



James L. & Dorothy H. Dewar  
COLLEGE of EDUCATION  
& HUMAN SERVICES  
VALDOSTA STATE UNIVERSITY

**Department of Library and Information Studies**  
**MLIS 7800 | Capstone | Sections IA & IB**  
**Fall 2024**  
**Three Credit Hours**

**INSTRUCTOR INFORMATION**

Linda R. Most, Ph. D.  
Odum Library, Suite 4600  
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Office Hours: By Appointment

**COURSE DESCRIPTION**

Taken during the final semester of study. 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.

**TEXTBOOKS / RESOURCE MATERIALS**

**REQUIRED TEXT(S)**

No required text.

**RECOMMENDED TEXT(S)**

- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>; ISBN: 978-1-4338-3216-1 (paperback)
- Hollister, C. V. (2014). *Handbook of academic writing for librarians*. Association of College and Research Libraries.; ISBN: 978-0-8389-8736-0 (paperback)
- Newlen, R. R. (2006). *Resume writing and interviewing techniques that work! A how-to-do-it manual for librarians*. ALA Neal-Schuman.; ISBN: 978-1-55570-538-1 (paperback)

Please familiarize yourself with the VSU policy that prohibits the use of the Interlibrary Loan service for obtaining textbooks at <https://www.valdosta.edu/colleges/education/master-of-library-and-information-science/documents/MLISPolicyonILLRequestsforTextbooks.pdf>.

**COURSE OBJECTIVES**

Upon completion of this course, the student will be able to meet these Student Learning Outcomes (SLOs). The SLOs are aligned with MLS program objectives (<https://www.valdosta.edu/colleges/education/master-of-library-and-information-science/our-program/>):

SLO 1. Synthesize knowledge gained throughout the course of study and apply that knowledge to the consideration of current professional issues (MLIS PO 1, 2, 3, 4).

SLO 2. Create a career development plan (MLIS PO 1, 3, 4).

SLO 3. Critically reflect on their engagement with and evaluate learning during the program (MLIS PO 3, 4).

SLO 4. Reflect on their own emerging role as an information professional (MLIS PO 4).

This course covers the following 2009 American Library Association Core Competences of Librarianship (<http://www.ala.org/educationcareers/careers/corecomp/corecompetences>):

4. Technological Knowledge and Skills

7. Professionalism

### **COURSE ACTIVITIES/ASSIGNMENTS/REQUIREMENTS**

Assignments and Activities in Brief as mapped to Program Objectives and Student Learning Outcomes. Assignment due dates can be found in the course calendar.

Students in this course are expected to: 1) Read or view all assigned materials; 2) Participate in class activities; 3) Submit all projects on time and according to the format designated by the instructor; 4) Conduct all research and composition according to the VSU Academic Honesty Policy. See the COEHS Policy on Plagiarism link below.

#### **ASSIGNMENTS AND ACTIVITIES IN BRIEF**

***Electronic Portfolio\** (SLO 1):** Follow the formatting requirements and guidelines for selecting work samples given in the BlazeVIEW site. Use of Google Sites software for compiling your portfolio is required. You cannot complete your degree with an incomplete portfolio. All links must work. Grade weight: 35%

***Capstone Webinar\** (SLO 1, SLO 4):** For this assignment you will develop the content portion of a webinar about a topic in library and information studies (you do not need to include a question and answer section). Grade weight: 35%

***Career Development Plan\** (SLO 2, SLO 3):** Create a career development plan based on your career goals and academic preparation. Include a detailed job-hunting plan. Include plans for solidifying and updating your professional knowledge in the two-year period following graduation. Grade weight: 10%

***Professional Resume\** (SLO 2):** Submit a resume that documents the knowledge and skills acquired as a graduate from an MLIS program in combination with concurrent skills or knowledge that you have acquired on the job or from previous degrees. Grade weight: 10%

***Discussions* (SLO 1, SLO2, SLO3, SLO 4):** Grade weight (total): 10%

\*Successful completion of these assignment is necessary to fulfill requirements for this course.

#### **SUBMITTING ASSIGNMENTS**

All assignments must be submitted as instructed on the BlazeVIEW course website using Word formats (.doc or .docx suffixes only), PDFs, or other formats designated by the instructor. The university's Information Technology (IT) department provides step-by-step guides on how to use VSU's e-mail system and other resources. The IT Help Desk is at

<http://www.valdosta.edu/administration/it/helpdesk/>. Their telephone hotline is 229-245-4357. BlazeVIEW is powered by the Desire2Learn (D2L) Brightspace course learning system. D2L provides 24/7 support 365 days a year. To contact D2L, go to <https://D2LHelp.view.usg.edu> or call the hotline at 855-772-0423.

### **LATE SUBMISSIONS, MISSED ASSIGNMENTS, & MAKE UP ASSIGNMENTS**

Completely skipping an assignment is not acceptable in graduate school. To be eligible to receive an A in this course requires completing every assignment and submitting within the specified deadlines. All course work is due inside BlazeVIEW on the date and time indicated on the course calendar (based on the BlazeVIEW clock). Technology problems are not an acceptable excuse for submitting work late unless BlazeVIEW is down at the time the work is due.

### **MLIS PROGRAM E-PORTFOLIO REQUIREMENT**

An E-Portfolio is required for graduation by all students. Details may be found on the course website.

### **COURSE GRADES**

ePortfolio	35 points
Capstone Webinar	35 points
Career Development Plan	10 points
Professional Resume	10 points
Discussions	10 points
<b>Total</b>	<b>= 100 points</b>

Course grades will be awarded as follows:

- A: 90%–100%
- B: 80%–89%
- C: 70%–79%
- D: 60%–69%
- F: Lower than 60%

No grade below a C will be credited toward a VSU graduate degree and students must receive a grade of B or better to earn credit in core courses and the required collection development elective.

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 or copied into a paper or project from a source without proper citing. Noncompliance with rules on appropriate use of resources will result in zero credit for those parts of the assignment affected. If you are unsure about the parameters of an assignment, ask for clarification.

### **ATTENDANCE POLICY**

VSU requires that you attend class in the first week. You must complete the attendance activity in order to not be dropped for this course by the deadline. All course activities will be conducted through BlazeVIEW and Google sites. Course content is delivered asynchronously according to the course calendar. It is your responsibility to participate in all course activities

and submit assignments on time. It is in your best interest to log into the course at least several times each week (daily is best) to check announcements, discussion board posts, and emails.

### **COMMUNICATION**

Communication will be conducted through BlazeVIEW email, postings and replies in the discussion board, and/or BlazeVIEW announcements. Check these areas at least several times per week (daily is recommended) as you are responsible for knowing all information communicated through these channels.

VSU requires that all correspondence between the student and the instructor be conducted through official university channels. To that end, all email correspondence related to this course is to be sent using the email client built into the BlazeVIEW course website. For other correspondence with any VSU faculty members or administrative offices, please use your VSU email account.

### **PROFESSIONALISM**

The Department of Library and Information Studies expects you to pursue your academic endeavors and conduct yourself in a professional and ethical manner. All work submitted in the course must represent your own efforts. Cite sources and include reference information. You should communicate in a professional manner in both speech and writing and maintain a professional attitude, being respectful to others and their viewpoints. Exercise an awareness of the pervasiveness of the online environment and strive to maintain a professional online presence.

### **ACADEMIC INTEGRITY**

You are responsible for knowing and abiding by the Academic Integrity Policy as set forth in the Student Code of Conduct (<https://www.valdosta.edu/administration/student-affairs/student-conduct-office/student-handbook.php>) and the COEHS Policy Statement of Plagiarism (<https://www.valdosta.edu/colleges/education/deans-office/policy-statement-of-plagiarism.php>). All students are expected to do their own work and to uphold a high standard of academic ethics. Consequences for acts of academic dishonesty are detailed in the COEHS Policy Statement of Plagiarism.

VSU's Academic Student Conduct Code states that "no student shall engage in plagiarism, which is presenting the words or ideas of another person as if they were the student's own." Content generated by an Artificial Intelligence third-party service or site (AI-generated content) without proper citation is another form of plagiarism. If you are unsure about whether something may be plagiarism or another form of academic dishonesty, please reach out to me as soon as possible.

For more information, visit Academic Honesty at VSU (<https://www.valdosta.edu/academics/academic-affairs/academic-honesty-at-vsuh.php>).

### **STUDENT OPINION OF INSTRUCTION SURVEY**

At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available through SmartEvals. Students will receive an email notification through their VSU email address when the SOI is available (generally at least one week before the end of the term). SOI responses are anonymous to instructors/administrators, and they will be able to access results only after they have

submitted final grades. Before final grade submission, instructors will not be able to see any responses, but they can see the percentage of students who have or have not completed their SOIs. While instructors will not be able to see student names, an automated system will send a reminder email to those who have yet to complete their SOIs. Students who withdraw or drop a course will also be sent invitations to complete the Dropped Course Survey. Complete information about the SOIs, including how to access the survey, is available on the SOI Procedures webpage (<https://www.valdosta.edu/academics/academic-affairs/sois/>).

### **NON-DISCRIMINATION AND TITLE IX STATEMENT**

Valdosta State University (VSU) upholds all applicable laws and policies regarding discrimination on the basis of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity or expression, national origin, religion, age, veteran status, political affiliation, or disability. The University prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities that receive federal funding. VSU considers sex discrimination in any form to be a serious offense. Title IX refers to all forms of sex discrimination committed against others, including but not limited to: sexual harassment, sexual assault, sexual misconduct, and sexual violence by other employees, students or third parties and gender inequity or unfair treatment based on an individual's sex/gender. The designated Title IX Coordinator for VSU is Ms. Selenseia Holmes. To view the full policy or to report an incident visit: <https://www.valdosta.edu/administration/student-affairs/title-ix/>

### **ACCOMMODATION STATEMENT**

Students with disabilities who are experiencing barriers in this course may contact the Access Office (<https://www.valdosta.edu/student/disability/>) for assistance in determining and implementing reasonable accommodations. The Access Office is located in University Center Room 4136 Entrance 5. The phone numbers are 229-245-2498 (V), 229-375-5871. For more information, please visit VSU's Access Office or email: [access@valdosta.edu](mailto:access@valdosta.edu). To request reasonable accommodations for pregnancy and childbirth, contact Ms. Myia Miller, Title IX Compliance Officer, at [maburden@valdosta.edu](mailto:maburden@valdosta.edu). Please note, you will be required to provide documentation from an appropriately licensed medical professional indicating the requested accommodations are medically necessary.

### **Helpful Links**

Technical Support (IT helpdesk)	<a href="https://www.valdosta.edu/administration/it/solutions/">https://www.valdosta.edu/administration/it/solutions/</a>
Center for eLearning (support for BlazeVIEW)	<a href="https://www.valdosta.edu/academics/elearning/">https://www.valdosta.edu/academics/elearning/</a>
Academic Support Center	<a href="https://www.valdosta.edu/asc/">https://www.valdosta.edu/asc/</a>
Hope Connect (Mental Health Services)	<a href="https://www.valdosta.edu/administration/student-affairs/student-health/hope-connect-about.php">https://www.valdosta.edu/administration/student-affairs/student-health/hope-connect-about.php</a>