



# **Comprehensive Exam Workshop Summer 2021**

**Dr. Renate Chancellor  
Ms. Louise Gray**

**5:45pm – 7:00pm**

**Department of Library and Information Science  
The Catholic University of America**

# COMPS OVERVIEW

Eligibility & Steps to sit for the exam - Louise Gray

Blackboard & Essay - Louise Gray

Exam Prep & Practice – Renate Chancellor

- Questions of past examinations
- Examination preparation guide
- Essay Review & Exercise

# Eligibility & Registration

- Completed 36 credits “this” semester.
- If completing the SLM track, all required SLM courses & Practicum must be completed in the same semester.
  - contact Dr. Sung Un Kim for SLM questions @ [kimi@cua.edu](mailto:kimi@cua.edu).
- Need 30 credits if you already have an Advance Degree – (requires official transcript prior to enrolling into the program)
  - Inform the department if you already have a previous advance degree prior to coming to the program ([grayl@cua.edu](mailto:grayl@cua.edu)).

# Required Forms & Procedures

1. Must be APPROVED prior to registering for the exam!
2. SUBMIT forms:

A. Advisee checklist form for comps to your ADVISOR

This form will state your (address, prior degree verifications & any DSS requests). It's also used for audit & contact information

**This form is also used for audit and contact information.**

**Once your advisor has approved your registration, submit both forms to Louise Gray to process the permissions request to enroll in the course. You will be notified to enroll.**

2. Prior to the exam, A&S and LIS perform a final audit to confirm requirements & eligibility of students sitting for comps.

**You will receive a confirmation email. If not eligible, you will not be able to sit for the exam this semester and must drop the course by the add/drop date. Please visit <http://enrollmentservices.cua.edu/Registration-and-Records/AcademicCalendar.cfm> to see add/drop dates for the fall semester.**

# Exam Resources

<https://lis.catholic.edu/academics/courses/comprehensive-exams/>

## 1. Helpful Information

### Documents

[Administrative Procedures](#) (pdf)

[Comps Information Packet](#) (pdf)

## 2. Helpful information and answers

Comps Format & Procedures

What should you expect

How are exams graded

Study suggestions

# Comps enrollment

Be certain to enroll in the correct course if you have not already.

- COMP **698A** – WITH CLASSES (no additional charge)
- COMP **698B** – without classes (**1 credit charge**)

# DSS Services & The Writing Center

## Disability Support Services - CUA

**202-319-5211 - phone**

[cua-dss@cua.edu](mailto:cua-dss@cua.edu)

The Writing Center – Schedule an appointment

**202-319-4286**

[cua-writingcenter@cua.edu](mailto:cua-writingcenter@cua.edu)

# Prior to the Exam

## Email Confirmation & I.D.#

- Students will receive a confirmation email confirming you are eligible to sit for comps.
- Each student will receive a confidential test ID# approximately 1 week before the exam.
  - If not received, contact office asap via email [cualis@cua.edu](mailto:cualis@cua.edu).



## Practice Question~

- Sample questions for practice- You will receive a notification to access the “*sample questions*” in Blackboard.
- Verify you can log into Blackboard
- Please contact us at [cua-lis@cua.edu](mailto:cua-lis@cua.edu) if you have not received the email.

*Don't Wait!*





# Test Drive Your Sample Essay!

- Practice
- Construct & respond to the sample questions. Create outlines of how you would answer the question.
- Do a trial run of your essay and .....

*.....speak with your advisor  
for guidance & direction.*



# *Suggestion!*

*Partner or team up with your peers to organize a study group!*



# First Day of the Exam

## Log into BB

- Log into Blackboard (9:00am) read official questions. **Choose only ONE to answer**
- Work wherever 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, SAVE, SAVE**

# PAPER FORMAT

1. **FILE NAME**: your test ID & Question #.doc or .docx or .pdf

**Example:** If your I.D.# is 205 and you answered question #1, you should save your file as **205-Q1**

## 2. **MS-Word**

- 12 pt. font, double-space, 1-inch margins
- APA citation format
- Comps essay length - range of 2000-2500 words
- No personally identifying information:
  - Examples:
    - your instructor's name or class, your name or a specific source that could identify who you are.

