

Valdosta State University
Master of Library and Information Science Program
Spring 2014

Syllabus: MLIS 7500 Computer Applications for Information Professionals
(3 Credit Hours)

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Catalog Description: A study of concepts, applications, issues, and trends for information professionals. Topics include hardware and software, networks and the Internet, data security, digital media, database basics, and programming basics. The impact of information technologies on libraries and information centers is emphasized.

Course Objectives:

Students will be able to:

- Understand and explain basic computer concepts (hardware and software) and applications
- Explain computer programming and database technology
- Develop basic understanding of networks
- Describe basic Internet and digital media technologies
- Identify issues in and approaches to data security
- Evaluate trends in computer technologies and their effect on the LIS field

Class Activities: Class activities include a set of readings, assignments and quizzes, and asynchronous online discussions. Students will complete assignments that provide an opportunity to demonstrate familiarity with the course content. Assignments will provide students with conceptual and practical understanding of computer concepts, issues, trends, and impacts on information professionals and libraries. It is the student's responsibility to check the course calendar for **DUE DATES** for all class work, and the weekly folders and assignment folders for all required and supplemental readings and other materials.

Course Dates & Delivery: January 13, 2014 through May 5, 2014. This class will be conducted on the Web via BlazeVIEW, Valdosta State University's electronic course management system. All discussion posts and assignment submissions must be sent via BlazeVIEW. Your VSU email username serves as your BlazeVIEW login. For information and assistance with BlazeVIEW, call the IT Help desk at 229-245-4357, or visit BlazeVIEW D2L student resources page at: <http://valdosta.edu/academics/elearning/main/current-students/student-resources/blazeview-d2l.php>.

Required Course Textbook

Burke, J. *Neal-Schuman library technology companion: A basic guide for library staff* (Fourth edition.) Chicago: ALA Neal-Schuman.

ISBN: 978-1-55570-915-0 (Paper), ISBN: 978-1-55570-931-0 (available in PDF version for a fee).

Note: Please familiarize yourself with the MLIS policy that prohibits the use of VSU's Interlibrary Loan service for obtaining textbooks at

http://www.valdosta.edu/mlis/student_resources/documents/ILL_Textbooks.pdf

Grading:

A set of readings, assignments, and online discussions will be assigned.

Grades will be calculated as follows:

- **Assignments** 4*15Points=60
- **Quizzes** 3*10Points = 30
- **Graded Discussion Topics** 2*5Points=10

Course Grade

Students can earn a maximum of 100 points in this course. Course grades will be awarded as follows:

- A: 90 – 100 points
- B: 80 – 89 points
- C: 70 – 79 points
- D: 60 – 69 points
- F: fewer than 60 points.

To be eligible for an A in this course, a student must complete *every* assignment.

COURSE POLICIES

Attendance: Course content is delivered asynchronously according to the course calendar. It is the student's responsibility to follow the course calendar and participate via BlazeVIEW as indicated at the appropriate times. The instructor reserves the right to schedule real-time delivery of instruction using tools available inside BlazeVIEW. It is in the student's best interest to log into the BlazeVIEW course delivery system ***daily*** to check for announcements and e-mail messages related to the course.

Communication: By institutional policy, instructors are asked to communicate with students online through VSU accounts (BlazeVIEW and VSU e-mail). The course **Faculty Office discussion board** will be available for the duration of the semester. Please post course-related questions that may be relevant to your classmates on the discussion board. Please read the Faculty Office discussion board regularly. If you have a personal question please send it to the instructor via **BlazeVIEW course e-mail**. If you would like to speak with the instructor by telephone please ask for an appointment via e-mail so a mutually appropriate time can be determined. If you are in Valdosta and would like to meet face to face please send a message via e-mail to arrange a time. If the instructor's office door is open please feel free to come in.

Submitting Assignments: All discussion post and assignment submissions must be sent via BlazeVIEW. If you use any word processing program other than Microsoft Word, please save your document in Rich Text Format (rtf). The instructor returns documents that cannot be opened on VSU equipment. Naming conventions for each assignment submission will be provided.

Late work: All course work is due inside BlazeVIEW on the date and time indicated on the course calendar. Any exceptions without penalties must be negotiated in advance. Technological crises are not an acceptable excuse for submitting work late unless BlazeVIEW is down.

A grace period of 24 hours is offered without penalty. After 24 hours 1 point of the maximum possible grade will be deducted from the student's score per day. **The instructor WILL NOT accept work that is more than five (5) days late without prior consent.** If you inform me of extenuating circumstances **before** the deadline, we can work out a solution for submitting a late assignment without penalty. Completely skipping an assignment is not acceptable in graduate school. To receive an A in this course requires completing **every** assignment.

