

VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE
MLIS 7800 Capstone
Syllabus--Summer Semester 2011
Three Credit Hours

Instructor:

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Course Description

Required for partial fulfillment of the requirements for the MLIS degree. Emphasis will be on synthesis of knowledge, honing writing and presentation skills, and creating a professional development plan.

Course Objectives

At the conclusion of the course, the student will:

- Synthesize knowledge gained throughout the course of study and apply that knowledge to the consideration of current professional issues
- Create a professional development plan
- Articulate personal professional goals
- Navigate the job hunting process
- Write a paper of publishable quality
- Make an effective professional presentation

Course Prerequisite or Corequisite: Taken during the final semester of study

Required Text

Rubin, Richard E. *Foundations of Library and Information Science*. New York: Neal Schuman. The edition you used in Foundations will serve as a reference for this course.

In addition, reference professional standards that your professor suggests as standards that you should consider for preparation of your paper, presentation, and resume preparation for your final documents that will become a part of your portfolio.

OVERVIEW of REQUIREMENTS

Capstone Topic: Identify a topic that will serve as the theme for your current issues discussion, your paper, and your presentation derived from your paper. Post to Discussion #1 no later than Class #1.

Reflective Essay on MLIS Experience: Prepare an essay that reflects on and evaluates your experience as a candidate in the VSU MLIS degree program. Your essay must include your opinion of the strengths and weaknesses within the program. Submit via the BlazeView Assignment Dropbox no later than Class #1.

Professional Resume: Submit a resume that represents your knowledge and skills as a graduate from a MLIS program in combination with concurrent skills or knowledge that you acquired on the job or from previous degrees. Submit via the BlazeView Assignment Dropbox no later than Class #2.

Professional Development Plan: Create a professional development plan based on your career goals and academic preparation. Include a detailed job-hunting plan, if applicable. Include plans for solidifying and updating your professional knowledge in the two-year period following graduation. Submit via the BlazeView Assignment Dropbox no later than Class #2.

Current Issues Discussions: Using Live Classroom, summarize one current aspect of your Capstone topic based on research you identify from either the LIS and/or popular literature during the past year. You have up to 6 minutes to present. In the last 6-9 minutes, moderate a discussion on the topic. Pose two or three questions to guide the discussion. Schedule your presentation date for Class #4.

Draft Literature Review on Capstone Topic: Submit via the BlazeView Assignment Dropbox no later than July 10th.

Progress Conference: Using Live Classroom, discuss your progress on the research for your Capstone topic. Present a preview of your Capstone presentation using a few slides to illustrate opening remarks and highlights of your research. Due at Class #5.

Portfolio: Update your portfolio. You may use either an electronic format or a three-ring binder format. If electronic, post the electronic file or a link to the URL in Discussion #2. If submitting a 3-ring binder, post via insured mail to the MLIS Dept. Attn: Dr. Ondrusek. All portfolios must be available for review by July 17th.

Capstone Paper: Prepare a paper of publishable quality on the Capstone topic submitted in Class #1 and reviewed in the literature for Classes #4. Paper length and style will depend on topic and on requirements of appropriate publication venues. Submit via the BlazeView Assignment Dropbox no later than July 24th.

Conference-style Presentation: Develop a conference-style presentation derived from the research and findings on your Capstone topic. Presentations will last 15-20 minutes with 10 minutes for questions and discussion. You have the option of presenting on Live Classroom during the first few days of Week 7 or of traveling to VSU and presenting in person the day of graduation. (We start early – you gown up at 5 pm.)

Grading of Requirements

Portfolio*	10 points
Reflective Essay	10 points
Professional Resume	10 points
Professional Development Plan	10 points
Current Issues	10 points
Conference-style Presentation	25 points
Capstone Paper	25 points

*On your MLIS Portfolio, you receive either full credit for a Complete submission or no credit for an Incomplete submission. You cannot complete your degree with an Incomplete portfolio. Your resume and professional development plan must be included.

Final Grade Assignment

100 – 90 points = A	89 – 80 points = B	79 – 70 points = C
Excellent work	Better than average	Needs revisions

Below a C, you will not be qualified for graduation with an MLIS

The Semester at a Glance

June 8-12	Class #1
	Submit Capstone topic to Discussion 1 Due Friday, June 10
	Submit Reflective Essay on MLIS Experience to the BlazeView Assignment Dropbox Due Sunday, June 12, 11:59 pm
June 13-19	Class #2
	Submit Professional Resume to the BlazeView Assignment Dropbox Due Sunday, June 19, 11:59 pm

- June 20-26 Class #3
- Submit ***Professional Development Plan***
to the BlazeView Assignment Dropbox
Due Tuesday, June 28, 11:59 pm
- Schedule your ***Current Issues Discussions***
Available dates: June 29, June 30, July 1, July 2.
Use the Sign-up sheet in BlazeVIEW.
- June 24-28 Dr. Ondrusek at ALA
- July 1 **Deadline for dropping the course without academic penalty**
- June 29-July 2 Class #4
- Present your ***Current Issues Discussions***
- July 4 **National holiday**
- July 5 – July 10 Class #5
- Meet with Dr. Ondrusek online for your ***Progress Conference***
- Submit ***Draft Literature Review on Capstone Topic***
to the BlazeView Assignment Dropbox
Due Sunday, July 10, 11:59 pm
- July 11- 17 Class #6
- Submit your ***Portfolio***
Electronic submissions: Give attachment or URL in Discussion 2
Three-ring Binder submissions: Mail to the MLIS Dept.
Due Sunday, July 17, 11:59 pm
- Return of your ***Draft Literature Review***
- July 18- 24 Class #7
- Schedule your ***Conference-style Presentation***
Available dates for Live Classroom presenters: July 25-26-27.
Emergency date: July 28.
Available date for In-person presenters (on VSU calmpus): July 29.

Submit **Capstone Paper**
to the BlazeView Assignment Dropbox
Due Sunday, July 24, 11:59 pm

July 25-27 Delivery of **Live Classroom Conference-style Presentations**
Daytime presentations are preferred so that interested MLIS
faculty members can attend. Free up one of these days so that you
can present your work and listen to other classmates during that
day.

July 29 Delivery of **On-campus, in-person Conference-style Presentations**
We start early between 8 and 9 am, if needed.

Graduate School Commencement 6 pm

Application for Graduation

Please make sure that your Application for Graduation packet has been submitted and processed.

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."

The **Guide to Ethical Conduct** is a booklet created for VSU MLIS students (http://www.valdosta.edu/mlis/student_resources/documents/GuidetoEthicalConductWebversion.pdf). It contains guidelines on appropriate conduct and outlines the ethical principles that instruct the profession of library and information science.

Specific regulations related to student conduct and behavior are contained in the *Student Handbook, Student Code of Ethics*. Please acquaint yourself with the full policy at <http://www.valdosta.edu/academic/AcademicHonestyPoliciesandProcedures.shtml>.

By this time in your MLIS program, you are expected to apply citing, quoting, and appropriate use of resources for your discussions, paper, and presentations. If you are unsure about the guidelines for an assignment, this is the time to clarify issues of academic publication.

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 entire paper or project if the instructor determines that its contents, or parts of its contents, were completed by a second party. This, of course, does not apply to group projects that require collaboration on a final product.

Distance Learning & Technical Support

Given the condensed timeframe of this course, it is absolutely essential that you have your computer's technical connections to the applications provided through the university's Information Technology department and the eLearning (Distance Learning) ready to go as of the first day of class. The IT Help Desk is available at <http://www.valdosta.edu/helpdesk/guides/> and their phone hot line is 229-245-4357.

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.

Special Needs Statement

Valdosta State University is an equal opportunity educational institution. It is not the intent of our institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin, or the handicap of the individual. It is the intent of the institution to comply with Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as the Title IX section 504 of the Rehabilitation Act of 1973. Students requiring classroom accommodations or modifications because of a documented disability should discuss this need with the professor at the beginning of the semester. Students requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in room 1115 Nevins Hall. The phone numbers are 245-2498 (V/VP) and 219-1348 (TTY).

Student Agreement

Enrollment in this class signifies that the student has agreed 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 according to circumstances that may arise during the course of the semester.



You did it! Congratulations!