



LIS 550.01W Practicum in a School Library

COURSE SYLLABUS: Fall 2016

INSTRUCTOR INFORMATION

Instructor:	Gail Johnston
Office Hours:	virtual/daily
Office Phone:	903-886-5715
Email Address:	Gail.Johnston@tamuc.edu
Preferred Form of Communication:	Q&A Forum
Communication Response Time:	24 hours

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

A textbook is not required for this for course. We will explore relevant research readings provided by the instructor throughout the semester. In addition, students will conduct research related to areas of focus in this course. However, students might find the optional materials listed below to be helpful resources.

Optional Texts and/or Materials

- Crew Manual: A Weeding Manual for Modern Libraries <https://www.tsl.state.tx.us/ld/pubs/crew/index.html>
- The School Librarian (#150) TExES Preparation Manual http://cms.texas-ets.org/files/9913/5722/8134/school_librarian_150.pdf

Course Description

Open only to graduate students applying for school librarian certification, this course is designed to give the student experiences in organization, administration, selection, classification, cataloging, and reference work in the elementary and secondary school under the direct supervision of a certified librarian or learning resources specialist. Prerequisite: completion of the other 6 core library certification courses

The syllabus/schedule are subject to change.

and permission of the instructor. Students should contact instructor the semester before enrollment. NOTE: Approval to take the TExES (#150) will be given only after successful completion of the seven core school librarian certification courses, including this Practicum. A grade point average of 3.0 for all core courses is required.

Student Learning Outcomes (Should be measurable; observable)

1. The student will observe and work in libraries at the elementary, middle school, or high school level.
2. The student will demonstrate knowledge of and the ability to perform tasks related to the Texas School Librarian Standards by completing assignments developed by the instructor.
3. The student will document the performance of tasks necessary for the functioning of a school library, fulfilling the SBEC-required 165 hours of field experience.
4. The student will submit weekly reflective documents describing activities performed in a school library.
- 5.

COURSE REQUIREMENTS

Practicum Site and Mentor Librarian

The emphasis in this course is for the Practicum student to gain experience working directly with students, teachers, and administrators in a library on library-related activities. Approved by the course's instructor, each student will work directly under the supervision of a certified campus librarian who has at least 3 years' experience working in a public school library. Practicum students who are already performing the duties of a campus librarian must follow the same guidelines as students who are still in the classroom.

A partnership between the Practicum student and a veteran librarian will be formed, and plans will be made for the Practicum student to accumulate 160 hours gaining professional-level experience, not clerical experience. The Mentor librarian will help decide how best to accomplish each of the components of this course. She/he will help plan activities specific to the situation, will discuss each one of the Standards and Principles before and after the related activity is completed. The instructor will contact the mentor or library supervisor in order to request his/her impression of the quality of the Practicum student's work.

Caution: The Practicum course focuses on professional activities, not clerical activities. The amount of Practicum time that can be accumulated for clerical work such as shelving books, repairing spine labels, putting protective covering on books, reinforcing binding, reading shelves, and circulation routines such as checking in/out and handling overdue books will be limited to no more than 4 hours during the entire semester. Of course, you can do clerical jobs to help your supervising librarian, but they cannot be counted toward Practicum hours. As a rule of thumb, any job that requires a high school

The syllabus/schedule are subject to change.

diploma or less is considered clerical. Aides should not be selecting books; you should not be shelving books. Also reading stories to students is a very low level of professional activity unless there is a direct correlation to a library or media skill or to a TEKS Objective specific to that grade level and one that you will teach to the students. When in doubt, ask your course Instructor in advance.

Instructional Methods

This course is made up of a series of assignments and assessments to assist in achieving course learning objectives/outcomes. Each week the student will work on various combinations of assignments, activities, discussions, readings, research, etc. Assignments are due on specific dates, and overdue work will be subject to penalties.

Time/Activities Log – 10%

Each student will set up and use a shared spreadsheet (Google sheet recommended) to track the hours they spend in the library along with the activities/functions they performed during that time. This document will be shared with the mentor librarian and with the course instructor(s). This document will also become part of the student's official file and may be audited by representatives from SBEC. It is imperative that this document be honest, accurate, and thorough. Students will be asked to obtain comments/verification of the information in the log from their mentor librarian periodically throughout the semester.

Discussions – 15%

Engaging in dialogue with other students to discover critical issues and questions related to the course topic is a component of this course. Discussions might relate to assigned readings or to questions arising from work in school libraries. A typical discussion requires 4-5 posts: one initial response to the discussion prompt, followed by 3-4 responses to other students' posts and/or replies. Prompts will be available well in advance of the deadline; please post on time so that others may reply to your post.

