GLIS 602: Integrating Research and Practice
Course Syllabus, Winter 2017

Education Building 129 - Tuesday 8:30 – 11:30 am | Prof. Max Evans

Course Overview: Analysis of theoretical and applied research in information studies, reflection on implications for professional practice and achievement of a capstone project summarizing students' experiences in their studies.

This course is designed to act as a capstone (or bookend) for your MISt degree. The course is designed to ensure that graduates both reflect on their journey, and develop the professional skills and materials needed to practically transition from school to their workplace. By the end of this course, graduates should have an increased awareness of their own information studies knowledge, their strengths and weaknesses, and their marketability.

Learning Outcomes: At the end of the course, students will be able to:
1. Use self-reflective concepts for designing a professional portfolio;
2. Understand key concepts and methods to provide the rationale for information-related projects;
3. Concisely package and present diverse types of information;
4. Prepare and deliver effective written and oral presentations;
5. Identify the critical success factors involved in collaborating effectively with others;
6. Diagnose and mitigate potential ethical issues in order to maintain professionalism.

Readings: All readings will be available in electronic format on the web or from the McGill Library. Hardcopies will be placed on reserve, where available. Additional materials will include case studies, additional readings, instructional videos and self-assessment diagnostic tests. These will will be placed on myCourses during the term.

Textbooks:
Berman, E. & Berman, D. (2012). People skills at work. Boca Raton, Fl: CRC Press.
McGill ebook available: http://proquest.safaribooksonline.com/book/communications/9781420093858
(aka **PSW)** (*Print on reserve)

Clark, T., Osterwalder, A. & Pigneur, Y. (2012). Business Model You: A One-Page Method For Reinventing Your Career. Hoboken, N.J.: Wiley.
McGill ebook available:
http://library.books24x7.com.proxy3.library.mcgill.ca/toc.aspx?site=L4GY9&bookid=46075
Or http://proquest.safaribooksonline.com.proxy3.library.mcgill.ca/9781118156315?tocview=true
(aka **BMY)**

Method: Based on course readings, instructor-led lectures, workshops, group discussions, in-class activities, case studies, self-assessments, videos, and guest lectures.

Office Hours: Wednesdays from 12:30 - 2:30 pm at SIS (Professor Evans' office is Room 202A at SIS - 3661 Peel St.). The best way to reach Prof. Evans is by e-mail at max.evans@mcgill.ca. Remember to always use your McGill email. He will endeavour to answer your questions within 48 hours. If you wish to see him outside of office hours, please contact him for an appointment (phone: 514-398-3398).

Teaching Assistant: Robert Ferguson, Doctoral Candidate, School of Information Studies, robert.ferguson2@mail.mcgill.ca

Grades and Evaluation:

	% of Grade	Due Date
Weekly Modules (Pass/Fail)	27.5%	See schedule below
Individual Assignment		
e-Portfolio	20%	March 7th
Personal Business Plan and Model	20%	March 7th
Lightning Talk	10%	March 21st or 28th
Ethical Dilemma Group Assignment		
Written Report and Presentation Slides/Handouts	15%	April 4th
Video Presentation (Graded Individually)	7.5%	April 4th

Schedule of Weekly Modules: In-Class Activities (ICA) and Homework Assignments (HW)

See MyCourses for additional information

Week	Pass/Fail Module	% of Grade
1	Presentation Reflection (HW)	2.5%
1	Strengths and weaknesses self assessment report (HW)	2.5%
2	Self-assessment of your communication skills (HW)	5%
3	Developing EI: Listening Habits (ICA)	2.5%
3	Developing EI: A.R.E. Questions for Reflection (HW)	2.5%
4	4-Word Build (ICA)	2.5%
6	Speed networking and making small talk (ICA)	2.5%
7	Solving ethical dilemmas (ICA)	2.5%
9	Assess a library proposal (ICA)	2.5%
11-12	Information Professional Knowledge Cafe Q&A Participation (HW/ICA)	2.5%
	Total	27.5%

Weekly Course Schedule:

Date	Week	Lecture Topic	In-class Activity (ICA) / Homework (HW)
1/10/2017	1	Introduction to the course and to key professional skills	ICA: Throw-away Presentation HW: 1) Professional skills self-assessment report 2) Presentation reflection
1/17/2017	2	Written and verbal communication	HW: Communications self assessment and reflection
1/24/2017	3	Nonverbal communications and emotional competencies	ICA: Developing EI: Listening Skills HW: Developing EI: A.R.E. Questions for Reflection
1/31/2017	4	Trust and conflict (Web: Project Management)	ICA: 4-word build
2/7/2017	5	1) The professional education of academic librarians with Edward Bilodeau, McGill Liaison Librarian (8:30-10:00am) 2) Interview Techniques with Janice Tester, Career Advisor, McGill CaPS (10 am - 11:30 am)	A discussion of how librarians transition from library school into their first jobs as academic librarians, and how they continue to develop and learn what they need to know to be effective in their roles.
2/14/2017	6	1) Personal and Professional Networking 2) Dealing with Mental Health at Work with Dr. Giuseppe (Pino) Alfonsi, Associate Clinical Director, McGill Counselling and Mental Health Services	ICA1: Speed networking ICA2: Making small talk
2/21/2017	7	1) Professional Ethics with Prof. Kimiz Dalkir, Director, SIS, McGill 2) Foundations of Info. Studies revisited with Prof. Jamshid Beheshti, SIS, McGill	ICA: Solving ethical dilemmas
3/7/2017	8	1) Research Methods 2) Networking for Introverts with Susan Molnar, Career Advisor, McGill CaPS (10 am - 11 am)	**e-Portfolio, Personal Business Plan, and Personal Business Model Due**
3/14/2017	9	1) Writing research proposals with Prof. Ilja Frissen, SIS, McGill 2) Academic library proposals with Robin Canuel, Head Librarian, HSSL, McGill	ICA: Assess a library proposal
3/21/2017	10	**e-Portfolio and Personal Business Plan "Lightning Talk" Presentations** (Part 1)	**Lightning Talks Due** 2.5 min. each
3/28/2017	11	**e-Portfolio and Personal Business Plan "Lightning Talk" Presentations** (Part 2)	See schedule on MyCourses for your specific time HW: Knowledge Cafe Questions
4/4/17	12	Information Professional Knowledge Cafe	ICA: Q&A w/Knowledge Cafe **Ethical Dilemma Group Written Report and Video Presentations Due**

