LIS 4663 – Information Studies Field Project – Capstone – Spring 2013
COURSE MEETS __________

Notice: This document is subject to change during the duration of this course. Any changes will be distributed via Learn.ou.edu and announced in the classroom.

Instructor: Stacy Zemke, MA., MSKM
szemke@ou.edu

Office Hours – Wednesdays and Thursdays 9-11


Course Description: This Field Project course provides the student with an opportunity to integrate knowledge and skills acquired in other LIS course work. Students enrolled in the Field Project will work in small groups to design solutions to a real information problem identified by real clients.

Student Learning Objectives:

• Define the nature and boundaries of an area of information need specified by a client
• Collect, organize, and analyze information required to meet the client’s need
• Structure the process of identifying and designing an approach to meeting the client’s need
• Design a system to meet the client’s needs
• Develop a functional model or prototype of the system
• Deliver a report to the client and
• Work in a team environment during all aspects of the project
Course Evaluation/Assignments:

• **Weekly Presentations/Class discussion leadership.** Students will be required to present information contained in weekly readings to their classmates to insure one hundred percent participation in reading assignments. Students will both present the information from the chapter and encourage/lead discussion of the topic with fellow students.

This assignment is designed as a showplace for your communication skills – think of it as a way to show that you can lead a business meeting. Worth ______ points each. (10 to 20 points)

• **Career Investigation:**
  o **Career Interview** – Students will meet with someone currently in a position that s/he would like to have. This person should be no more than 5 years older than you.
    ▪ **Deliverables =**
      • interview write up
        worth _____ points (10-20) and
      • career plan for yourself to achieve a similar position,
        worth _____ points (20-30).
  o Registering with **Career Services**, completing a resume that is evaluated by Career Services Staff. Worth _____ points. (5 to 15 points)
  o Attend a Career Fair
    Worth _____ points. (5 to 15 points)

• **Technology Evaluation:** Based upon the semester project, the team will define technology tools or knowledge that the group needs for completing the project
  o Individual professional presentation of the technology, and pertinence to the project
    worth _____ points (20-30).

• **Writing assignments.** Each student will complete assignments on the following topics.
  Worth ______ points each. (10 to 20 points)
  o Assessing client/project needs
  o Independent research of possible solutions. Note: This may require more than one writing assignment depending on the complexity of the project and the number of available solutions.
o Assessment of human capital within project team and how it might best be used to complete the project.

o Proposed timeline including Gant chart.

o User manual and other support literature creation. All projects will include a basic user manual outlining what a user should know in order to use the final product of the project.

• **Self-evaluations** completed by each individual student at the beginning, middle and end of the project life cycle. Grading will be based on the quality of information provided by the student. Worth ______ points each. (5 to 15 points)
  o **Billing project**: account for a bill all of your time for a 3 day time span
    Worth _____ points. (20 to 30 points)

• **Professional Presentation**

• **Evaluation questionnaire completed by the client.**
  Worth ____ points. (20 to 30 points)

• **Design Project Proposal**
  Worth ____ points. (30 to 40 points)

• **Final Design Project presentation** to Client.
  Worth ____ points. (20 to 30 points)

**Criteria for Evaluation:**
For each assignment, you will be graded based on your fulfillment of that assignment. The general grading criteria for each assignment is as follows

• A: **exceeded** expectations, assignment work above what is required, superior effort, organization and presentation.
  • B: **met** all expectations as specified for the assignment in a **professional** manner
  • C: **met** minimum assignment requirements
  • D: **did not meet** minimum requirements but shows evidence of being able to complete the assignment
  • F: **did not meet** minimum requirements for the assignment.

**Late Work.**
• Late work will not be accepted unless it is preapproved by the instructor.
Course Schedule:

- **WEEK 1** - Course Introduction –
  - Course outline - syllabus
  - Lecture – introduction, course outcomes, what is this course, and how will it work?
  - HOMEWORK: Register with Career Services – Prepare Resume
  - Research communication tools…
  - HOMEWORK: ___(communication tools)___
  - I.S. Online advising site in D2L
  - Curriculum reflection

- **WEEK 2** – What is project management?
  - READING –
    - Schwalbe – Chapter 1 - 3
    - Lecturer: Zemke
  - Project Introduction – ____________
  - HOMEWORK: ____________

- **WEEK 3** – Information Technology PM
  - READING –
    - Schwalbe – Chapters 5-7
    - Lecturer: Zemke
  - Mini-Project Documentation
  - Visit Career Services – take resumes,
  - Project Introduction – ____________
  - HOMEWORK: ____________

