IRLS 676-910 DigIn Capstone

Updated Tue, 03/08/2011 - 07:29

COURSE NAME, NUMBER AND PREREQUISITES:

IRLS 676-910  DigIn Capstone

Prerequisites: IRLS 671, IRLS 672, IRLS 673, IRLS 674, and IRLS 675. Students may also be admitted with the instructor's consent.

Instructor/faculty advisor: Peter Botticelli

COURSE DESCRIPTION:

This three-credit course is the last of six required for completion of the Certificate in Digital Information Management. IRLS 676 is designed to give students experience working on a semester-long project that will utilize the hands-on as well as theoretical learning acquired through the DigIn courses. Capstone projects should make a significant contribution to an organization that hosts digital collections, such as a library, archives, or museum, or it should involve a substantive research effort involving a key issue in digital curation. In any case, the capstone should be closely tailored to each student’s immediate career goals.

COURSE OBJECTIVES:

Successful completion of this course will help students achieve the A2, A3, B5, B6, B7, and C9 competencies outlined at http://sirls.arizona.edu/about/studentCompetencies. More specifically, by the end of the semester, students will be able to:

—Integrate and extend their learning in previous DigIn courses.
—Gain research and/or field experience working with digital collections.
—Prepare directly for employment in the information professions.

REQUIRED COURSE MATERIALS:

None.

COURSE REQUIREMENTS:

There will be two graded assignments for the course: the proposal and the final report. In addition, students will be expected to submit a brief progress report each week (roughly 1-2 paragraphs) on the course management site. The weekly reports will be graded as one component of the final report, but they must be submitted by Friday of each week during the semester.

All grading will be the responsibility of the IRLS 676 faculty advisor, who will also be available for advising students during the course of the project. In most cases, the student’s day-to-day work on their project will be directly guided and evaluated by a designated project supervisor who will also submit a final project evaluation. Depending on the project topic, the faculty advisor may also serve as project supervisor, but it is expected that many students will choose to work with a project supervisor outside of SIRLS and their current employment unit.

Project Proposal
Before the start of the course, students will be expected to (1) identify a suitable project topic, including a written set of goals or projected outcomes, (2) a qualified project supervisor, and (3) a detailed work plan showing interim steps or objectives leading toward the completion of the project. The work plan must include a timetable estimate for the completion of each step. Put together, these four basic elements will make up the project proposal.

Students will have a substantial leeway in the design for each of the project’s three basic elements. But all four must be approved by the IRLS 676 faculty advisor before work can begin on the project. Thus, students should contact the faculty advisor and discuss all aspects of their proposal well in advance of the proposal due date.

In general, proposals will be evaluated according to their overall feasibility as well as the extent to which they fit the DigIn curriculum and the student’s career goals. Also, proposals will be assumed to reflect a detailed agreement between the student and the project supervisor.

In particular, if students wish to carry out a project that directly involves the same institution in which they are currently employed, they must meet the following conditions:

1) The proposal must clearly differentiate the work they will do for their project from their normal work activities. They must also show how their project will extend their skills or experience beyond the scope of their existing work responsibilities.

2) Projects cannot be supervised by a student’s regular work supervisor. Also, in general a project supervisor should not be affiliated with the student’s normal department or work group, although there is some room for flexibility on this point.

**Working with a Project Supervisor**

After the proposal has been approved, students will be expected to give their project supervisor a copy of the Project Supervisor Responsibilities document. Over the course of the semester, students are expected to meet regularly with their project supervisor, and also to inform the IRLS 676 faculty advisor promptly in the event of any difficulties in completing their work plan. Any revisions to the original proposal must be reviewed and approved by your project supervisor and the faculty advisor.

**Final Report**

Once the project has been completed, students must present a final written report to their project supervisor and to the IRLS 676 faculty advisor. The final report should be a detailed discussion of your overall experience in relation to the goals and objectives stated in the initial proposal.

Also as part of the final report, the project supervisor must submit the DigIn Capstone Student Appraisal form directly to the faculty advisor. Both elements, the student’s final report and the Student Appraisal form, must be submitted to the DigIn faculty advisor by the final semester deadline.

As noted above, the final report should offer a detailed description and analysis of your project. In writing the text, you should assume that the reader is not familiar with your work, so you should be clear about the details of where you worked, who you worked with, your objectives, the methods you used, and the lessons you learned through the whole history of the project.

If you have any specific questions about what should or should not go into the report, please let me know. If you wish, I’d be happy to read a draft and give you comments in time for you to submit a final version by the deadline.

In general, the Capstone final report should include the following basic elements:

1) An executive summary of your project, indicating your overall goals, methods used, and results achieved. This should be no more than one page in length.

2) A detailed description of the work you completed, and how it fit your original proposal and work plan. You should document any major changes made during the project. Give examples of specific tasks you performed, and the work
products delivered. Also describe your interactions with your project supervisor and other colleagues who may be involved in some aspect of your project.