Program Evaluation Reports – 25%

During the first half of the semester, students will prepare written, well-documented evaluation of the programs in the practicum library using the Texas Standards and Principles of Learner-Centered Librarianship. This is not an evaluation of the School Librarian; it is an evaluation of the library programs. The student will consult the mentor librarian and other school and library staff in collecting detailed information regarding the library programs in order to evaluate them. Students will prepare an evaluation report for each of the 6 standards: one each week during weeks 2-7.

Case Studies – 25%

To further develop an understanding of the variety of issues/problems that typically arise in a school library, students will also analyze four case studies and present potential solutions and consequences. Case study activities will involve teamwork in small groups.

The syllabus/schedule are subject to change.

Capstone Project(s) – 25%

Following completion of the program evaluation reports, the student will consult with their mentor advisor to identify a project or project(s) that to improve library program(s). This project(s) should address principles and/or standards that showed opportunities for improvement in the evaluation reports. The number of “projects” will depend on the number of Standards addressed. This assignment requires that students address at least 3 standards: either in one project, or individual projects that each address a different standard.

Student Responsibilities or Tips for Success in the Course

Logging In: It is very important to login to class at least 2-3 times each week to: (1) check for announcements, (2) review assignments, (3) check the Schedule of Assignments, and (4) communicate as needed with your instructor and class members. It is also imperative that students regularly check their LeoMail. Any emails sent from within the course (by instructors or peers) will go to the LeoMail address.

Time and File Management: Keeping the required Time/Activity Log updated regularly is essential. We suggest updating this log at least every Friday (if not every day!). If more than 5 does go by without updating the log, it's easy to forget what you've done and how much time you've spent doing it. Managing digital files is also critically important. Items in the course are organized by the timeline of the course, not by topic. If you typically have difficulty finding something in a course in weeks or units after it was introduced, it's up to you to find, save, and organize that info in a way that works for you. It is also imperative that you backup your digital files. We do not excuse assignments and/or deadlines missed due to data loss from hard drive crashes or lost storage devices. Educational Technologists and Information Scientists routinely backup their data. They experience crashes and misplaced storage devices just like everyone else. But they do not lose data to such mishaps. They plan for it ahead of time. Make sure you do, too.

Relationships with Others: Throughout this course and your career as an educator and librarian, developing and maintaining working relationships with others is a must. You will often find yourself having to work with others who you don't particularly like or respect; nevertheless, you must learn how to work with others that you don't necessarily like and treat others with respect whether you believe they deserve it or not. It is likely that you will encounter a conflict with others in this course: either someone at your practicum library or a fellow student in the class. Your very first point of contact in any conflict is with the person with whom you have the conflict—not the instructor. That's not to say, you can't make the instructor aware of the conflict. It's simply to convey that you must make an effort to resolve the conflict first. If you find that your efforts to resolve it have not worked, contact the instructor describing all of the steps that you have taken thus far along with what result (if any) has occurred at each step. You may find it helpful to copy the person with whom you are having a dispute when you do so.

The syllabus/schedule are subject to change.

GRADING

Grades will be determined using evaluation rubrics and weighted as indicated in the table below. Rubrics will be posted in eCollege with each assignment description. You are responsible for reviewing the rubrics and raising questions or concerns about them prior to submitting an assignment.

Activity	Weight	Course Grades
Time/Activity Log	10%	A 90-100% B 80-89% C 70-79% D 60-69% F 59% or less
Discussions	15%	
Program Evaluation Reports	25%	
Case Studies	25%	
Capstone Project(s)	25%	

Grade of "X" (Incomplete) - In accordance with the Academic Procedures stated in the TAMU-C Catalog, students, who because of circumstances beyond their control, are unable to attend classes during finals week or the preceding three weeks will, upon approval of their instructor, receive a mark of 'X' (incomplete) in all courses in which they were maintaining passing grades." The mark of "X" will only be considered in strict compliance with University Policy upon submission of complete medical or other relevant documentation.