- **WEEK 4** -
- **WEEK 5** –
- **WEEK 6** – (Guest)
- **WEEK 7** –
- **WEEK 8** –
- **WEEK 9** –
- **WEEK 10** –
  - SPRING BREAK
- **WEEK 11** –
- **WEEK 12** -
- **WEEK 13** –
- **WEEK 14** -
- **WEEK 15** –
- **WEEK 16** – Design Prototype presentations
  - Present final design to the clients.
  - TURN IN –
    - Complete Project Proposal including User Manual
RELATED POLICIES

- **Grades of Incomplete (I)**
The University has strict conditions under which a student is given an incomplete in a regularly scheduled, letter-graded course. A grade of Incomplete (I) will be given only for a justifiable reason (due to unavoidable circumstances, not lack of planning on the student's part) and only if the student is passing the course. Incompletes are designed for students who cannot complete the LAST 10% to 30% of the required assignments, generally only the final exam or a last written assignment.

It is the responsibility of the student to request a grade of Incomplete (I) and to meet with the instructor as early as possible to determine and document the requirements for completing the course. Prior to requesting an Incomplete (I), students are urged to consult with their academic advisors.

Any incomplete granted must be removed by the deadline specified by the instructor. The time limit set for removal of an incomplete will take into account the circumstances of the situation but cannot exceed one (1) calendar year.

- **Absence for religious holidays**
“It is the policy of the University to excuse absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required class work that may fall on religious holidays.” (Section 3.13.2, *The Faculty Handbook*). Students who plan to observe a religious holiday should notify the instructor as soon as possible in order to make appropriate arrangements for class work or rescheduling of examinations.

- **Reasonable accommodations**
The University of Oklahoma is committed to providing reasonable accommodation for all students with disabilities. Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact the instructor as soon as possible to discuss accommodations necessary to ensure full participation and facilitate educational opportunities. Students requesting accommodations are required to contact the Office of Disability Services. This office accepts requests from students for reasonable accommodation after the student has self-identified as an individual with a disability. The Office of Disability Services on the Norman campus is located in Goddard Health Center, Suite 166, phone 405/325-3852 or TDD only 405/325-4173. On the OU-Tulsa campus, students should contact the OU-Tulsa Student Affairs located in Room 1C 53.

- **Academic Calendar.**
The University academic calendar is available at [http://www.ou.edu/admissions/home/academic_calendar.html](http://www.ou.edu/admissions/home/academic_calendar.html)
• **Codes and policies of behavior**
To protect its faculty and students, the School fully subscribes to the University's codes, policies, and procedures involving academic misconduct; grievances; sexual, racial, and ethnic harassment; and discrimination based on disability. You should acquaint yourself with both your responsibilities and your protections. Links are available from

http://www.ou.edu/provost/pronew/

• **University of Oklahoma's Position on Academic Integrity:**
Quoted From: [http://integrity.ou.edu](http://integrity.ou.edu)

**Academic Integrity:** (the following statement is extracted from [http://integrity.ou.edu/students_guide.html](http://integrity.ou.edu/students_guide.html) -- all students are encouraged to review the OU policy and to discuss any issues or questions with me)

- Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore all work and all grades should result from the student’s own understanding and effort.

• **UOSA Honor Pledge.**
During the Spring 2004 semester, the University of Oklahoma Student Association passed, with the concurrence of the Faculty Senate, a resolution encouraging the use of an integrity pledge on all major assignments. The Pledge reads:

> On my honor, I affirm that I have neither given nor received inappropriate aid in the completion of this exercise.

• **Useful links**
Students should review expectations for the academic integrity of work by reading and reviewing the items posted at the URLs listed below.

  - Academic Integrity
    [http://integrity.ou.edu](http://integrity.ou.edu)
  - Nine things you should know about plagiarism
    [http://integrity.ou.edu/files/nine_things_you_should_know.pdf](http://integrity.ou.edu/files/nine_things_you_should_know.pdf)
  - Writing Center
    [http://www.ou.edu/writingcenter.html](http://www.ou.edu/writingcenter.html)
  - Academic Misconduct
    [http://integrity.ou.edu/students_guide.html](http://integrity.ou.edu/students_guide.html)

• **Students with Disabilities**

  **Excerpt from University Policy 5.4 Reasonable Accommodation Policy**

  - "Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact me personally as soon as possible so we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunities."