Indiana University
School of Library and Information Science-Indianapolis
S621 Audio and Video Sources (3 credits)
Fall 2012
Online course via IUPUI Oncourse System

Instructor
Hsin-liang (Oliver) Chen
Email: chenhsin@iupui.edu
Please use this email address to communicate with the instructor when you need a timely response.

Course description
User-focused approach to decision making in the digital audio and video information environment. Emphasizes collection development in support of user services, including access to remote collections and evaluation of multimedia materials and delivery mechanisms, and issues related to emerging technologies.

Objectives
Upon successful completion of this course, students will be able to:
- Make effective decisions related to emerging technologies for the enhancement of audio and video information environments.
- Develop, manage, and organize digital audio and video information collections.
- Evaluate and select audio and video information resources.
- Address access, organization, promotion, multimedia copyright, and censorship issues.
- Develop plans for addressing multimedia literacy needs.
- Integrate multimedia resources into the K-12, higher education, public library, or other settings.
- Apply techniques for sharing and disseminating audio and visual elements.
- Discuss the role of remote and emerging technologies in various settings and speculate on the future.

Course materials
- All reading assignments are indicated in the following course schedule and in the Modules in Oncourse.
- No textbook is required for this class.

Assignments
- Three bibliographies
- An evaluation report
- An online library tutorial
- A LSTA grant application to Indiana State Library
- Weekly forum postings
All assignments will focus on developing, managing, and organizing digital audio and video information collections in a library setting (public, academic, or school libraries). The student should choose one specific library and complete all assignments using that library.

Reminder: the following writing elements are only the basic requirements for the Evaluation Report and the LSTA Grant Application to Indiana State Library. Students should provide additional information for his/her selected library in the assignments to receive the grade of “A.”

“A: Outstanding achievement. Student performance demonstrates full command of the course materials and evinces a high level of originality and/or creativity that far surpasses course expectations.”
Bibliographies (each 10%)
Choose two references from any professional and popular web- or paper-based sources related to the major aspects of audio and video resources as they pertain to an academic, public, or school library setting. Both references are not from the course reading list. Give a full bibliographic entry for each, using the APA or MLA citation style. In at least 100 words, identify key ideas of the reference and provide your feedback on the reference.

Due dates
Thursday, Sept. 6
Bibliography I-Describe audio and video collections in a library setting (academic, public, school library) (10%)

Thursday Oct. 11
Bibliography II-How are libraries addressing audio and video resource needs? (10%)

Thursday Nov. 1
Bibliography III-How are libraries integrating multi-media into their collections? (10%)

Evaluation report (15%)
Thursday Sept. 20 Digital and AV Environments
-Identify an academic, public, or school library. Determine the mission statement, collection development plan, selection and de-selection details, as well as access and preservation plans.
-Perform a needs assessment on the library. Based on your research, what can be improved? or what additions need to be made to fit within the collection development plan?
Evaluation criteria
-Written report (5-10 pages).
-The report must cover the library’s mission statement, general or AV collection policies and plan, current AV services and resources, as well as additional available information.
-Students are required to summarize the above required information instead of copying and pasting information.
-You must include your observations and suggestions.
-References must be included in the written report.
-PowerPoint presentation (5-10 slides).

Online library tutorial (15%)
Thursday Nov. 8 Online Library Tutorial
-The length of the video is 2-3 minutes.
-You can pick any instructional topic (e.g., an introduction to a library/library department/library program, a how-to tutorial of an online library catalog, database, and software program).
-You can use any production tool (e.g., Apple’s iMovie, Microsoft’s Movie Maker, Tech Smith’s Camtasia or Jing).
-You can submit this assignment by posting a URL (e.g., YouTube or other online outlets) or uploading the video file to Oncourse.
Evaluation criteria:
-Coverage of the content
-Organization of the content
-Transition from one topic to another
-Completion of the content

LSTA grant application to Indiana State Library (20%)
Thursday Dec. 6  You proposed several recommendations at the end of the needs assessment (Assignment #1) to improve or enhance the AV sources and services at your target library. The proposed improvement/enhancement may not be supported by the regular library budget. Therefore, you need to seek external funding to implement your recommendations. The Library Services and Technology Act (LSTA) grant program from the Indiana State Library is one funding source for your consideration. Please see Module 5 for further information.

**Evaluation criteria**
- Completion of the application
- Proposed goals of your proposal
- Proposed implementation of your proposal
- Proposed evaluation plan of your proposal
- PowerPoint presentation (5-10 slides).

*Weekly forum postings (20%)*

Students are required to post one message by 11:00 PM (Eastern Time) each Sunday (please see the course schedule). The weekly message is a reflection report on each week’s activities. The weekly message should be about 50-100 words.

