Course Syllabus
LI880XS

Capstone Course: Assessing the MLS Experience
Fall Semester 2015

Faculty: Keith Rocci
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Primary Phone: (520) 206-6323
Online Course Login: canvas.emporia.edu
Credit Hours: 1
Meetings: Internet, begins 8/17

Important Dates for Fall 2015
8/17 First Day of Class
10/23 Last Day to Withdraw
12/4 Last Day of Classes
8/28 Last Day to Add/Drop
11/11 Veteran’s Day (ESU Closed)
12/12 Commencement
9/7 Labor Day (ESU Closed)
11/25-29 Thanksgiving (ESU Closed)
12/15 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

This course will give students the opportunity to reflect on their growth and development over the course of their MLS experience. This should be the last course that students take. In the course, students will analyze the artifacts collected in their assessment portfolio, discuss them with their colleagues, and write a reflective essay addressing the extent to which they demonstrate they met the goals of the MLS curriculum. (Required) (Approved 1/1/2008)

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 Identify and explain their own cognitive and affective learning across the whole MLS program.</td>
<td>1 - 8</td>
<td>1 - 8</td>
<td></td>
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<tr>
<td>2 Demonstrate effective electronic communication skills through the creation of an online professional portfolio.</td>
<td>4</td>
<td>1J</td>
<td></td>
</tr>
<tr>
<td>3 Demonstrate individual abilities, professional knowledge and professional goals through the appropriate selection and presentation of course artifacts.</td>
<td>1 - 8</td>
<td>1 – 8</td>
<td></td>
</tr>
<tr>
<td>4 Summarize their professional, personal, and intellectual growth throughout the MLS program.</td>
<td>7</td>
<td>1 - 4</td>
<td>7A, 7D</td>
</tr>
</tbody>
</table>

Approved 3/9/2015

Course Overview

This course is the final component of the Master of Library Science (MLS) comprehensive assessment process. It should be the last course MLS students undertake. Capstone activities provide opportunities for students to reflect, assess, and illustrate the knowledge, skills, and professional values learned during their MLS program. It is especially critical that students use this opportunity to demonstrate mastery of all MLS Program Outcomes and Professional Values. During the course, students create individual assessment portfolios that address the extent to which the goals of the MLS program curriculum have been met. Students must complete this course successfully before becoming candidate for graduation.
Successful students will take most of the semester to complete this course. Please do not wait to get started and try to cram everything in at the end, as you will rob yourself of the main benefits of the course. Capstone Class requirements are organized around five capstone activities. Begin at once and pace yourself. The evaluation process is distributed throughout the semester. Portfolios are due approximately three weeks before student presentations. This allows the instructor sufficient time to review portfolios and give approval and/or make suggestions for change before the presentations.

Instructor Contact Information

My office hours for the Fall 2015 are by appointment. Email me at krocci@emporia.edu. When emailing from outside of Canvas, please always include the course number (e.g.L1880XA) in the email subject line, as I will respond more quickly if I realize your email pertains to the course.

Required Readings

All readings are in Canvas.

Recommended Readings


Learning Activities

Evaluation #1 - Online Participation (20 points)

Online discussion and participation are important aspects of the assessment process in the course. Through guided and independent discussion and participation, students will share with colleagues their experiences and ideas related to the MLS program. There is a weekly Canvas discussion posted, but there are no topics as such. Rather, you should check in each week to report on your progress and any insights you have gained or problems you have encountered. The Professional Development Reflection and the submission of reflective statements and the table of artifacts are part of the participation requirements of the class, and are assessed within the rubric.
Evaluation # 2 - Portfolio (50 points)

The Master of Library Science portfolio should demonstrate your mastery of MLS Program Outcomes and Professional Values, should be a showcase for your skills and knowledge, and should be a celebration of your professional growth and achievements. (Even if you have already been hired for a professional position, please do not make the mistake of skimping the creation of your portfolio. The work of creating and sharing your portfolio is a valuable professional experience and should be the climax of your studies in the MLS program.

Assignments 1 & 2 are included in this evaluation.

Evaluation #3 – Online Portfolio In-Presentation - (30 points)

The online presentation provides students opportunities to reflect, present, share, and celebrate their experiences and achievements in the Master of Library Science program. Specific instructions and requirements will be provided during the course.

Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Course Outcome(s) Met</th>
<th>Due Date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1</td>
<td>1</td>
<td>9/25</td>
<td>10</td>
</tr>
<tr>
<td>Assignment 2</td>
<td>2</td>
<td>10/30</td>
<td>10</td>
</tr>
<tr>
<td>Portfolio Link</td>
<td>3,4</td>
<td>11/25</td>
<td>30</td>
</tr>
<tr>
<td>Virtual Portfolio Presentation</td>
<td>5</td>
<td>11/25</td>
<td>30</td>
</tr>
<tr>
<td>Participation</td>
<td>1,2</td>
<td>Throughout</td>
<td>20</td>
</tr>
</tbody>
</table>

Tentative Course Outline

<table>
<thead>
<tr>
<th>Session</th>
<th>Topics</th>
<th>Readings</th>
<th>Activities and Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1:</td>
<td>Introductions</td>
<td></td>
<td></td>
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<tr>
<td>Module 2</td>
<td>Purpose and Reflection</td>
<td>Dunneback article</td>
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<td></td>
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<td>Van Duinkerken article</td>
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<tr>
<td>Module 3</td>
<td>The Professional Portfolio</td>
<td>Arns article</td>
<td>Assignment #1</td>
</tr>
<tr>
<td>Module 4</td>
<td>Artifact selection and file formats</td>
<td></td>
<td></td>
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<tr>
<td>Module 5</td>
<td>Demonstrating professional competence</td>
<td></td>
<td>Assignment #2</td>
</tr>
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Grading Criteria

LI 880 is a pass/fail course. Students are required to submit all assignments to earn a passing grade. This includes the portfolio, virtual presentation and participation in all discussions.

SLIM Grading Scale

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