TECHNOLOGY REQUIREMENTS

- To fully participate in online courses you will need to use a current Flash enabled internet browser. For PC and Mac users the suggested browser is Mozilla Firefox.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
 - Sound card, which is usually integrated into your desktop or laptop computer
 - Speakers or headphones.
 - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning

The syllabus/schedule are subject to change.

management system. The most current version of Java can be downloaded at:
[JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)

- Current anti-virus software must be installed and kept up to date.
- Run a browser check through the Pearson LearningStudio Technical Requirements website. [Browser Check http://help.ecollege.com/LS_Tech_Reg_WebHelp/en-us/#LS_Technical_Requirements.htm#Browsset](http://help.ecollege.com/LS_Tech_Reg_WebHelp/en-us/#LS_Technical_Requirements.htm#Browsset)

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader https://get.adobe.com/reader/](https://get.adobe.com/reader/)
 - [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
 - [Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)
 - [Apple Quick Time http://www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.
- For additional information about system requirements, please see: [System Requirements for LearningStudio https://secure.ecollege.com/tamuc/index.learn?action=technical](https://secure.ecollege.com/tamuc/index.learn?action=technical)

ACCESS AND NAVIGATION

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to [myLeo](http://www.tamuc.edu/myleo) and from the top menu ribbon select eCollege. Then on the upper left side of the screen click on the My Courses tab. <http://www.tamuc.edu/myleo.aspx>

The syllabus/schedule are subject to change.

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: It is strongly recommended you perform a “Browser Test” prior to the start of your course. To launch a browser test login to Pearson LearningStudio, click on the My Courses tab, and then select the Browser Test link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support for the use of Pearson LearningStudio.

Technical assistance is available 24/7 (24 hours, 7 days a week).

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit [Pearson 24/7 Customer Support Site](http://247support.custhelp.com/) <http://247support.custhelp.com/>

The student help desk may be reached in the following ways:

- **Chat Support:** Click on '*Live Support*' on the tool bar within your course to chat with a Pearson LearningStudio Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the '*Tech Support*' icon on the upper left side of the screen inside the course. Then you will be able to get assistance via online chat or by phone.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure must be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.

The syllabus/schedule are subject to change.

2. Students must file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and provide me with the helpdesk ticket number.
4. I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer and internet access problems are not a legitimate excuses for filing a ticket with the Pearson LearningStudio Help Desk. Only Pearson LearningStudio based problems are legitimate reasons to contact the Help Desk.

You strongly are encouraged to check for your internet browser compatibility **BEFORE** the course begins and take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform.

myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at [myLeo](https://leo.tamuc.edu).
<https://leo.tamuc.edu>

Learner Support

The [One Stop Shop](http://www.tamuc.edu/admissions/onestopshop/) was created to serve you by providing as many resources as possible in one location. <http://www.tamuc.edu/admissions/onestopshop/>


The [Academic Success Center](http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/) provides academic resources to help you achieve academic success.

<http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/>

FREE Mobile APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

	App Title:	iPhone – Pearson LearningStudio Courses for iPhone Android – LearningStudio Courses - Phone
	Operating System:	iPhone - OS 6 and above Android – Jelly Bean, Kitkat, and Lollipop OS
	iPhone App URL:	https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8
	Android	https://play.google.com/store/apps/details?id=com.pearson.lsphone

The syllabus/schedule are subject to change.

	App URL:	
--	-----------------	--

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

- View titles/code/Instructor of all Courses enrolled in online
- View and respond to all discussions in individual Courses
- View Instructor Announcements in individual Courses
- View Graded items, Grades and comments in individual Courses
- Grade to Date
- View Events (assignments) and Calendar in individual Courses
- View Activity Feed for all courses
- View course filters on activities
- View link to Privacy Policy
- Ability to Sign out
- Send Feedback

LearningStudio Notifications

Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

By default the student's university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

The syllabus/schedule are subject to change.

Scholarly Expectations

All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical, particularly at the graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. Work submitted at the graduate level is expected to demonstrate higher-order thinking skills and be of significantly higher quality than work produced at the undergraduate level.

Academic Integrity

Academic integrity is the pursuit of scholarly work free from fraud and deception and is an educational objective of this institution. Texas A&M University-Commerce has explicit rules and regulations governing academic dishonesty and academic misconduct. As the University states, "All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment." These policies are stated in detail in the Student's Guide Handbook. Each student is expected to read this document and abide by the contained policies. These university policies will be followed in this class. The minimum penalty for an act of academic dishonesty will be the assignment grade of 0 on the examination or homework assignment. The maximum penalty is expulsion from the University.

Texas A&M University-Commerce further does not tolerate plagiarism and other forms of academic dishonesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material.

Attendance & Participation

Class attendance and/or participation is most important to a student's education. There are numerous elements that go into class participation:

- a. Regular attendance or logging in to class.
 - b. Timely contributions to class discussion.
 - c. Reading assigned work and completing course assignments by the due dates.
 - d. Polite and civil interactions with all members of the class and the staff/students in the practicum library.
 - e. Checking LEOmail for messages in order to not miss time sensitive information.
- Recovering lost course content or assignment information is the responsibility of the student.

