Dissertation Proposal
LI947XA Course Syllabus

Fall Semester 2019

<table>
<thead>
<tr>
<th>Information Type</th>
<th>Information Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty:</td>
<td>Sarah Sutton, Ph.D.</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:ssutton3@emporia.edu">ssutton3@emporia.edu</a></td>
</tr>
<tr>
<td>Primary Phone:</td>
<td>620-341-5816</td>
</tr>
<tr>
<td>Student:</td>
<td>LS</td>
</tr>
<tr>
<td>Online Course Login:</td>
<td>canvas.emporia.edu</td>
</tr>
<tr>
<td>Credit Hours:</td>
<td>3</td>
</tr>
<tr>
<td>Meetings:</td>
<td>Internet begins 8/19</td>
</tr>
</tbody>
</table>

Important Dates for Fall 2019

<table>
<thead>
<tr>
<th>Event:</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day of Class:</td>
<td>August 19</td>
</tr>
<tr>
<td>Last Day to Add/Drop:</td>
<td>August 30</td>
</tr>
<tr>
<td>Last Day to Withdraw:</td>
<td>October 25</td>
</tr>
<tr>
<td>Last Class day:</td>
<td>December 6</td>
</tr>
<tr>
<td>Final Grades Due:</td>
<td>December 17</td>
</tr>
</tbody>
</table>

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.

Catalogue Description
(Prerequisite: LI 890.) Students complete all aspects of the dissertation proposal, including developing the problem statement and research questions, preparing the literature review and conceptual framework, establishing the design logic and procedures, the identification of ethical issues, securing IRB approval, conducting the pilot study, and writing the proposal document. (Approved 3/9/2015)

Course Learning Outcomes

1. Successfully defend a dissertation proposal.

Instructor Contact Information

My contact information is included at the beginning of this syllabus and in several places in Canvas. I prefer that you contact me via Canvas email or Zoom, but I will reply to almost any kind of communication.

I will conduct office hours in my physical office in SLIM (WAWL room 423B) and in my Zoom virtual office. You can contact me in my Zoom virtual office using this URL: https://emporiastate.zoom.us/j/8314911547 or by dialing 646 558 8656 (US Toll) or +1 408 638 0968 (US Toll) and using meeting ID# 831 491 1547.

Office hours are those hours that I set aside exclusively for communicating with you, however you are welcome to contact me at any time. During office hours I will endeavor to reply to you immediately. During other times, I will make every effort to reply within 48 hours. While I may not reply immediately outside of office hours, my goal is to be as accessible and responsive to you as I possibly can. I reserve the right not to respond to
communication during evening hours or on the weekend (outside of office hours).
If you email me outside of Canvas, please do so from your ESU email address. All of the email that I receive ESU email addresses goes into a special folder in my Outlook mailbox and these are the ones I always answer first.

Required Readings

Student and professor must agree on all readings that will be covered in the course.

Recommended Readings


evopaper. (n.d.). *Make the most of your day: 11 actionable time management tips.*


**Learning Activities**

1. Dissertation proposal writing.
2. Student – committee discourse.

**Assignments**

Dissertation proposal.

**SLIM Technology Requirements**

SLIM has specific hardware, software and network requirements for all students that are specified on the [SLIM Technology Requirements](#) web page. Computer technology is integrated throughout the curriculum, including the use of Canvas, ESU’s learning management system, and use of video-conferencing software. All students must have devices, high-speed Internet access, and current software for home use that makes possible full participation in extensive course assignments. See the [ESU TechSite](#) for software available to students at no cost. Contact the [ESU financial aid office](#) for details about possible funding for purchase of computer equipment.

(Approved 10/17/2018)

**Grading Criteria**
Pass/No Pass. In order to achieve a grade of pass, the student must complete a written dissertation proposal that is acceptable to the dissertation, meets the criteria set out in the SLIM Doctoral Program Handbook, is approved the Dean of SLIM and the Dean of the Graduate School, and is publicly presented.

**SLIM Grading Scale**

<table>
<thead>
<tr>
<th>Points</th>
<th>Letter 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>

(Approved 9/19/2018)

**SLIM Grade Policy**

All graduate courses required in the university-approved curricula of SLIM’s master’s degree programs, certificate and licensure 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.

This SLIM Grade Policy applies to all students in SLIM’s master’s degree programs, certificate and licensure programs, the doctoral program, and academic concentrations. It also applies to all those who have passed into MLS or doctoral degree candidacy.
(Approved 9/19/2018)

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.

Absence from a SLIM Course’s Class Weekends
In-person attendance at weekend class meetings is especially critical to the overall success of a weekend-intensive graduate course. Therefore, students who miss any part of weekend class meetings due to illness or personal emergency are required to notify their instructors and their advisors, at which time they will be advised to withdraw from the course and apply for tuition reimbursement by submitting the ESU Business Office Petition for Tuition/Fee Readjustment.

All students who submit petitions for tuition/fee readjustment due to illness or personal emergency should be aware that, while SLIM policy supports the submission of petitions for tuition and fee reassessment when appropriate, SLIM cannot guarantee tuition and fee appeals will be granted by the ESU Business Office.

**Inclement Weather**

In cases of inclement weather, the class instructor, in collaboration with the regional director, will make a determination as to whether to hold or cancel the class weekend or a portion thereof. Any such decisions will be communicated to students at the earliest possible opportunity through the campus email system and with an announcement on the course management system.

(Approved 9/5/2018)

**SLIM Incomplete Grade Policy**

SLIM’s Incomplete Grade Policy upholds the Emporia State University Incomplete Grade Policy.

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.
(Approved 11/14/2018)

Online Communication 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 utmost tact and respect. 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 professionalism and courtesy at all times when interacting with others in the class.
(Approved 10/17/2018)

SLIM Course Evaluation Policy
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 after final grades have been submitted.

(Approved 11/14/2018)

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, Section 4E.15].

**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. [Policy and Procedures Manual, Section 3D.0801]

**Diversity & Inclusivity Policy**

Emporia State University supports an inclusive learning environment where diversity and individual differences are understood, respected, appreciated, and recognized as a source of strength. We expect that students and faculty at Emporia State will respect differences and demonstrate diligence in understanding how other people’s perspectives, behaviors, and worldviews may be different from their own.

If there are aspects of the design, instruction, and/or your experiences within this course that result in barriers to your
inclusion or accurate assessment of achievement, please notify the unit head (Department Chair or equivalent) as soon as possible, and/or contact the office of the Assistant Dean of Students for Diversity, Equity, & Inclusion. [Policy and Procedures Manual, Section 4L.]

Accessibility Policy

Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Student Accessibility and Support 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, Student Accessibility and Support Services, and the professor will be strictly confidential. [Policy and Procedures Manual, Section 4K]

Contact information for Student Accessibility and Support Services

Student Accessibility and Support Services
106 Plumb Hall
Emporia State University
1 Kellogg Circle / Box 4023
Emporia, KS 66801
Phone: 620/341-6637
TTY: 620/341-6646
E-mail Student Accessibility and Support Services