Academic Rights and responsibilities: All students must be thoroughly familiar with the Student Rights and Responsibilities: http://www.mcgill.ca/students/srr/.

Written Work: In accord with McGill University's Charter of Students' Rights, students in this course have the right to submit in English or in French any written work that is to be graded.
Students with Disabilities: Students with disabilities are urged to contact the Office for Students with Disabilities at 514-398-6009.

Preparedness Planning: In the event of extraordinary circumstances beyond the University's control, the content and/or evaluation scheme in this course is subject to change.

Use of Mobile Computing and Communications Devices in Class: The use of mobile computing and communications (MC2) devices must, in all cases, respect policies and regulations of the University:
- The Code of Student Conduct and Disciplinary Procedures: http://www.mcgill.ca/files/integrity/Code_of_Student_Conduct.pdf
- The Policy Concerning the Rights of Students with Disabilities: http://www.mcgill.ca/files/secretariat/Rights-of-Students-with-Disabilities-Policy-Concerning-the.pdf
- The Policy on the Responsible Use of McGill IT Resources: http://www.mcgill.ca/files/secretariat/Responsible-Use-of-McGill-IT-Policy-on-the.pdf

Communicating Via Email and Other Channels: In line with McGill's Policy on E-Mail Communication with Students, any official McGill email sent to students will be addressed to their McGill UEA (Uniform E-Mail Address). It is the student's responsibility to ensure that time-critical e-mail is accessed, read and acted upon in a timely fashion. The E-Mail Policy applies to all McGill students and to all McGill employees, who manage official communications with students.

Please be advised that I send class-related emails to your McGill email account throughout the semester, including communications on instructions or tips for graded assignments, in-class activities, and other class-related business. Please be sure to check your email frequently.

If you have any questions, concerns, or other topics you would like to discuss, you are welcome to contact me and arrange an appointment. If you have an urgent problem, the best way to get in touch with me is via email.

Integrity
- "McGill University values academic integrity. Therefore all students must understand the meaning and consequences of cheating, plagiarism and other academic offences under the Code of Student Conduct and Disciplinary Procedures."
- Instructor-generated course materials (e.g., handouts, notes, summaries, exam questions, etc.) are protected by law and may not be copied or distributed in any form or in any medium without explicit permission of the instructor. Note that infringements of copyright can be subject to follow up by the University under the Code of Student Conduct and Disciplinary Procedures. No audio or video recording is allowed in class without the explicit permission of the instructor.

- For assignments, reports, presentations, or whenever the words or ideas of others are used, sources must be properly quoted and cited. For in-text citations and reference lists for written work adopt the style conventions of the Publication Manual of the American Psychological Association (APA).

Class conduct: This class follows McGill University policies, procedures and guidelines (http://www.mcgill.ca/secretariat/policies/students/).

The class policies listed above are not exhaustive. Specifically, in terms of conduct, both within and outside the classroom, students are encouraged to review The Handbook of Student Rights and Responsibilities (http://www.mcgill.ca/deanofstudents/rights/). Further, a list of all McGill policies and guidelines that directly address teaching at McGill may be found at: http://www.mcgill.ca/tls/teaching/policies

Copyright of Course Materials
Instructor-generated course materials (e.g., handouts, notes, summaries, exam questions, etc.) are protected by law and may not be copied or distributed in any form or in any medium without explicit permission of the instructor. Note that infringements of copyright can be subject to follow up by the University under the Code of Student Conduct and Disciplinary Procedures. No audio or video recording is allowed in class without the explicit permission of this instructor.

Class Policy Statements
- Whenever you use the words or ideas of others, these should be properly quoted and cited. For in-text citations and reference lists for your written work, unless you are specifically directed otherwise, you are required to adopt the style conventions of the Publication Manual of the American Psychological Association (APA), 6th Edition, and use it consistently.
- Turn in written assignments by or at the beginning of the class on which the assignment is due.
- Late written assignments are not accepted. The only exception for written assignments is for illness (whether your own or a member of your immediate family). In that event, a physician's note is required.
- Please note that any questions concerning the grading scale or any specific grade you receive on should be discussed first with this instructor. If you remain dissatisfied, then you may refer to the appeals process in the Charter of Student Rights in The Handbook of Student Rights and Responsibilities (http://www.mcgill.ca/deanofstudents/rights/).