By the end of the course, students will be able to:</th>
<th>Program Outcomes</th>
<th>Professional Values</th>
<th>ALA Core Competence(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Describe the missions and values of libraries and information organizations from past to present.</td>
<td>1</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></td>
<td>1</td>
</tr>
<tr>
<td>3 Explain and apply the information life cycle.</td>
<td>1</td>
<td></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>1</td>
<td>3</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>1, 7</td>
<td>1</td>
<td>1, 7</td>
</tr>
<tr>
<td>6 Develop a vision of professional service and demonstrate adaptability and openness to new ideas</td>
<td>7, 8</td>
<td></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>7, 8</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

*Approved 11/9/11*
Course Overview

Course Format

This course will be held face-to-face (F2F) on the above-stated weekends in Emporia, Kansas.

This course will also utilize the Canvas course management system throughout the semester.

Expected Student 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 classmate’s participation. Students are expected to be flexible, tolerant, and effective participants in this belended 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 students 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 Melvin.” The purpose of this weekly message is to guarantee a steady and continuous flow of instruction/information from me to students throughout the semester. Please make a practice of reading all the “Monday from Melvin” messages, which I will send to you in email through Canvas. These messages rarely require a direct response to me. In addition to “Monday from Melvin” messages, it is my practice to give students feedback throughout the semester. Each student will receive scores and/or comments from me using the assignment rubrics.
**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 f2f participation and/or with various forms of technology-assisted instruction. It is your responsibility to ask for assistance when 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, and 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.

**Additional Information**

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

Please read all the assignments at the beginning of the semester and as many times as necessary throughout the semester. It is highly recommended that you closely read and follow instructions written in the assignment documents as you are doing each assignment.

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 Canvas.

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**Instructor Contact Information**

Hale 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 often includes 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.

In the event that a virtual class meeting is needed, it will be announced in advance, Attendance will be voluntary.
Required Readings

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


These books will be available through the ESU Memorial Union Bookstore http://www.emporia.edu/distance/studentresources/bookstore.html

Recommended Readings

*Additional Books Referenced in the Course*

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


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*Electronic Journal*

(This is a good reference sources 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.

Some Sources for Learning about Career Options


Assignments (7)

Late assignments will be given a grade of 0 points unless the student contacts the professor to ask for extra time, or in the case of a health related emergency. The student must have permission to earn points after the due date.

<table>
<thead>
<tr>
<th>Assignments (100 Points)</th>
<th>Begin Assignment Date</th>
<th>Assignment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1, Reading and Reflective Journal Writing, 20 Points</td>
<td>August 18, 2014 (first day of ESU classes) <strong>Work on this throughout the semester following the schedule in the assignment #1 document.</strong></td>
<td>December 4, 2014 (last day of ESU classes)</td>
</tr>
<tr>
<td>#2, Accessing Scholarly Publications, Current Issues, 10 Points</td>
<td>August 24, 2014</td>
<td>September 22, 2014</td>
</tr>
<tr>
<td>#3, Participation, First F2F Weekend Class, 10 Points</td>
<td>September 5-6, 2014</td>
<td>Participation points earned will be posted following the class weekend.</td>
</tr>
<tr>
<td>#4, Interviewing an MLS Librarian or other Information Professional, 20 Points</td>
<td>September 23, 2014</td>
<td>October 6, 2014</td>
</tr>
<tr>
<td><strong>Midterm Grades</strong></td>
<td>Scores earned before October 14 will inform midterm grade</td>
<td>October 14, 2014</td>
</tr>
<tr>
<td>Assignment</td>
<td>Due Date</td>
<td>Notes</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>#5, Participation, Second F2F Weekend Class, 10 points</td>
<td>October 17-18, 2014</td>
<td>Participation points earned will be posted following the class weekend.</td>
</tr>
<tr>
<td>#6, Applying Model for Ethical Decision-making, 20 points</td>
<td>August 24, 2014 <strong>Work on this between the first and second weekend.</strong></td>
<td>October 25, 2014</td>
</tr>
<tr>
<td>#7, Creating a Digital Illustration, Information Transfer Model, 10 points</td>
<td>October 26, 2014</td>
<td>November 3, 2014</td>
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</table>

### Grading Criteria

All work, including Canvas postings, must be submitted as required on or before the due date. All work must 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 must reflect directions specific to that activity.

Assignment scores are posted in Canvas grades throughout the semester.

Official, final course grades will be posted in ESU BuzzIn.

Passing rate: 80% or above.

### SLIM Grading Scale

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

### SLIM Grade Policy

All graduate courses required in the university-approved curricula of SLIM’s master’s programs, 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 his or her 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. A decision will be made as to whether the student should be academically dismissed from the SLIM graduate program.

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

**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/studentresources/policies.html](http://www.emporia.edu/slim/studentresources/policies.html) for more information.

**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/trimsept/grades.html](http://www.emporia.edu regist/trimsept/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.
SLIM Netiquette Policy

This course will involve the exchange of ideas, questions, and comments in an online and/or blended learning community. In all of your class communications, please use the same tact and respect that you would if you were talking to classmates face to face. Remember that in online communication the visual and auditory aspects are missing, so be especially careful to ensure your emails and discussion postings accurately convey your meaning and are not open to misconstruction. Humor is especially difficult to convey in this environment, so take extra care with your writing. Please maintain your professionalism and courtesy at all times when interacting with others in the class.

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

SLIM instructors follow the university’s policy of faculty-initiated student withdrawal which states:

If a student's absences from class, disruptive behavior, lack of prerequisites, or academic dishonesty become detrimental to the student's progress or that of other students in the class, the faculty member may advise the student to withdraw from the class. Withdrawal may also be advised if the student is inappropriately enrolled in the class. If the faculty member chooses to withdraw the student, he/she shall attempt to notify the student in writing that a faculty initiated withdrawal is in progress. This notification will be copied to the department chair and Academic Affairs office to serve as the request for withdrawal. If efforts to contact the student have been unsuccessful, or unacknowledged, the faculty member shall then seek the aid of the Academic Affairs office in contacting the student. The Academic Affairs office shall provide the student with information about the existing appeals procedures.

Upon receiving a written request for withdrawal from the faculty member, the Academic Affairs office may initiate a student withdrawal from the class. None of the above implies or states that faculty members are required to initiate any student withdrawal. [Policy and Procedures Manual 4E.13]
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
1 Kellogg Circle / Box 4023
Emporia, KS 66801
Phone: 620/341-6637
TTY: 620/341-6646
Email: disabser@emporia.edu