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|  | http://slim.emporia.edu/Forms/syllabus/letterhead.png  Course Syllabus  LI 862XJ  Current Issues in Technology: Digital Initiatives  Internet, Begins 5/18 |  |

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| **Online Course Login:** | <https://elearning.emporia.edu> |
| **Credit Hours:** | 2.0 |
| **Note:** | Course Syllabus May Change |

***Important Dates for Summer 2011:*** *First day of class: 5/18, Last day to drop: 5/23, Memorial Day (ESU Closed): 5/30, Last day to withdraw: 6/29, Independence Day (ESU Closed): 7/4, Last day of class: 8/6*

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| **Purpose of the Course**  Libraries are taking an active role in the broader shift towards digital information by creating digital collections, facilitating digital publishing, curating digital assets, fostering new forms of research and scholarship, and taking on other forward thinking initiatives. This course will take a hands on approach to learning about the challenges involved in creating an online digital collection. Teams of 2-7 people will develop a concept for a collection, plan for its implementation, and then build it.  Your group must find a way to organize a set of digital assets in a way that adds new value. The theme of your project is up to your group. Possible topics could include: spy novels of the 60s, government documents about healthcare reform, images of mountains in the Pacific Northwest, or YouTube videos of street musicians in various cities. It is important to recognize that your collection does not need to host the the digital objects that it organizes--it might simply use a linked thumbnail image to identify and reference to them.  The emphasis of the course will be on learning as we go and making mistakes; we will not strive to create a perfect end product, though I'm hoping that it will be polished enough for students to reference in their portfolios and resumes. No advanced technology skills are required for the course: we will strive to make the best possible use of the skills that students bring to the table. I will offer a handful of example projects (such as [this one](http://amusingathenaeum.blogspot.com/)) to sample.  **Course Learning Objectives**   * An understanding of the ways that library digital initiatives fit into the contemporary web information ecosystem * Knowledge of the key elements of a digital project plan * An understanding of basic concepts related to information architecture, metadata management, search, and web design * An understanding of the software, personnel and workflows needed to mount common digital collections projects * The hands on skills needed to create a basic digital collection using web based tools * Development of project management skills in a team-based environment   **Course Format**  The first four weeks of the course will be spent planning the collections. Specifically, we will define the theme and mission of our collections, designate metadata to collect, develop an information architecture for our collection websites, and decide on what software to use.  Once these decisions are made, we will move ahead with implementation. Implementation will involve gathering objects and metadata, configuring software, designing a website, entering metadata, writing descriptive content, and optimizing the site for findability on the Internet.  **Schedule**  Planning:  Week 1 (Wed. 18 May): Course orientation Week 2 (Mon. 23 May): Form into groups, discuss project ideas Week 2 (Tues. 31 May): Project proposal due; project proposal presentations Week 3 (Mon. 6 June): Metadata presentation Week 4 (Tues. 14 June): Information architecture presentation Week 5 (Mon. 20 June): Software presentation  Implementation:  Week 6 (Tues. 28 June): Progress report: asset collection Week 7: Fourth of July Holiday Week 8 (Mon. 11 July): Progress report: design Week 9 (Tues. 19 July): Progress report: navigation Week 10 (Mon. 25 July): Progress report: final presentation Week 11 (Project Due Mon. 1 August, Self-Evaluation Due Fri 5 Aug.)  **Readings**  Readings will be assigned assigned to help achieve project objectives during the planning phase of the class. They will consist of electronic reserves and links to materials on the web. They will be updated throughout the course, so check on Blackboard for the most recent readings before each week begins.  **Weekly Meetings**  During the course, we will meet every Monday or Tuesday at 6pm Pacific / 7pm Mountain / 8pm Central time for 1-1.5 hours, with adjustments to this schedule based on schedules of students enrolled. Each week, each group will do a five minute presentation on that week's topic.  **Evaluation**  Evaluation will be based on these components: 1.) the initial 2-3 page project proposal for your digital collection; 2.) The highest four scores from eight five minute presentations/status reports that your group gives to the class; 3.) A written self evaluation that explains what your contributed to the project during the implementation phase of the course and what you learned; 4.) The overall quality of the digital project produced by your group.  **Grading**   |  |  | | --- | --- | | Written project proposal | 10 points | | Class presentations | 40 points | | Self evaluation | 25 points | | Overall quality of digital collection | 25 points | | **TOTAL** | **100 points** |   **Grading Scale:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 96 - 100 | A |  | 77 - 79 | C+ | | 90 - 95 | A- |  | 74 - 76 | C | | 87 - 89 | B+ |  | 70 - 73 | D | | 84 - 86 | B |  | 69 or less | F | | 80 - 83 | B- |  |  |  |   **SLIM Attendance Policy**  Students must attend all face-to-face classes.  **SLIM Grade Policy**  All graduate courses included in the SLIM MLS and doctoral programs' required curricula 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 classes, then the student will be placed on academic probation and notified by the office of the director of program administration that he or she must retake that course or those courses.  When a student has been placed on academic probation, an administrative hold will be placed on the student’s record to block future enrollment. The administrative hold can only be released by the student’s academic advisor or by the SLIM dean or director of program administration.  Before enrollment can be done, the student is required to meet with the student’s academic advisor with the goal of developing an academic improvement plan.  If a student has a semester GPA of less than 3.0 for two semesters or is on academic probation for two semesters, then the student’s academic progress will be reviewed in light of the academic improvement plan by the student’s program director, the SLIM dean, and the SLIM director of program administration, and a decision will be made regarding whether the student should be academically dismissed from the SLIM’s graduate program.  This policy goes into effect fall 2009 semester.  This SLIM Grade Policy applies to all SLIM students, including those students who entered SLIM under the 42-credit-hour MLS program, the 36-credit-hour MLS program, or the SLIM doctoral program.  It will also apply to all those who have passed into MLS or doctoral degree candidacy.  **SLIM Incomplete Grade Policy**  **SLIM’s Incomplete Grade Policy upholds the Emporia State University Incomplete Grade Policy (for full policy, go to:** [**http://www.emporia.edu/grad/docs/policyhandbook2.pdf**](http://www.emporia.edu/grad/docs/policyhandbook2.pdf)**).**  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.  **Faculty-Initiated Student Withdrawal Procedure**  Students should be aware that your instructor follows the university’s policy of faculty-initiated student withdrawal. It reads as follows: “If a student’s absences from class or disruptive behavior become detrimental to the student’s progress or that of other students in the class, the faculty member shall attempt to contact the student in writing about withdrawing from the class and shall seek the aid of the office of Vice President of Student Affairs to help insure contacting the Student. The Office of the Vice President of Student Affairs shall provide the student information about the existing appeals procedures. Upon receiving a written report from the faculty member, the Vice President of Student Affairs may initiate a student withdrawal from the class. None of the above implies or states that faculty members are required to initiate the student withdrawals for excessive absence. *[Policy and Procedures Manual 43.11]*  **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:** Office of Disability Services 211 S Morse Hall  Emporia State University 1200 Commercial Street / Box 23  Emporia, KS 66801 *Phone :* 620/341-6637 *TTY:* 620/341-6646 *Email:* [disabser@emporia.edu](mailto:disabser@emporia.edu) |

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