Syllabus
LIS-S 606 Project in Library and Information Science

Catalog description: An independent project for a community client enables the student to apply at a professional level skills and knowledge garnered from the MLS program. Projects are situated in the community and benefit a particular organization and population. Students independently design a project and complete a literature review, executing the project in collaboration with a community partner (client) and under the supervision of a faculty advisor. Variable credit from 1–3: Approximately 30–45 hours of effort per credit over a term or semester.

Student Application and Client Application are at the end of the syllabus

Program goals: The project may demonstrate any of the following MLS program goals:
- ✓ Assist and educate users
- ✓ Develop and manage collections of information resources
- ✓ Represent and organize information resources
- ✓ Deploy information technologies in effective and innovative ways.
   The project will always demonstrate this MLS program goal:
- ✓ Approach professional issues with understanding

An effective project encompasses all of the IUPUI Principles of Graduate and Professional Learning:
- ✓ Demonstrating mastery of the knowledge and skills expected for the degree and for professionalism and success in the field
- ✓ Thinking critically, applying good judgment in professional and personal situations
- ✓ Communicating effectively to others in the field and to the general public
- ✓ Behaving in an ethical way both professionally and personally

This course qualifies under IUPUI guidelines as experiential and service learning:
- ✓ EL06 Organized Community Service Activity

Student learning outcomes: The successful student will
- ✓ Apply skills and knowledge gained in the MLS program at a professional level.
- ✓ Advance his or her knowledge by reviewing the applicable literature.
- ✓ Address a specific need of a community or organization, applying appropriate ethical and legal standards.
- ✓ Demonstrate effective workplace skills of collaboration, responsibility, and communication.

This course is **graded** by the following rubric:

	C Deficient	**B Adequate**	**A Outstanding**
Design of project	Project is not at professional level; no creativity; little difference from a minor course assignment	Project involves professional-level application of knowledge and skills. Project meets defined needs and is of a suitable scope for skill level and time available.	Student shows exceptional creativity in design; uses indepth knowledge of the organization; makes thoughtful adjustments as needed.
Communication and collaboration	Student is not responsive to site contact or instructor; student does not negotiate needed adjustments.	Student is conscientious in requesting and receiving feedback from site contact; meets deadlines and is responsive to instructor inquiries.	Student is proactive in providing updates and presenting options and alternatives in ways that are valued by the client.
Literature review	Student's search for relevant materials is hasty or casual; summaries are basic or inaccurate.	Student identifies important resources and professionally incorporates knowledge from them in the project.	In addition to B, student displays advanced level of critical analysis of materials and the state of knowledge of the topic.
Final project quality	Products have careless errors; product fails to meet significant client needs (and there is no negotiation about scope or detail).	Project meets expectations of the client, with changes negotiated responsibly between parties.	Products are exceptionally smooth and professional in appearance, exceeding expectations. Scope and details are useful to the site.

Process:

By a due date prior to each semester

> November 15th for Spring
>
> March 15th for Summer
>
> July 15th for Fall

Students will complete the following steps:

- ✓ Identify a community site and a specific contact person to work with on behalf of the organization.
- ✓ Agree on a brief description of the project including ○ Its scope in terms of size and/or time commitment. ○ General conditions of work (e.g., on or off site, using specific tools).
  - ○ Level of expertise involved.
- ✓ Identify a full-time faculty member to supervise the course.

Fill out and send to the **supervising faculty member** a form (at end), which includes the following information:

- ✓ The number of credits desired (1–3)
- ✓ Project description
- ✓ Contact information for the client's representative
- ✓ A list of all LIS courses that will be completed by the beginning of the project
- ✓ Specific LIS courses that contribute knowledge and skills to the particular project
- ✓ Specific MLS program goals to be demonstrated by the project.

Have the client email the supervising faculty member an agreement to the project that includes

- ✓ Project description
- ✓ Brief organization description
- ✓ Name and title of the client
- ✓ Whether the project work is paid or unpaid.

