Course Syllabus

LI835XI

Information Services for Academic Libraries

Fall Semester 2014

Faculty: Dr. Karen Diller
E-mail: kdiller@emporia.edu
Primary Phone: (360) 546-9179
Online Course Login: canvas.emporia.edu
Credit Hours: 2
Meetings: Internet, begins 8/18

Important Dates for Fall 2014

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

Introduction to the design and implementation of library and information services for the academic disciplines of the humanities, sciences, and social sciences within educational and research institutions. Special emphasis is placed on understanding the components of the academic libraries that serve the information needs of higher education communities. (Approved 2/22/2010)

Course Learning Outcomes

- Describe the characteristics and research methods typical to undergraduate and graduate students and faculty.
- Explain the role of the librarian in serving the needs of these researchers.
- Discuss significant trends and current issues of information transfer within the disciplines.
- Discuss significant trends and current issues within the academy and academic libraries.
- Identify and evaluate major reference tools of importance to scholars.

Instructor Contact Information

The best way to get in contact with me is through my Emporia email account (kdiller@emporia.edu) which I will check daily throughout the semester. You can always contact me to arrange a phone call or skype meeting.

During the semester, my weekly office hour will be from 9-10 pm (CST) on Mondays. I will have my Skype account and my Emporia email account open during that hour. However, you can always contact me to arrange for another time.

Required Readings

Note: Readings are available online via the White Library’s Databases or on the Web except where noted.


**Recommended Readings**


Learning Activities

- Outcomes of the course will be achieved through a combination of the following learning activities:
  - Online discussions (4, 3 of which will be graded)
  - Readings
  - Writing (one short essay and one short research paper)
  - Online synchronous group presentation
  - Online Lectures
  - Two assignments

Assignments (suggested subheading for Learning Activities)

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Points</th>
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<tbody>
<tr>
<td>Online Discussion</td>
<td>8/22, 10am</td>
<td>0</td>
</tr>
<tr>
<td>Online Discussion of 4 Readings</td>
<td>8/22-8/29, 10am</td>
<td>40</td>
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<tr>
<td>1200-1800 word Essay</td>
<td>9/12, 10am</td>
<td>100</td>
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<tr>
<td>Research Project</td>
<td>Topic Selection: 9/19, 10am</td>
<td>10</td>
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<td>Draft of Paper: 10/17, 10am</td>
<td>50</td>
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<td>Group Presentation: (11/6-11/9)</td>
<td>180</td>
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<td></td>
<td>Final Paper: 11/14, 10am</td>
<td>400</td>
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<tr>
<td>Online Discussion of 2 Readings</td>
<td>9/19-9/26, 10am</td>
<td>30</td>
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<tr>
<td>Citation Databases Exercise</td>
<td>11/21, 10am</td>
<td>40</td>
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<tr>
<td>Key Resources Assignment</td>
<td>12/5, 10am</td>
<td>120</td>
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<tr>
<td>Online Discussion of 1 Reading</td>
<td>12/5-12/12, 10am</td>
<td>30</td>
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Important Note:

This online course will require you to meet, online, at one specific time between Nov 6 and Nov 9. This meeting will be no longer than 1.5 hours. This will allow for groups to make their presentations in the format of an online conference panel presentation. As academic librarians you will be presenting and participating in this type of activity and frequently working with librarians from different time zones. This will be a good opportunity to practice the skills and flexibility needed for such a project.
<table>
<thead>
<tr>
<th>Session</th>
<th>Topics</th>
<th>Readings</th>
<th>Activities and Due Dates</th>
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</thead>
<tbody>
<tr>
<td>Aug 18-Sept 12</td>
<td>You and other scholars</td>
<td>Online Discussion: What are you curious about?</td>
<td>Due: Aug 22&lt;sup&gt;nd&lt;/sup&gt;, 10am</td>
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<tr>
<td></td>
<td></td>
<td>Read Head, Kayongo, Ge and Niu &amp; Discuss Online</td>
<td>Due: Aug 29&lt;sup&gt;th&lt;/sup&gt;, 10am</td>
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<td>You as a Researcher/Scholar: Essay</td>
<td>Due: Sep 12th, 10am</td>
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<td>Sept 13-Sept 26</td>
<td>Current Issues in the Academy</td>
<td>Read ACRL 2014 and ACRL 2012 &amp; choose your research topic</td>
<td>Due Sept 19&lt;sup&gt;th&lt;/sup&gt;, 10am</td>
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<td>Read AASCU &amp; NMCDiscuss Online</td>
<td>Discuss Online: Sept 19-Sept 26, 10am</td>
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<td>Sept 26-Oct 17</td>
<td>The Academy and the Disciplines</td>
<td>Watch Online Video Lectures</td>
<td>Finish lectures by Oct 10</td>
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<td>Write Draft of Research Paper</td>
<td>Draft due Oct 17, 10am</td>
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<tr>
<td>Oct 17- Oct 24</td>
<td>Organization and Budgets</td>
<td>Watch Online Video Lectures</td>
<td>Finish lectures by Oct 24</td>
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<td>Oct 24-Nov 14</td>
<td>Return to Current Issues in the Academy</td>
<td>Group Meetings</td>
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<td></td>
<td>Online Group Presentations</td>
<td>To be scheduled between Nov 6-9</td>
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<td>Final Research Paper</td>
<td>Due Nov 14, 10am</td>
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<td>Nov 14 – Dec 5</td>
<td>Reference Sources &amp; Services for the</td>
<td>Watch Online Video Lecture</td>
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<td></td>
<td>Academic Library</td>
<td>Citation Searching Assignment</td>
<td>Due: Nov 21, 10am</td>
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<td>Key Resources for Researchers</td>
<td>Due: Dec 5, 10am</td>
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<tr>
<td>Dec 5-Dec 12</td>
<td>Summing Up</td>
<td>Read Marcum &amp; Discuss Online</td>
<td>Discuss Online: Dec 5-Dec 12, 10am</td>
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Grading Criteria

See each assignment in Canvas for grading rubric specific to the assignment. Overall expectations:

- Assignments are due at the time specified (Fridays at 10am CST). 10% will be deducted for each day an assignment is late unless there is an emergency.
- All typed assignments need to be in 12-point font with 1” margins and need to be submitted as PDFs. If PDF format is a problem, talk with me AHEAD of time. Assignments will not be accepted unless they are in PDF.

Writing Expectations:
I will expect graduate-level writing for the essay and research paper. Papers should be carefully proof-read (this goes well beyond automated spell and grammar checks), properly formatted and well-crafted. Your ideas should be well-organized and presented in an orderly fashion. Remember that essays and research papers are different and require different writing styles. I will provide detailed feedback on your essay and your draft research paper so that you have a clear idea of my expectations for the final paper.

Discussion Expectations:
This is a course on academic libraries. Therefore it is especially important that you practice how to discuss issues in a professional and academic way. Online discussion posts and class discussions do not have to be crafted as carefully as a paper. However, you should strive to express your thoughts in a clear and professional manner. Debating the merits of ideas is encouraged but please remember to keep the debates professional and non-personal. You are participating in a discourse with others and so your posts should make a contribution to the discussion, not just affirm what someone else has contributed.

SLIM Grading Scale

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<thead>
<tr>
<th>Grade</th>
<th>Range</th>
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<tbody>
<tr>
<td>A</td>
<td>96 - 100</td>
<td>A-</td>
<td>90 - 95</td>
<td>B+</td>
</tr>
<tr>
<td>C+</td>
<td>77 - 79</td>
<td>C</td>
<td>74 - 76</td>
<td>D</td>
</tr>
<tr>
<td>B</td>
<td>84 - 86</td>
<td>B-</td>
<td>0 - 69</td>
<td>F</td>
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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 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/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.

**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