Late Work

Assignments are due by midnight on specific dates, as assigned. The clock inside eCollege is the official clock for documenting when assignments are turned in.

We offer a blanket, 24-hour grace period on all assignment deadlines in case of technical difficulties or unforeseen circumstances. This grace period means that

The syllabus/schedule are subject to change.

assignment made within 24 hours of a deadline won't be counted late, and do not require the student to contact the instructor. However, students who habitually wait until the grace period to assignments are at a high risk for missing a deadline due to technical difficulties and other unforeseen circumstances. **Be advised:** *There's no grace on the grace period.*

Assignments may lose up to 10% of their possible value each day late if submitted after the posted due date/time. (e.g. Assignments can lose all of their value at 10 days past due.) When a project involves teamwork, it is imperative that individual contributions be made by deadlines set by the team. Failure to meet a team deadline can result in getting fired from the team. If this happens to you, you cannot make up the work. It is in your best interests to work closely with your team, let them know immediately if you're struggling, and make accommodations that are agreeable to the team. You will have plenty of notification of the due dates for course assignments. If you know you are going to be overcommitted with a unique event/project, out of town, or unable to access a computer, please plan ahead.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](#)

<http://www.albion.com/netiquette/corerules.html>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

The syllabus/schedule are subject to change.

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

ADA Statement

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: Rebecca.Tuerk@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

The syllabus/schedule are subject to change.

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

COURSE OUTLINE / CALENDAR

This course outlines divides units/activities into weeks. Please note that the week runs from Monday through Sunday, except for the last week of class, which ends on **Friday, December 16**.

Week	Activity	Due Dates
1 8/29-9/4	Introductions	Post by Tues.
	Discussion 1	Initial post by Thurs; replies to 3-5 classmates' posts by Sun.
	Set Up Time/Activity Log	Send invitation to share the log sheet with your instructor(s) and mentor librarian by Sun.
2 9/5-9/11	Evaluation Report for Standard I.	Post report by Fri. Provide feedback to 3-5 classmates' on their reports by Sun.
3 9/12-9/18	Evaluation Report for Standard II.	Post report by Fri. Provide feedback to 3-5 classmates' on their reports by Sun.
4 9/19-9/25	Evaluation Report for Standard III.	Post report by Fri. Provide feedback to 3-5 classmates' on their reports by Sun.
5 9/26-10/2	Evaluation Report for Standard IV.	Post report by Fri. Provide feedback to 3-5 classmates' on their reports by Sun.
	Time/Activity Logs	Complete updates and obtain signatures/comments from mentor by Fri.
6 10/3-10/9	Evaluation Report for Standard V.	Post report by Fri. Provide feedback to 3-5 classmates' on their reports by Sun.

The syllabus/schedule are subject to change.

7 10/10-10/16	Evaluation Report for Standard VI.	Post report by Fri. Provide feedback to 3-5 classmates' on their reports by Sun.
8 10/17-10/23	Discussion 2	Initial post by Thurs; replies to 3-5 classmates' posts by Sun.
	Consult with Mentor to ID Capstone Project(s)	Submit results of discussion with mentor by Friday
Week	Activity	Due Dates
9 10/24-10/30	Case Study 1	Post by Sun.
	Continue Work on Capstone Project(s)	Due in Week 14
10 10/31-11/6	Case Study 2	Post by Sun.
	Time/Activity Logs	Complete updates and obtain signatures/comments from mentor by Fri.
	Continue Work on Capstone Project(s)	Due in Week 14
11 11/7-11/13	Case Study 3	Post by Sun.
	Continue Work on Capstone Project(s)	Due in Week 14
12 11/14-11/20	Case Study 4	Post by Sun.
	Continue Work on Capstone Project(s)	Due in Week 14
13 11/21-11/27	Discussion 3	Initial post by Thurs; replies to 3-5 classmates' posts by Sun.
	Continue Work on Capstone Project(s)	Due in Week 14
14 11/28-12/4	Capstone Project(s)	Post link to Capstone Project(s) portfolio by Thurs; provide feedback to 3 peers on their projects by Sun.
15 12/5-12/11	Discussion 4	Initial post by Thurs; replies to 3-5 classmates' posts by Sun.
	Revise Capstone Project	Submit revised Project(s) by Sun
16 12/12-12/16	Discussion 5	Initial post by Wed; replies to 3-5 classmates' posts by Fri.
	Time/Activity Logs	Complete final updates and obtain signatures/comments from mentor by Fri.

The syllabus/schedule are subject to change.