

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

**MLIS 7355 Advanced Classification  
Syllabus--Fall Semester 2009**

**Instructor**

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Valdosta State University

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**Course Description**

Prerequisite: MLIS 7300 or consent of the instructor. 3 hours credit. Advanced study of the subject classification of recordable knowledge. Verbal and numeric approaches, including Library of Congress and Dewey Decimal classification schemes and the principles of thesaurus construction will be considered.

**Learning Outcomes (LO)**

Students will:

1. Classify library materials using Library of Congress verbal and numeric schemes.
2. Classify library materials using Dewey Decimal Classification.
3. Apply the principles of thesaurus construction and use.
4. Identify and interpret relevant documentation and tools.

**Required Materials**

- Chan, Lois Mai, and Theodora L. Hodges. *Cataloging and Classification: An Introduction*. 3rd ed. Lanham, MD: Scarecrow Press, 2007. ISBN: 0-8108-6000-7. 2007 edition required.



- A headset with attached microphone and noise-canceling properties for use in Live Classroom (see Technical Requirements, below).
- Roe, Sandra K. and Alan R. Thomas, ed. *The Thesaurus: Review, Renaissance, and Revision*. Haworth Press, 2004. ISBN-10: 0789019795. ISBN-13: 9780789019790
- Additional materials posted in BlazeVIEW or in Odum Library Electronic Reserve.

## Assignments

Midterm Quiz	(LO 1-4)	30 points
Individual Exploration	(LO 1-4)	30 points
Thesaurus	(LO 3, 4)	40 points

Please do your best to follow the due dates in the course schedule below. If you need to have a due date adjusted for any reason, contact the instructor.

## Course Schedule

	Due Date	Grace Period
<b>Review Materials; Discuss Project Topic with Dr. Yontz via BlazeVIEW Mail</b>	Week of Aug 17	
<b>Module 1</b>	Week of Aug 24	
<b>Live Classroom on Module 1</b>	Week of Aug 31	
<b>Module 2</b>	Week of Sept 7	
<b>Live Classroom on Module 2</b>	Week of Sept 14	
<b>Module 3</b>	Week of Sept 21	
<b>Live Classroom on Module 3</b>	Week of Sept 28	
<b>Midterm Quiz on Modules 1-3</b>	Oct 7	Oct 8
<b>Thesaurus Progress Reports</b>	Nov 4	Nov 5
<b>Progress Reports Discussion in Live Classroom</b>	Week of Nov 9	
<b>Thesaurus Submission &amp; Publication</b>	Dec 9	Dec 10
<b>Last Chance for Presentations and Product Submissions for Individual Exploration Projects</b>	Week of Dec 7	

## Assignment Synopses

See BlazeVIEW for submission instructions and further details.

**Optional Review Materials** to help you “brush up” on relevant materials covered in MLIS 7300 will be posted in BlazeVIEW.

**Study Modules** which utilize the Chan text, other readings, and web tools will be posted in BlazeVIEW. Live Classroom sessions will be held to help explicate this material. Sessions will be archived for later viewing.

### **Assignment Synopses cont.**

**Midterm Quiz**, available on Sept 31 and due on Oct 7, will be open-book and open-note. Questions types may include multiple choice, short answer, matching, or short essay.

**Thesaurus Construction assignment** will utilize the Roe & Thomas text. Due on December 9. Progress report due Nov. 4. Live Classroom to discuss Progress Reports during week of Nov 9. See detailed guidelines in BlazeVIEW.

**Individual Exploration Project:** an investigation of a topic of your choice, subject to instructor concurrence, related to classification of information or knowledge, broadly defined. One product will be a Live Classroom presentation. Other products will be negotiated with the instructor and will depend on the nature of the project. Examples of possible products include, but are not limited to, a paper, a cataloging plan for a collection, a set of records, a procedure manual, a website, a tutorial, or a research proposal. More detailed guidelines will be posted in BlazeVIEW. During the first week of class, use BlazeVIEW mail to begin discussing your project topic with Dr. Yontz.

### **Grading**

There are 100 points possible in the course.  
Course grades will be assigned as follows:

A = 91-100 points

B = 81-90 points

C = 71-80 points

Course grades lower than C will *not* be credited toward a graduate degree (VSU 2009-2010 Graduate Catalog, page 29).

You may drop the course without academic penalty on or before Thursday, October 8, 2009.

As discussed on page 30 of the 2009/10 Graduate Catalog, "Students may appeal for an exception to the withdrawal deadline for cases of medical and hardship issues."

### **BlazeVIEW**

Access <http://blazeview.valdosta.edu/> To see Help pages, click where it says "BlazeVIEW For Students" or "How to Get Help." To sign into the course site, click on "Login to BlazeVIEW." The username and password are the same ones that you use to login to VSU e-mail.

## Attendance Policy

This is an online class, with no required face-to-face meetings. Students' schedules will be considered in the identification of times for Live Classroom sessions. The Live Classroom sessions will be archived for later viewing or reviewing. There is a required Live Classroom discussion during the week of November 9; times for these discussion sessions will be identified in consultation with class members. The Individual Exploration Project requires a Live Classroom presentation; each student will negotiate an individual presentation time with the instructor.

## Technical Requirements

All assignments must be submitted using computer programs that are compatible with VSU supported products. For word processed documents, MS Word is the preferred format. If you are using a lower version of WordPerfect or some other word processor, save your documents in Rich Text Format (rtf).

When reading instructions for your assignments, notice whether the instructions say to paste your response into a message box or to use a file attachment. Also notice whether the instructions say to choose Reply or to create a new message.

When the directions say to paste into a BlazeVIEW message box, ***compose your response in your word processor first***. This will help avoid the agony of being "timed out" and losing your work.

Grammar, punctuation, and spelling count. Use spell check.

A headset with attached microphone and noise-canceling properties is **required**. Though other types of microphones and speakers can seem to work, and sometimes do, the headset with attached microphone and noise-canceling properties is most likely to work well.

## Library Support

An online guide for distance education students is on the Odum Library Web site at <http://www.valdosta.edu/library/services/distanceducation.shtml>. Chat reference is available at <http://www.valdosta.edu/library/ask.shtml>.

### **Academic Honesty**

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*.

### **Equal Opportunity Statement**

Valdosta State University is an equal opportunity educational institution. It is not the intent of the institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin, disability, or sexual orientation of the individual. It is the intent of the institution to comply with the Civil Rights Act of 1964 and subsequent Executive Orders as well as Title IX, Equal Pay Act of 1963, Vietnam Era Veterans Readjustment Assistance Act of 1974, Age Discrimination in Employment Act of 1967, and the Rehabilitation Act of 1973.

### **Accommodations Statement**

Valdosta State University complies fully with the requirements of the Americans with Disabilities Act (ADA). The Access Office for Students with Disabilities (Access Office) serves students who have documented disabilities, have met the Valdosta State University (VSU) admission criteria, and are otherwise qualified. Students requesting accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in the Farber Hall. The phone numbers are 229/245-2498 (V/VP) and 229/219-1348 (TTY). The website is <http://www.valdosta.edu/access/intro.shtml>.