Course Syllabus

LI940XR

Teaching and Learning in Organizations

Summer Semester 2015

Faculty: Dr. Mirah Dow
E-mail: mdow@emporia.edu
Primary Phone: (620) 341-5203
Online Course Login: canvas.emporia.edu
Credit Hours: 3
Meetings: Internet, 5/29-30, 7/10-11

Important Dates for Summer 2015

5/18 First Day of Class
7/1 Last Day to Withdraw
5/25 Memorial Day (ESU Closed)
7/3 Independence Day (ESU Closed)
8/11 Final Grades Due
5/26 Last Day to Add/Drop
8/7 Last Day of Classes

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

This course focuses on teaching and learning, curriculum development, the roles of the faculty member in the university and in the profession, as well as the structure of educational institutions for adults. (Approved 3/9/2015)

Course Learning Outcomes

<table>
<thead>
<tr>
<th>By the end of the course, students will be able to:</th>
<th>Ph.D. Program Outcomes</th>
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</thead>
<tbody>
<tr>
<td>1 Demonstrate an understanding of curriculum development, learner assessment, and effective teaching methods.</td>
<td>7</td>
</tr>
<tr>
<td>2 Explain the purpose and effective utilization of various teaching methods (e.g., lecture, Internet discussion, case study) in face-to-face and Internet-based learning environments.</td>
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<tr>
<td>3 Explain the structure of institutions of higher education and the roles of faculty members in those institutions.</td>
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<tr>
<td>4 Analyze and critique the research literature on these topics.</td>
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<tr>
<td>5 Articulate a personal philosophy of teaching and learning.</td>
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<tr>
<td>6 Design and teach a library and information management unit/course that demonstrates mastery of content and pedagogy.</td>
<td>12</td>
</tr>
<tr>
<td>7 Write a manuscript suitable for publication emphasizing current trends and issues in teaching and learning in higher education, particularly library and information studies.</td>
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</tbody>
</table>

Approved 4/22/11

Course Overview

This course offers a blended learning environment with technology-assisted (Canvas) and face-to-face activities throughout the semester. Students are required to attend two, face-to-face class weekends at ESU-KC, Overland Park, KS.

Instructor Contact Information

The best way to contact the professor is to send email: madow@emporia.edu  Face-to-face appointments and telephone conversation may be scheduled upon request.
Required Readings

Books


Journal Articles


Learning Activities

Learning activities for this course are organized in Modules (Canvas). Each module is an electronic space for sharing assignment instructions and related instructional materials.

Assignments

<table>
<thead>
<tr>
<th>Modules</th>
<th>Assignment Due Date</th>
<th>Outcomes</th>
<th>Points (100)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module-Getting Started</td>
<td>May 25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Module-Readings and Related Activities</td>
<td>#1 May 29-30 (class)</td>
<td>Outcomes 1, 2</td>
<td>10 Points</td>
</tr>
<tr>
<td></td>
<td>#2 May 29-30 (class)</td>
<td>Outcome 3, 4</td>
<td>10 Points</td>
</tr>
<tr>
<td></td>
<td>#3 June 15</td>
<td>Outcome 5</td>
<td>5 Points</td>
</tr>
<tr>
<td></td>
<td>#4 June 29</td>
<td>Outcome 7</td>
<td>10 Points</td>
</tr>
<tr>
<td></td>
<td>#5 July 10-11 (class)</td>
<td>Outcome 6</td>
<td>5 Points</td>
</tr>
<tr>
<td></td>
<td>#6 July 10-11 (class)</td>
<td>Outcome 7</td>
<td>10 Points</td>
</tr>
<tr>
<td></td>
<td>#7 July 27</td>
<td>Outcome 7</td>
<td>20 Points</td>
</tr>
<tr>
<td>Module-Participation</td>
<td>Throughout Semester</td>
<td>Outcomes 1-7</td>
<td>20 Points</td>
</tr>
</tbody>
</table>

SLIM Grading Scale

<table>
<thead>
<tr>
<th>96 -100</th>
<th>A</th>
<th>77 - 79</th>
<th>C+</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 95</td>
<td>A-</td>
<td>74 - 76</td>
<td>C</td>
</tr>
<tr>
<td>87 - 89</td>
<td>B+</td>
<td>70 - 73</td>
<td>D</td>
</tr>
<tr>
<td>84 - 86</td>
<td>B</td>
<td>0 - 69</td>
<td>F</td>
</tr>
<tr>
<td>80 - 83</td>
<td>B-</td>
<td></td>
<td></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 courses, 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. In addition, if a student has a semester GPA of less than 3.0 he or she will be given an academic warning.
When a student has been given an academic warning, an administrative hold will be placed on the student’s record to block future enrollment, and the student will be removed from any registered courses for the upcoming semester. Before the student can be enrolled, he or she 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 upon satisfactory completion of the academic improvement plan.

If the student fails to complete the terms set forth in the academic improvement plan, then the student’s academic progress will be reviewed by the student’s academic advisor and the SLIM dean, and a decision will be made regarding whether the student should be academically dismissed from SLIM’s graduate program.

**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/trnscpt/grades.html](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

Course evaluation is an important part of the process of teaching and learning. SLIM uses the IDEA evaluation instrument to gather feedback from students on the effectiveness of each and every course. The resulting data is reviewed by the instructors and the Dean, who work together to improve teaching and learning across the whole of SLIM. 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 through the Campus Labs platform, and student responses are anonymous (unless students share any identifying information in their comments). Nobody in SLIM has access to individual student surveys at any time, and aggregated data is only made available to instructors at least one week after final grades have been 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