University Resources & Policy

Academic Honesty: Valdosta State University expects that graduate students will pursue their academic endeavors and conduct themselves in a professional and ethical manner. All work that a student presents to satisfy course requirements should represent his or her own efforts, including appropriate use and acknowledgement of external sources. Specific regulations related to student conduct and behaviors are contained in the Student Handbook, Student Code of Conduct. See also:

<http://www.valdosta.edu/academics/academic-affairs/vp-office/academic-honesty-policies-and-procedures.php>

It is **your responsibility** to make sure you understand how to avoid breeches of academic integrity. If a student is unsure about the parameters of an assignment, ask for clarification. If a student needs help with citations and research resources and techniques, the University provides extensive resources for students. For help please start at the Odum Library's "Tutorials" page:

<http://www.valdosta.edu/academics/library/tutorials/citing-your-sources/welcome.php>.

Noncompliance with rules on appropriate use of resources will result in **zero** credit for those parts of the assignment affected. Asking librarians or staff in a library to provide answers or to conduct research to fulfill any part of a graded course requirement is an infraction of academic integrity. The same policy applies to contacting any free or commercial reference service for assistance with a graded assignment. An overall grade of **zero** can be assigned to an INDIVIDUAL paper or project if the instructor determines that its contents, or parts of its contents, were completed by a second party.

TurnItIn: By taking this course, you agree that all required course work may be subject to submission for textual similarity review to TurnItIn, a tool within BlazeVIEW. For more information on the use of TurnItIn at VSU, go to <http://www.valdosta.edu/academics/elearning/main/faculty-and-staff/faculty-resources/turnitin.php>.

Student Conduct: All interactions related to this class are to be conducted respectfully and professionally whether during face to face meetings, online interactions, small group work, email or telephone communication according to the Student Code of Conduct as presented in the

Valdosta State University Student Handbook, beginning on page 64:

<http://www.valdosta.edu/administration/student-affairs/student-conduct-office/documents/student-handbook.pdf>

Distant Learning Support: The University's Information Technology department provides step-by-step guides on how to use VSU's email and other sources. The IT Help Desk is at <http://www.valdosta.edu/helpdesk/guides/> and their phone hot line is 229-245-4357.

To help address concerns of off-campus and online students, the VSU Library maintains the Library Services and Resources for Distance Education Student webpage at: <http://www.valdosta.edu/academics/library/services/distance-education.php>.

To ask questions about availability or location of VSU online resources, use the VSU Library's Live Chat or E-mail at: <http://www.valdosta.edu/library/ask.php>. You may also phone the VSU Library's reference service at (229) 333-7149.

Accommodations Statement: From VSU's Access Office: Students with disabilities who are experiencing barriers in this course may contact the Access Office for assistance in determining and implementing reasonable accommodations. The Access Office is located in Farber Hall. The phone numbers are 229-245-2498 (V), 229-375-5871 (VP) and 229-219-1348 (TTY). For more information, please visit <http://www.valdosta.edu/access/> or email: access@valdosta.edu.

Student Agreements: Enrollment in this class signifies that you agree to abide by and adhere to the policies and regulations specified above. It is understood that the instructor may adapt or change this syllabus and the assignments contained within it if extraordinary circumstances arise during the course of the semester.

Incompletes: If you have not submitted assignments due up to this point in the semester, you are not eligible for an Incomplete at the end of the semester. Informing your instructor that you plan to withdraw does not remove you from the course. You must request withdrawal through the office of the VSU Registrar.

Important Dates

Monday, January 13: First day of classes.

Friday, January 17: Spring registration ends.

Monday, January 20: Martin Luther King JR Holiday, University Closed.

Thursday, March 6: Midterm. Last day to withdraw from a class without academic penalty.

March 17-21: Spring Break – No Classes

Monday, May 5: Last class day for spring 2014.

Saturday, May 10: Official Graduation Date.

Course Calendar:

You will find the course calendar that highlights detailed information about weekly course readings, activities and lists due dates for all assignments inside the BlazeVIEW course website.

Assignment Due Dates at a Glance*

Wednesday, February 5: Quiz 1.

Wednesday, February 19: Assignment 1

Wednesday, March 5: Quiz 2

Wednesday, March 26: Assignment 2

Wednesday: April 9: Quiz 3

Wednesday: April 23: Assignment 3

Wednesday: April 30: Assignment 4

*Discussion board will be open from Thursday till Next Wednesday when there is a topic for that week. There will be two graded discussion topics in total throughout the semester.