



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

**Department of Library and Information Studies**  
**MLIS 7960 Supervised Fieldwork**  
**Fall 2022**  
**3 Credit Hours**

**INSTRUCTOR INFORMATION**

Linda R. Most, Ph.D.  
Odum 4600  
229-245-6534  
lrmost@valdosta.edu  
Office Hours by phone or chat by appointment

**COURSE DESCRIPTION**

Prerequisite: MLIS 7000, consent of advisor, consent of instructor. Graded as *Satisfactory* or *Unsatisfactory*. A minimum of 120 hours in approved library or information center. Learning objectives that are specific to the individual student's interests and goals will be identified collaboratively by the student, the on-site supervisor, and the instructor.

Course guidelines available at <https://www.valdosta.edu/colleges/education/master-of-library-and-information-science/student-resources/fieldwork-documentation.php>

**TEXTBOOKS / RESOURCE MATERIALS**

No textbooks required

Required fieldwork hourly log forms are provided at the link above and in the course website.

**COURSE OBJECTIVES**

SLO 1. Gain exposure to real world workplace settings and situations.

SLO 2. Acquire practical experience under the supervision of a degreed librarian or information professional in one or more of five of the eight ALA Core Competences, including:

- 2) Information Resources, *MLIS PO 1*;
- 3) Organization of Recorded Knowledge and Information, *MLIS PO 1*;
- 4) Technological Knowledge and Skills, *MLIS PO 2*;
- 5) Reference and User Services, *MLIS PO 1*;
- 8) Administration and Management, *MLIS PO 1*.

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

Complete at least 120 hours of work at the fieldwork site as specified in the Work Agreement.

Report your progress to the instructor using the MLIS 7960 BlazeVIEW web site after you complete 30 hours at your site, again after 60 hours, again after 90 hours, and finally after completion of 120 hours by completing the following activities:

**Discussion Groups:** An introduction post, four update posts, and a final post are due as you complete each 30-hour increment and at the end of the course. Details will be provided in the course website.

**Activity Logs:** Four logs are due. Submit these to the relevant assignment area in the course website.

**Work Samples:** Toward the end of the semester, please put together a collection of artifacts that represents the parts of your fieldwork that most influenced your professional development. Collect photos, screen captures, or scans of excerpts from projects assigned to you as you go through your fieldwork. Plan to submit these artifacts at the end of the semester. They will be placed in your permanent file for future reference.

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

An E-Portfolio is required for graduation by all students. Details may be found on the department website. Relevant work samples from your fieldwork are encouraged as additions to your ePortfolios.

### **COURSE GRADES**

**Supervised Fieldwork is graded as Satisfactory or Unsatisfactory based on successful completion of the course requirements.** Both students and fieldwork site supervisors are asked to complete an exit survey at the end of the fieldwork experience.

No grade of **Unsatisfactory** will be credited toward a VSU graduate degree.

### **ATTENDANCE POLICY**

VSU requires that you attend class in the first week. Your attendance in the course will be verified via your Introduction discussion post, due by the end of the first week of the semester. All course activities will be conducted through BlazeVIEW. Course content is delivered asynchronously according to the course calendar. It is your responsibility to participate in all course activities and submit relevant documentation on time. It is in your best interest to log into the course every week 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 regularly 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. 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.

For more information, visit Academic Honesty at VSU (<https://www.valdosta.edu/academics/academic-affairs/academic-honesty-at-vsua.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 Mr. Darius Thomas. To view the

full policy or to report an incident visit: <https://www.valdosta.edu/administration/student-affairs/title-ix/>

### Accommodations 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 Christina Kidd, Student Conduct Coordinator at [chkidd@valdosta.edu](mailto:chkidd@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>