

LI880XO & XP Capstone Course, Assessing the MLS Experience

Course Schedule Class begins online May 16 and ends August 3, 2012

Class Meetings Internet and

F2F Friday, July 27, 2012 - 6:00 – 9:00 p.m.

F2F Saturday, July 29, 2012 - 8:30 a.m. – 5:00 p.m.

All enrolled students will be assigned to present during one of these two f2f class meetings. The assignment sheet will be posted in Bb Course Content. You are required to attend only the f2f class meeting that you are assigned. You may attend the other class session as an observer if you would like to do so.

Optional Meeting An optional “get started” meeting will be available for both groups on Tuesday, May 22 at 7:00 p.m. PDT. This will be an opportunity for you to hear the professor briefly speak about the instructions and process and to have your questions answered. Please read the capstone assignment instructions if you can before attending this meeting. If you are not able to attend, this session will be recorded for your convenience.

The link for the AC session is available in Bb. Click on “Adobe Connect” on the main menu.

If you need assistance to use Adobe Connect, in advance, please email slimhelp@emporia.edu or call 620-341-5235 during SLIM office hours.

Location Portland, Oregon (classroom to be Announced by Perri Parise)

Professor Mirah Dow, PhD mdow@emporia.edu
620-341-5734 (SLIM office)
1-800-552-4770 (toll free, SLIM office)
620-341-5233 (fax, SLIM office)

Office Hours It is best to schedule an appointment if you would like to visit me in-person or speak to me on the telephone. The best way to reach me is by e-mail.

Logon to Blackboard at <https://elearning.emporia.edu/>

Course 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. (SLIM Course Description, Approved April 2011).

Overview of the Course

Assessment 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. <http://slim.emporia.edu/index.php/prospective-students/mission-vision-statements/> (accessed April 13, 2012)

During the course, each student creates an individual assessment portfolio that addresses the extent to which the goals of the MLS program curriculum were met. Students must successfully complete and pass this course before becoming a candidate for graduation.

It is likely to take all semester to complete this course. Please do *not* wait to get started. Capstone Class requirements are organized around five course assessment activities. Begin at once and pace yourself. The assessment process is distributed throughout the semester. Portfolios are due approximately three weeks before student presentations. This will give the instructor(s) sufficient time to review your portfolio and give approval and/or make suggestions for change before the presentations.

Course Learning Objectives

Capstone course culminates several semesters of study. Students will be able to

1. articulate cognitive and affective learning throughout the MLS program;
2. communicate skills in preparing a creative, professional portfolio that most effectively displays abilities, professional knowledge, and professional goals; and
3. apply their learning to the library and information profession and summarize the elements of professional and intellectual growth.
4. analyze, synthesis and evaluate her/his learning on the basis of required program outcomes and values.

Required Materials

Textbook

Krug, S. (2006). *Don't make me think: A common sense approach to web* (2nd ed.). Berkley, CA New Riders.

This is a 'how to' book that will help you with technical skills such as scanning pages, creating a visual hierarchy, how to deal with noise, navigation conventions, tabs and pull downs, and more.

Website

Punch up your portfolio by Katie Dunneback. Retrieved from http://www.liscareer.com/dunneback_portfolios.htm (last accessed April 13, 2012).

Course Calendar of Activities (5)

Each course assessment activity (5) is in a single document located in Blackboard, "Assignments." Please begin your participation in this class by reading through all five documents. Then, return to the top of the list, read and follow the information provided in each and every assessment activity document in the order listed and according to the stated time schedule in the chart below. This structure and timeline will guide and direct your participation in Capstone Class throughout the weeks of the course.

Activity #	Brief Description	Date
<p>Activity #1</p>	<p>Reading – Begin course by reading the syllabus, assignments, final rubric, and textbook</p>	<p>May 15 – 22</p> <p>Optional Adobe Connect meeting on Tuesday, May 22 at 7:00 pm PT</p>
<p>Activity #2</p>	<p>Reflection – Begin reflective process by gathering and reviewing artifacts from all MLS courses.</p> <p>Choose artifacts that align with MLS Program Outcomes & Values.</p> <p>Submit a file showing alignment of outcomes, values and artifacts. Include draft reflective statements for each artifact.</p> <p>Note: School libraries must also include KS School Library Media Standards for K-12 School Libraries and The Teachers College</p>	<p>May 23 – June 22</p> <p>Due date: June 22</p> <p>**There is an Assignment link for submitting this so it will go into the BB Gradebook.</p>

	Conceptual Framework	
Activity #3	<p>Construct – Build your e-portfolio website</p> <p>Insert reflective statements that have been “polished.”</p> <p>There is a discussion thread available if you would like to share ideas with your classmates.</p>	<p>June 23 – July 7</p> <p>Send your url for your e-portfolio to your professor (mdow@emporia.edu) on or before July 7. The professor will comment. If revisions are needed, revisions must be completed by July 21.</p>
Activity #4	<p>Submit – Post the url for your website in BB</p>	<p>Due date for FINAL e-portfolio url: July 21</p> <p>**There is an Assignment link for submitting your url in the textbox. This will enable me to return your final capstone rubric in BB, which is a secure environment.</p>
Activity #5	<p>Presentation – share your portfolio and discussion your knowledge and achievements.</p>	<p>LI880XO – Saturday, July 29 (required); LI880XP – Friday, July 28 (required)</p>

