Course Syllabus
LI873XI

Archives Studies Practicum
Fall Semester 2014

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Online Course Login: canvas.emporia.edu
Credit Hours: 3
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

Students gain practical and professional work experience in a supervised setting. Students must follow the guidelines set forth in the Archives Studies Certificate (ASC) Practicum Handbook. Consent of instructor. (Approved 12/20/2012)

Course Learning Outcomes

<table>
<thead>
<tr>
<th>Course Outcomes</th>
<th>MLS Program Outcomes/ Professional Values</th>
<th>ALA Core Competence(s)</th>
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</thead>
<tbody>
<tr>
<td>1) To provide professional orientation and skills development appropriate for each student through a supervised field experience in an archival repository.</td>
<td>PO1, PO3, PO7, PV1, PV3</td>
<td>1, 2, 3, 7</td>
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<tr>
<td>2) To broaden the student's perspective and background for improved assimilation and synthesis of general principles and concepts related to the archival profession.</td>
<td>PO2, PO3, PO7, PV1, PV3</td>
<td>1, 2, 3, 7</td>
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<tr>
<td>3) To acquaint the student with the mission, administrative organization, policies and procedures, resources and services, and clientele of a particular archival repository.</td>
<td>PO1-PO8, PV1</td>
<td>1-5, 7, 8</td>
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<td>4) To expose the student to working contacts with individual professional archivists; to facilitate the development of professional attitudes, service ethics, and work habits; to acquaint the student with different points of view and a variety of strategies for dealing with archival needs (e.g. collecting, preserving, and providing access to archival materials) and managerial problems and issues.</td>
<td>PO1-PO8, PV1, PV3</td>
<td>1-5, 7, 8</td>
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<tr>
<td>5) To provide the student with the experience of professional evaluation, in terms of: general education, professional knowledge and competence, ability to work with others, diligence in the accomplishment of assigned tasks.</td>
<td>PO1, PO7, PO8, PV1, PV3</td>
<td>1, 7, 8</td>
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<td>6) To provide the student an opportunity for self-reflection and self-evaluation of his or her performance during the field experience.</td>
<td>PO1, PO7, PV1, PV3</td>
<td>7</td>
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Course Overview

The practicum for students enrolled in ASC program is designed as a supervised work experience. In order to ensure a quality experience and to achieve the goals that are identified by the student and the host institution, all parties involved in the experience must collaborate to design the practicum.

The practicum requires a minimum of 120 hours (for three credit hours) of supervised work at an approved site or on an approved project. It is expected that the student, in conjunction with his/her Site Supervisor, will estimate an appropriately balanced workload to allow the student significant exposure to the work of an archives professional.

Please see the Archives Studies Certificate Handbook for additional information regarding application requirements.

Required

- Creation and Approval of Practicum Plan. The plan should be created prior to enrollment in LI873. The plan should outline the goals and objectives of the practicum experience as well as provide a timeline for completion. Students are expected to complete 120 hours of practicum work.
- Professional Artifacts with explanatory memorandum. This will provide evidence of the student’s work product and demonstrate his or her understanding of the relationship of the work to the domains of archival practice.
- Site Supervisor Evaluation: completed form
- Self-Evaluation: completed form

Grading Criteria

These criteria should identify all the elements required and the degree of achievement necessary for each assignment.

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>
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<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 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
1 Kellogg Circle / Box 23
Emporia, KS 66801
Phone : 620/341-6637
TTY: 620/341-6646
Email: disabser@emporia.edu