3) A self-evaluation of the work you did. Describe your accomplishments, challenges encountered, and the impact you expect your project to have. Could your project be extended, either by the organization’s employees or by additional DigIn capstone projects?

4) A self-reflection on what you learned as a result of doing this project, and how it has influenced your career goals. What knowledge or skills did you acquire? Is this an area you would like to continue working in? Also, how does your experience with this project relate to what you have learned previously in the DigIn program?

5) Your project supervisor’s appraisal form.

6) The text of each of your weekly reports, including the date submitted.

COURSE, SCHOOL, AND UNIVERSITY POLICIES:

Academic Code of Integrity

Students are expected to abide by The University of Arizona Code of Academic Integrity. 'The guiding principle of academic integrity is that a student's submitted work must be the student's own.' If you have any questions regarding what is acceptable practice under this Code, please ask an Instructor.

Accommodating Disabilities

The University has a Disability Resource Center. If you anticipate the need for reasonable accommodations to meet the requirements of this course, you must register with the Disability Resource Center and request that the DRC send me, the Instructor, official notification of your accommodation needs as soon as possible. Please plan to meet with me by appointment or during office hours to discuss accommodations and how my course requirements and activities may impact your ability to fully participate.

Assignment Policies

<Put your own material for the stuff in red>

- **How to submit your assignments:** How do you want students to submit assignments? Do you want them to include any particular identifying information on their assignments? Will assignments be returned to them, or will they just see a posted grade? Anything else that they'd need to know?
- **Assignment due dates:** Since the Course Schedule section (above) will spell out specific due dates, this section is used to describe any late penalties and any particulars about exactly when items are due (e.g. "Surface-mailed assignments must be postmarked no later than the stated due date.")
- **Writing style:** Are students supposed to use any particular writing style, such as APA or Chicago Manual? Are there any on-line writing resources that might be helpful to your students as they prepare their assignments? What if English is not their native tongue...is help available to them?
- **Late Policy**

Incompletes

The current Catalog reads

The grade of I may be awarded only at the end of a term, when all but a minor portion of the course work has been satisfactorily completed. The grade of I is not to be awarded in place of a failing grade or when the
student is expected to repeat the course; in such a case, a grade other than I must be assigned. Students should make arrangements with the instructor to receive an incomplete grade before the end of the term ...

If the incomplete is not removed by the instructor within one year the I grade will revert to a failing grade.

**GRADING:**

Project Proposal: 100 points

Final Report: 300 points

Semester total = 400 points

Note: The IRLS 676 faculty advisor will be solely responsible for all grading in the course, but it should be noted that the project supervisor’s report is a mandatory component of the final report.

**Assignment Deadlines**

Project Proposal: Monday, May 23

Final report: Wednesday, August 10

Extensions and incompletes will not be granted in 676 except in cases of emergency, which must be documented. If students find that for any reason they cannot complete the project on time, it is imperative that they contact the faculty advisor immediately.

**INSTRUCTOR NAME AND CONTACT ADDRESSES:**

Instructor/faculty advisor: **Peter Botticelli** ([pkb@email.arizona.edu](mailto:pkb@email.arizona.edu))

Students should feel free to contact the IRLS 676 faculty advisor at any time during the Capstone course. Students will be responsible for managing and completing their project, but the faculty advisor should be made aware of any problems that arise. At the same time, students should encourage their project supervisor to contact the faculty advisor as questions arise, or for advice as needed.
- IRLS 488-010 Issues in Information Resources: International Librarianship
- IRLS 521-010 Children's and Young Adult Literature in a Multicultural Society
- IRLS 524-010 INFORMATION RESOURCES & SERVICES
- IRLS 533-010 Medical Online Searching
- IRLS 541-001 Preservation
- IRLS 556-010 Health Information in Ethnic-Cultural Communities
- IRLS 564-031 The Organization and Administration of a Corporate Library
- IRLS 570-010 Database Development and Management (Summer 2011)
- IRLS 571-010 Introduction to Information Technology (Virtual-Smith)
- IRLS 588-010 Issues in Information Resources: International Librarianship
- IRLS 588-011 Archival Care and Management of Photographs
- IRLS 588-012 Information Resources: Instructional Programs in Academic Libraries
- IRLS 588-014 Introduction To Special Collections
- IRLS 608 Planning and Evaluation of Libraries and Information Centers
- IRLS 651-010 Information Policy & Cultural Perspectives
- IRLS 672-010 Introduction to Applied Technology (Summer 2011)
- IRLS 676-910 DigIn Capstone

- Spring 11
- Fall 10
- Summer 10
- Winter 10-11
- Spring 10
- Winter 09 10
- Fall 09
- Summer 09
- Spring 09
- Winter 08 09
- Fall 08
- Archive of Old Syllabi

Guided exploration

Click a term to initiate a search.

Audience
- for Students (92)
- for Faculty (28)
- for Alums (24)