

**VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE**

**MLIS 7000 Foundations of Library and Information Science
Syllabus--Fall Semester 2007**

Instructor

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Course Objectives

As a result of the course, students will grow in their

1. understanding of the service perspective and ethics of library and information science professionals.
2. understanding of the role of current technologies in service provision.
3. understanding of the importance of library and information services in a diverse society.
4. knowledge of professional vocabulary.
5. knowledge of the similarities and differences among types of libraries and information centers.
6. familiarity with professional literature.
7. knowledge of employment options.
8. oral and written communication skills.

Class Meetings

Macon State College, <http://www.maconstate.edu/maps/>

Saturdays, 10:00 am -5:00 pm

Sundays, 10:00 am -3:00 pm

Aug. 18-19

Sept. 22-23

Oct. 27-28

Dec. 1-2

Times for all classes: Saturdays, 10-5; Sundays 10-3.

Meeting place at Macon State:

Student Life Center (SLC), Room 254

Required Textbooks

There are two required texts. *Be sure to get the specified editions.*

Rubin, Richard E. *Foundations of Library and Information Science*. 2nd edition. Neal-Schuman Publishers, 2004. ISBN 1555705189.

Hacker, Diana. *A Pocket Style Manual*. 4th edition. Bedford/St. Martin's, 2004. ISBN 0312406843.

These books are *not* available in the VSU bookstore. Order them wherever you usually order books or direct from the publisher.

Supplemental materials: these *optional* items may be helpful to you.

Are Distance Learning Courses for Me?
http://www.cod.edu/dept/CIL/CIL_Surv.htm

Christ, Frank L. and Loyd R. Ganey. *100 Things Every Online Student Ought to Know*. Williamsville, NY: Cambridge Stratford Study Skills Institute, 2003.

The Librarian's Career Guidebook. Lanham, Maryland: Scarecrow Press, 2004.

A Day in the Life: Career Options in Library and Information Science. Westport, Conn.: Libraries Unlimited, 2007.

WebCT Vista: We will use WebCT Vista to support our face-to-face classes.

Course Description

3 credits. An introduction to the library and information science field, its history, and future directions. The focus is on the history, concepts, and technological development of the discipline. Students will gain familiarity with library and information theory, the discipline and sub-disciplines within the information sciences, and ethical practices and standards.

Course Prerequisite: None

Course Requirements

1. Participation	40%
2. Paper	10%
3. Poster	10%
4. Quizzes	10%
5. Job Ads assignment	10%
6. Portfolio assignments	10%
7. Final Exam	10%

Evaluation

General Grading Scale

- A** excellent work - among the best work seen at the graduate level
- B** satisfactory work - better than average work at the graduate level
- C** honest attempt - needs moderate to major revisions to be satisfactory
- D** perfunctory or missing work

Late work is dropped one letter grade

Final Grading Scale

- A** - always satisfactory, often excellent
- B** - mostly satisfactory, occasionally excellent
- C** - sometimes satisfactory, often needs revisions
- D** - rarely satisfactory, often perfunctory, late or missing
- F** - lacking even an attempt to learn or do, dishonesty, plagiarism

Attendance Policy

This is a face-to-face class. In-class participation is integral to the course design. Therefore, it is expected that students will make consistent, contributive attendance a high priority. Participation is graded by exception, which means that you start with full credit and deductions are made only if necessary. If you are absent (for any reason), you must negotiate a mutually acceptable alternative with me in order to maintain your Participation credit. If you need expectations adjusted due to religious holidays, please see me.

October 4 is the deadline to drop a class without academic penalty. If by the end of September you have not comfortably adjusted to your new workload, it is strongly suggested that you consider dropping one or more of your classes.

Course Requirements

Quizzes are based on the Rubin text. They will be multiple choice and automated within WebCT Vista. You will have an ungraded “practice quiz” to acquaint you with using the software. Study guides to each chapter will be posted in WebCT Vista.

Quizzes are due on three Thursdays by 11:59 pm.

Chapters 1-4:	September 13
Chapters 5-8	October 4
Chapters 9-10	November 1

Final Exam will be an essay exam. It will be posted in WebCT Vista on Sunday, December 2 by 5:00 pm and will be due via file attachment in WebCT Vista mail by Thursday, December 6 at 11:59 pm.

Job Ads Assignment

- Due by Thursday, November 29, 11:59 p.m.
- Submit as a discussion post in WebCT Vista.
- Follow the submission instructions on the WebCT Discussion Board.

Monitor at least two sources of job vacancy announcements for one month.

Some options include

- Lisjobs.com - Jobs for Librarians and Information Professionals
<http://www.lisjobs.com/>
- Library Job Postings on the Internet
<http://www.libraryjobpostings.org/>
- Jobs in Georgia Libraries
<http://www.georgialibraries.org/lib/jobs.html>
- *Atlanta Constitution* Jobs
<http://www.ajcjobs.com/>

Read announcements for the kinds of jobs that might interest you.