The student will be authorized to register once this information has been provided.

The client, the student, and the supervising faculty member will determine the progress of the project. The following are minimum requirements:

By the third week of Fall and Spring and the second week of Summer, the student develops and shares among client, student, and faculty:

- ✓ A detailed description of anticipated aims, scope, and skill level of the work and the way in which it meets a population, client, or community need.
- ✓ A work plan for the project, detailing in a timeline the deliverables and check-in points to assure the project is progressing on schedule.
- ✓ A plan for the literature review, identifying topic areas in library and information science and/or other disciplines relevant to the topic.

By the eighth week of Fall and Spring and the fifth week of Summer, the student develops and shares with the client and faculty

✓ A description of any changes in the project's progress or anticipated products with a rational including a description of how this was negotiated between the student and client.

✓ A literature review: summaries and reflections on the application of 3–5 items from the professional literature relevant to the particular project.

The faculty supervisor will assess and provide feedback to student (and client) as needed.

By the twelfth week of Fall and Spring terms and the tenth week of Summer term, the student

✓ Confirms a date for delivery of project products

✓ Arranges with the client and with the faculty supervisor for some form of presentation or publication of materials.

To complete the experience

✓ The student delivers the final deliverable (e.g., product, report) on the project process to the client and faculty supervisor.

✓ The student completes for the faculty member a 500–1000 word reflection on the process and the ways in which it demonstrates MLS program goals and addresses PGPLs.

✓ The client completes a satisfaction and experience survey.

The faculty member provides assessment and appropriate feedback.

Please note the following, as well as all campus policies (see: http://registrar.iupui.edu/course_policies.html)

Americans with Disabilities Act (ADA) Compliance
Adaptive Educational Services (AES) provides accommodations for students with special challenges or disabilities that may affect their classroom performance. If you are eligible you may register with AES. Please contact them by calling (317) 2743241 or emailing aes@iupui.edu; Visit http://aes.iupui.edu/ for more information.

Course etiquette & academic conduct
Students are advised to review the IUPUI Code of Students Rights, Responsibilities and Conduct and the Student Disruptive Behavior Conduct policy regarding appropriate personal and academic conduct expected of students. The Code of Students Rights, Responsibilities and Conduct as well as campus-wide policies governing the conduct of courses at IUPUI can be found at: http://www.iu.edu/~code/code/index.shtml

LIS-S 606 Project in Library and Information Science
Student Application

Send to the Supervising Faculty Member by:
     July 15th for Fall
     Nov. 15th for Spring
     March 15th for Summer

Student Name:

_____
University ID Number: _____
Email: _____ Phone:
_____ Supervising
Faculty Member:

_____

Number of credits desired (1–3):_____
Minimum 30 hours of work per credit

Contact information for the client's representative:
     Name:
Email:
     Phone:
Project description: (100-200 words) *Include
here the physical site address.*

A list of all LIS courses that will be completed by the beginning of the project
OR ATTACH AN UNOFFICIAL TRANSCRIPT

Specific LIS courses that contribute knowledge and skills to the particular project (1-4 courses):

Specific MLS program goals to be demonstrated by the project (1-3 goals):

Questions? Please email Dr. Andrea Copeland (ajapzon@iupui.edu) or
your advisor. A full time DLIS faculty member must supervise the
experience.

LIS-S 606 Project in Library and Information Science
Client Application

Project name/ description:

Organization name:

Brief organization description or website address:

Client/ Client representative / Contact person:
Name:

Title:

Email:
Phone:
Physical/mail address:

Please describe payment conditions (paid, unpaid, per-project/consultant, hourly, etc.).
*For-profit organizations cannot offer unpaid positions. This is not an "internship." Please see the
LIS site for internship information: http://soic.iupui.edu/careers/internships/lis-internships/
Government, educational, and non-profit organizations are encouraged to offer compensation.*

**LIS S606 cannot be done at a student's current workplace / under the student's current
position and scope of work**.