**SLIS definitions of letter grades**

Letter grades have been defined as follows by student and faculty members of the Curriculum Steering Committee and have been approved by the faculty as an aid in evaluation of academic performance and to assist students by giving them an understanding of the grading standards of the School of Library and Information Science.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Letter</th>
<th>Description</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Outstanding achievement. Student performance demonstrates full command of the course materials and evinces a high level of originality and/or creativity that far surpasses course expectations.</td>
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<tr>
<td>A-</td>
<td>3.7</td>
<td>Excellent achievement. Student performance demonstrates thorough knowledge of the course materials and exceeds course expectations by completing all requirements in a superior manner.</td>
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<tr>
<td>B+</td>
<td>3.3</td>
<td>Very good work. Student performance demonstrates above-average comprehension of the course materials and exceeds course expectations on all tasks as defined in the course syllabus.</td>
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<tr>
<td>B</td>
<td>3.0</td>
<td>Student performance meets designated course expectations and demonstrates understanding of the course materials at an acceptable level.</td>
<td></td>
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<tr>
<td>B-</td>
<td>2.7</td>
<td>Marginal work. Student performance demonstrates incomplete understanding of course materials.</td>
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<tr>
<td>C+</td>
<td>2.3</td>
<td>Unsatisfactory work. Student performance demonstrates incomplete and inadequate understanding of course materials.</td>
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<tr>
<td>C</td>
<td>2.0</td>
<td></td>
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<tr>
<td>C-</td>
<td>1.7</td>
<td>Unacceptable work. Coursework performed at this level will not count toward the MLS or MIS degree. For the course to count toward the degree, the student must repeat the course with a passing grade.</td>
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<tr>
<td>D+</td>
<td>1.3</td>
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<tr>
<td>D</td>
<td>1.0</td>
<td></td>
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<tr>
<td>D-</td>
<td>0.7</td>
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<tr>
<td>F</td>
<td>0.0</td>
<td>Failing. Student may continue in program only with permission of the Dean.</td>
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Grades are assigned by individual instructors based on a combination of student performance measures developed for each course. Student achievement of course objectives is usually assessed through the use of multiple performance measures. For example, a combination of several of the following assessment methods is common: examinations, class participation, written assignments and exercises, research papers, or term projects. Other methods, depending on course content and
objectives, may include in-class small-group exercises, oral presentations, field-based projects and field experiences, or case study presentations.

Incompletes
Given both the nature of this course and the time constraints under which it operates, taking an incomplete will not be an option. Each student is expected to structure his/her time so as to complete all coursework in accordance with the class schedule.

Late submissions
In fairness to students who turn in assignments on time, all late papers will be penalized by lowering the earned grade one grade level (e.g., from A- to B+; from B to B-). A project or paper that is more than one day late will not be accepted.

Academic Ethics
Indiana University and School of Library and Information Science policies on academic dishonesty will be followed. Academic (e.g. plagiarism) and personal misconduct by students in this class are defined and dealt with according to the procedures in the Code of Student Rights, Responsibilities, and Conduct. Students found to be engaging in plagiarism, cheating, and other types of dishonesty will receive a failing grade for the course.

Students with Disabilities
Accommodations will be made for qualified students with disabilities registered with Adaptive Educational Services. The AES office is located Joseph T. Taylor Hall (UC), Room 137, 815 W. Michigan St., Indianapolis, IN, 46202, and may be reached by calling (317) 274-3241 or (317) 278-2052 (video phone), by fax: (317) 278-2051 or by e-mail: aes@iupui.edu. For more information go to http://aes.iupui.edu

Course Schedule

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<thead>
<tr>
<th>Dates</th>
<th>Module</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8/20-8/26</td>
<td></td>
<td>Course introduction</td>
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<tr>
<td>8/27-9/2</td>
<td>Module 1</td>
<td>• Required skills and knowledge</td>
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<td>• Understand course assignments and real-world experience</td>
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<td></td>
<td></td>
<td>• Understanding the library environment and being able to analyze regional skills</td>
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<tr>
<td>9/3-9</td>
<td>Module 1</td>
<td>Needs assessment</td>
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<td>Bibliography I due September 6</td>
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<tr>
<td>9/10-16</td>
<td>Module 2</td>
<td>Media literacy</td>
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<td>9/17-23</td>
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<td>Assignment #1 September 20</td>
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<tr>
<td>9/24-30</td>
<td>Module 2</td>
<td>Game day at your library</td>
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<tr>
<td>10/1-7</td>
<td>Module 2</td>
<td>Multimedia and library instructions</td>
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<tr>
<td>10/8-14</td>
<td>Module 3</td>
<td>Understanding digital AV formats</td>
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<td>Bibliography II due-October 11</td>
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<tr>
<td>10/15-21</td>
<td>Module 3</td>
<td>Evaluating online library tutorials</td>
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<tr>
<td>10/22-28</td>
<td>Module 3</td>
<td>Understanding digital AV productions</td>
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<tr>
<td>10/29-11/4</td>
<td>Module 4</td>
<td>E-Books and downloadable media and libraries</td>
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<td>Bibliography III due-Nov. 1</td>
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<tr>
<td>11/5-11</td>
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<td>Assignment #2 due November 10</td>
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<tr>
<td>11/12-18</td>
<td>Module 5</td>
<td>Understanding the grant writing process</td>
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<td>11/19-25</td>
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<td>Thanksgiving Break</td>
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<tr>
<td>11/26-12/2</td>
<td>Module 5</td>
<td>Preparing the grant application</td>
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<tr>
<td>12/3-12/9</td>
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<td>Assignment #3 December 6</td>
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