



Comprehensive Exam Workshop Summer 2016

Louise Gray
Sue Yeon Syn

May 20, 2016
6:30 – 8:00 p.m.

Department of Library and Information Science
The Catholic University of America

Overview

- Administrative Procedures – Louise Gray
 - Are you eligible & registration
 - Submitting Comps verification form
 - Confidential Exam #
 - Diploma application & CommencementQUESTIONS?
- Blackboard & Logging in – Louise Gray
 - First day, during & submitting your exam
 - After the exam
 - Important RemindersQUESTIONS?
- Examination Preparation – Dr. Sue Yeon Syn
 - Questions of past examinations
 - Examination preparation guide
 - Essay exercise

Administrative Procedures

Are you eligible?

- You must be completing all 36 credits this semester.
 - 30 if you already have an Advanced Degree – (requires official transcript prior to enrolling in the program)

Comps Registration

Exam dates: Friday, July 8 – Monday, July 11

- Register in Cardinal Station
 - COMP **698A** – WITH CLASSES (no additional charge)
 - COMP **698B** – without classes (1 credit charge)
 - Submit comprehensive verification form
 - <http://lis.cua.edu/res/docs/forms/comp-exam-verification-form.pdf>
 - Note any accommodation requests
- Check/update contact info in Cardinal Station

Comps Verification Form

- Submitting this form **DOES NOT** register you for comps. You must register in Cardinal Station.
- This form is used for to verify eligibility

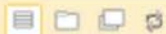
Before the exam

- Sample questions for practice- You will receive a confirmation email to access the sample questions.
 - Contact office if you have not received this
- Verify you can log into Blackboard
 - Find sample questions
- Confidential Test ID
 - About 1 week before the exam
 - If not received, contact office (202- 319-5085)

First Day of the Exam

- **Friday, July 8, 2016**

- Log into Blackboard, read official questions. Choose one to answer
- Write your research paper in MS-Word
 - File name: <**your test ID**> Question< # >.doc or .docx or .pdf
 - 12 pt. font, double-spaced, 1-inch margins
 - Comps essay length - range of 2000-2500
 - No personally identifying information
- Work where you want
- You are responsible for network connections, saving your work, etc. You will not receive extra time for these problems unless there is a campus-wide problem.
 - Save early & often; create backup copies



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Announcements

Institution **Course** View All

Welcome to the Comprehensive Exam Blackboard site

Posted on: Wednesday, September 5, 2012

Dear students,

This site contains the two essay questions (you will choose and respond to one) and the submission form for your completed essay.

The essays will be posted at 9:00 am, Friday, October, 26, 2012. You must submit your essay (MS-Word document) by 9:00 am, Sunday, October 28.

To access the exam materials, click on the link "Exam questions" to the left.

(Elaborate on these directions...)

Posted by: Bill Kules
Posted to: SLIS
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Exam questions

**Essay Questions - SAMPLE**

NOTE: These are sample questions.

Choose **ONE** of the following questions and write your essay:

1) In pursuit of their mission in a changing environment, libraries, archives and similar organizations are undertaking collaborative initiatives to tackle common challenges. For a library, archive or information center of your choice, identify one organization they could partner with to achieve common goals or address common challenges. Describe one collaborative initiative they could undertake. Explain how the initiative will advance the mission of each partner. Identify two critical issues in the planning process for the collaboration and discuss how the partners can address the two issues to ensure success of their collaborative effort. Include references to the literature as appropriate.

2) One important consideration in the creation of a digital collection is the selection and implementation of an appropriate metadata scheme. Explain why metadata is important and what roles a metadata scheme plays in creating and maintaining a digital collection. Discuss three issues digital collection librarians should consider in selecting and implementing a metadata scheme. Include references to the literature as appropriate.

**Submit Your Essay Here**

Attach your essay as a MS-Word document. Do NOT paste it.

Look for the "Attach File" section, and click on the button labeled "Browse my computer". Use the dialog box to find and upload your file.

You must click the "Submit" button. Do not use the "Save as draft" button.

During the exam

Support

- For emergencies, Bb issues
- Not for content, clarifications, etc.
- Email: SLIS-COMPS@cua.edu
- Phone: (202) 319-5085
- Staff will be available to monitor exam:
 - Friday (**by email and by phone**) 9:00 a.m.-5:00 p.m.
 - Saturday and Sunday (via **email**) 9:00 a.m.-5:00 p.m.
 - Monday 8:00-8:30 a.m. Staff will send an alert to students to submit the exam to meet 9 a.m. deadline.

Submitting your exam

Submit Exam no later than

9:00 a.m., Monday, July 11, 2016

- Log into Blackboard
- Submit your paper in the same folder as questions
- Attach your paper. **Do NOT paste into text box**
- **Click “Submit” button**
 - “Save as Draft” will not submit your paper



Preview Upload Assignment: Submit Your Essay Here

Cancel

Save as Draft

Submit

1. Assignment Information

Name: Submit Your Essay Here

Instructions: Attach your essay as a MS-Word document. Do NOT paste it.

Look for the "Attach File" section, and click on the button labeled "Browse my computer". Use the dialog box to find and upload your file.

You must click the "Submit" button. Do not use the "Save as draft" button.

Due Date: October 28, 2012 9:00:00 AM EDT

Points Possible: 1

2. Assignment Materials

Submission

Text Editor is: ON

Rich text editor toolbar with options for Normal, font size (3), font face (Arial), bold (B), italic (I), underline (U), text color (abc), background color, bulleted list, numbered list, link, unlink, insert image, insert video, insert audio, insert table, insert link, insert unlink, and other formatting tools.

Clear Formatting

Path: body

Attach File

Browse My Computer

Browse Content Collection

Comments

Empty text area for comments.

IMPORTANT INFO

- **Not submitting your exam by 9:00 a.m. on Monday, July 11, could result in automatic failure.**
- You are responsible for network connections, saving your work, etc. You will not receive extra time for these problems unless there is a campus-wide problem.
- Outside help is not allowed. The exam must be your own work.

After the exam

- Faculty read and grade papers
- Results
 - Email to your cua.edu account – if passed
 - Phone call from Chair – if failed
 - Will use Cardinal Station phone number(s), so make sure that is up-to-date
- Notification **TBA**
 - We appreciate your patience!

Submit Diploma Application

- **Deadline: Monday, October 3, 2016**
 - Last day for Summer 2016 graduation candidates to submit online diploma application (use [Cardinal Station](#))
 - Summer term – Degree conferred in October
 - Department will provide a letter for proof of graduation on your behalf, if requested.
- For instructions
 - <http://commencement.cua.edu/apply-for-graduation.cfm>
- Registrar's Office: (202) 319-5300



Commencement Information

Commencement – Saturday, May 13, 2017

- Announcement from the Department and School will be sent you.
- For graduation, cap & gown and other information, please visit <http://commencement.cua.edu/>

QUESTIONS?

Examination Preparation

- Questions of past examinations
<http://lis.cua.edu/courses/comps/pastquestions.cfm>
- Examination preparation guide
<http://lis.cua.edu/res/docs/comps-guidelines-rev-sept.pdf> (tips and evaluation rubric)
- Essay exercise