Capstone Evaluation (3)

Evaluation #1 – Online & In-class Participation (30 points) – throughout weeks of the course

Evaluation #2 – Portfolio (40 points) – url for final e-portfolio due on July 21

Evaluation #3 – Portfolio In-Class Presentation (30 points) – LI880XO Saturday, July 29; LI880X Friday, July 28

Evaluation #1 – Online & In-class Participation (20 points) – throughout semester

You are expected to begin on the first day of class and to continuously participate throughout all the scheduled weeks of the course. It is very important, and necessary, to submit your work on-time. Your participation with your classmates will take place during the capstone f2f session. You are not required to participate in online discussions with your classmates. The available discussion threads may be used to share ideas.

Participation Evaluation Criteria and Points

17-20 points – Interacts with professor about assignments; completes assignments on schedule; attends capstone class; consistently listens to and values the contributions of others; consistently has a positive influence on the learning process.

14-16 points – Interacts with professor about assignments; communicates with professor when assignments are not on schedule; attends capstone class; listens to and values the contributions of others; has a positive influence on the learning process.

13 or fewer points – Seldom interacts, or does not interact with professor about assignments; fails to submit on-schedule completed assignments; attends part or none of capstone class (no permission granted); the learning process is consistently interrupt by the student's lack of regular communication with the professor.

Evaluation # 2 - Portfolio (40 points) – July 21, 2012

The Master of Library Science portfolio must be an electronic academic-professional collection of evidence that the student has achieved all the MLS Program Outcomes and Professional Values (<http://slim.emporia.edu/index.php/prospective-students/mission-vision-statements/>)

Portfolio Evaluation Criteria and Points

The Evaluation Form for the final e-portfolio is in Course Documents. It contains all the competencies for evaluation of the MLS Portfolio. Read it at the beginning of the course.

Evaluation Grading Scale

40 points	All criteria are met exceptionally well.
33 – 39 points	All criteria are met satisfactorily, or most criteria are met exceptionally well.
32 or fewer points	Some criteria are not met, and/or there are major omissions or errors.

Special Note: If you have already been hired for a professional position, please do not make the mistake of “skipping” through your creation of your MLS portfolio. Remember that your portfolio should do two things: 1) demonstrate student mastery of MLS Program Outcomes and Professional Values, and, 2) be a “showcase” for your work.

Evaluation #3 - Portfolio In-Class Presentation – (30 points) – LI880XO July 29; LI880XP July 28

Capstone class (required) provides students opportunities to reflect, share through presentation, and celebrate Master of Library Science experiences and achievements.

Please read and follow Capstone Activity #5 and *Capstone Activity #5 Presentation of Portfolio, Tutorial*.

Please read and follow *Capstone Class* in Blackboard, Course Documents. (Evaluation Criteria included)

Evaluation Grading Scale

40 points – All criteria are met exceptionally well.

33-39 points – All criteria are met satisfactorily, or most criteria are met, some exceptionally well.

32 or fewer points – Some criteria are not met, and/or there are major omissions or errors.

Course Grading Scale

Evaluation #1 - Discussion and Class Participation 30

Evaluation #2 - Portfolio 40

Evaluation #3 - Portfolio In-Class Presentation 30

Total Points 100

96 – 100	A Pass		77 – 79	C+ Fail
90 – 95	A- Pass		74 – 76	C Fail
87– 89	B+ Pass		70 - 73	D Fail
84 – 86	B Pass		0 - 69	F Fail
80 – 83	B- Pass			

If final portfolio receives fewer than 80 points, the student will be given the opportunity to immediately revise the portfolio following instructor and advisor guidance. Online and in-class participation (including portfolio presentation) are required. Any exception must be with prior permission by the instructor, or alternative accommodations approved by the instructor.

Grading Policy

All work, including Blackboard postings, must be submitted as required on or before the due date and reflect professional care in presentation, appearance, and technical quality. On a conceptual level, content presented should reflect a high degree of original thinking, logic, and careful analysis. When cited, the work of others must be properly credited. In addition, each assignment will include directions specific to that activity.

If final portfolio receives fewer than 80 points, the student will be given the opportunity to immediately revise the portfolio following instructor/advisor guidance.

"I" Incomplete Grading Policy

The grade of incomplete will be given only for verified personal emergencies and only when the student has done passing work in the course. A student must contact the instructor to request an incomplete. In the absence of an instructor-approved request, a course grade will be given based on the work submitted.

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 and Non-Traditional Student Programs is provided here for your convenience: 242 SE Morse Hall, 620/341-6637 Voice, 620/341-6646 TTY, or via e-mail disabser@emporia.edu.

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