Write an analysis of 100-200 words. Identify and briefly describe the sources, and note the overlap or lack thereof between the two sources. Identify the types of jobs you monitored; comment on patterns in required and preferred qualifications; discuss your present fitness for these jobs and what you plan to do during your degree to help make yourself a competitive candidate.

Paper

- Topic due Thursday, September 20. Post on WebCT Discussion Board.
- Formatted bibliography due Thursday, Oct 11. Post on WebCT Discussion Board.
- Paper due Thursday, November 8. Post on WebCT Discussion Board.

Topic: Any topic under the umbrella of library and information science, broadly interpreted. Your topic is subject to instructor approval.

This assignment has a Theme of Fives:

- 5 edited resources required in your bibliography; two must be peer reviewed
- 1500-3000 words required in the paper

Your list of resources must include at least five edited resources. Edited resources include refereed journal articles, books (print or digital), book chapters (print or digital), and reports issued by professional groups (print or digital). You may extend your list of resources with additional edited resources or with other types of resources if you wish. If you can find 5 edited resources that give you enough strong information to write a paper of the required length, you may stop with those 5 if you wish.

2 of your 5 resources must be peer reviewed. See <http://www.valdosta.edu/library/learn/peerreview.shtml> for an explanation of peer review.

Style: American Psychological Association (APA) or Modern Language Association (MLA), applied consistently.

File Format: Word or rtf. *If using Word 2007, save down to Word 2003.*

The purposes of this assignment are to expand your knowledge, to enable you to explore a topic of particular interest to you, to give practice in professional level writing, and to give practice in applying a style manual. The paper will be evaluated on content, writing, and application of style.

The Rubin text and issues of LIS journals may provide help in identifying a topic.

Poster

- Due at December Saturday class.
- Same topic as your paper.
- Restrict to main points. It is likely that your paper will include more information than you can effectively convey on the poster. Think about the most important things you learned and about which points are appropriate for communication via the poster.
- Be visual!
- Include your name and contact information on the front.
- The size will be approximately 30 x 20 in.
- Prepare a five-minute introduction to your poster for the class.

Portfolio Requirement

Each student will create and maintain a professional portfolio. The portfolio is a self-portrait of the author's achievement and potential. The student will begin the portfolio as part of MLIS 7000, the Foundations course. Throughout the program, the student will augment and adjust the contents of the portfolio to reflect his/her professional growth. As part of the Capstone course, which is the exit requirement of the program, the student will present and discuss the portfolio.

The portfolio may be in either paper or electronic format. Paper portfolios may be arranged in notebooks, expandable files, or artists' portfolios. An electronic portfolio might be a CD or a website.

Each portfolio contains a resume and a goals statement. Other items vary according to the student's experiences, strengths, and career goals. The student chooses artifacts that best illustrate his/her potential as a professional. Examples might include papers or assignments from classes, handouts or newsletters created as part of a job, photographs, or honor certificates.

Objectives

As a result of fulfilling the portfolio requirement, the student will

- assess personal strengths and areas for improvement.
- identify and document his/her professional growth throughout the program.
- improve communication skills using text and graphics.
- create a useful tool for job hunting.

Required Portfolio Elements

- Introduction
- Table of Contents
- Professional Goals Statement
- Current Resume
- Captioned materials
- Summary statement

Recommended resource on resume writing:

Newlen, Robert R. *Resume Writing and Interviewing Techniques That Work: A How-To-Do-It Manual For Librarians*. New York: Neal-Schuman, 2006.
ISBN: 1-55570-538-3

Portfolio Assignments for MLIS 7000

Portfolio assignments are graded by exception. This means that everyone starts with full credit and deductions are made only if necessary. *Evidence of thoughtful effort and congruence to the assignment in every aspect are required for full credit.*

There are two portfolio assignments: 1) resume and 2) portfolio.

1. Update your resume. In addition to the more obvious elements, include:
 - Honors
 - Relevant experiences outside libraries
 - Work with children
 - Work with the public
 - Others?

Submission instructions:

- Due by Thursday, August 30
 - Post in the relevant topic on WebCT Discussion Board
 - Post as a file attachment in Word or rtf
 - Follow submission instructions on WebCT Discussion Board.
2. Create a portfolio for yourself.
 - Due at Saturday class in October.
 - Your portfolio may be either electronic or “actual.”
 - Prepare a five-minute explanation to present your portfolio to the class.
 - Include all required portfolio elements listed on page 6.

Academic Dishonesty

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 behavior are contained in the *Student Handbook*, *Student Code of Ethics*.

Access Office for Students with Disabilities

Students requesting accommodations or modifications because of a documented disability must contact the Access Office for Students with Disabilities located in room 1115 Nevins Hall. The phone numbers are 229/245-2498 (voice) and 229/219-1348 (tty). More information about this office can be found on p. 20 of the VSU Graduate Catalog, online at <http://www.valdosta.edu/catalog/0607/grad/index.shtml>