**Save early & often; Save backup copies**

# Submitting your exam

July 9th – 12th, 2021

Submit Exam no later than

Monday, May 12<sup>th</sup> - 9:00 am

## \*B.B. Instructions (overview)

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



# Blackboard Instructions



## Announcements

*New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.*

Create Announcement

Dear students,

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

*For assistance, please click this banner*



- + [Icons]
- ▼ Fall 2016 LIS Master's Comps LSC 698A & 698B (LSC\_698A\_01\_1168\_1) ▲
  - Announcements
  - Syllabus/Outline [X] [M]
  - Faculty information [X]
  - Exam Questions
  - Assignments [M]
  - Tools [X]
  - Discussion Board [X]
  - FACULTY-Research and Adopt Course Materials [X]
  - Purchase Course Materials [X]

- COURSE MANAGEMENT
- ▼ Control Panel
    - ▶ Files →
    - ▶ Course Tools
    - ▶ Evaluation →
    - ▶ Grade Center →
    - ▶ Users and Groups
    - ▶ Customization →
    - ▶ Packages and Utilities →



## Exam Questions

Build Content ▾

Assessments ▾

Tools ▾



### Brief Instructions

#### Brief Instructions

1. Your file name must be in the format – ###-Q#. docx, doc or pdf.  
EXAMPLE: If your I.D. number is 205 and you answered question #1, then your file name would be: 205-Q1.docx (or .doc or .pdf)
2. You must not put your name or any personally identifying information in the essay.
3. Essays must be submitted (using the link below) by 9:00 a.m. Monday at the latest – you should plan to submit earlier in case you have technical issues.
4. You are responsible for submitting your essay on time, so if you are working off-campus, have a backup-plan in case of network problems.  
You may submit your essay at any time during the exam period.  
You may only submit your essay once.
5. During the exam, LIS monitors a special email address, [slis-comps@cua.edu](mailto:slis-comps@cua.edu), to respond to questions. This email is monitored Friday, Saturday & Sunday from 9:00 a.m.–5:00 p.m. Monday 8:00 a.m.–9:00 a.m. For technical problems with Blackboard, email [techsupport@cua.edu](mailto:techsupport@cua.edu), copying [slis-comps@cua.edu](mailto:slis-comps@cua.edu), and include your contact number, along with the official Blackboard course name: LSC\_698A\_01\_1168\_1. If an emergency arises, email [slis-comps@cua.edu](mailto:slis-comps@cua.edu).

Remember, LIS cannot answer questions about the essay questions or the content of your exam.

For detailed instructions and guidance, see the LIS web site at <http://lis.cua.edu/courses/comps/>



### Sample Essay Questions

**Sample Comprehensive Exam Essay Questions - for practice only. These will be replaced with your real questions at 9 a.m. on Friday, October 21.**

Answer one question below. In grading the exam, the faculty look for an understanding of core concepts, adequate knowledge of facts, and the application of principles and problem-solving skills in the library and information science field and the profession.

- Keep in mind that you should refer to the evaluation rubric: <http://lis.cua.edu/res/docs/grading-rubric.pdf>.
- Your paper should draw on what you have learned from your courses and the literature of the field.

#### Question #1

Literature in library and information science makes frequent references to "born digital resources (or content)." For a library or information center of your choice, discuss the characteristics of "born digital resources (or content)." Identify unique challenges posed by "born digital resources (or content)" in two of the following areas: creating, collecting, organizing, accessing, disseminating and preserving information and discuss the strategies you would implement to address these challenges.

#### Question #2

The term "user-centered" is widely used in the library and information science field, e.g. "user-centered services" or "user-centered design." Explain the concept of "user-centered." Discuss how it has influenced practices in the library and information profession. Provide concrete examples in your discussion.



### Submit Essay Here

Attach your essay document (either doc or pdf). Do NOT paste it.

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Comps LSC 698A & 698B  
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Syllabus/Outline

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## 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 font (Normal, Arial), size (3), bold (B), italic (I), underline (U), text color (abc), background color, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert code, and other formatting tools.

Clear Formatting

Path: body

Attach File

Browse My Computer

Browse Content Collection

Comments

Empty text area for comments.

# During the exam

## Support – LIS staff

- For emergencies, BB issues
- Cannot provide support for content, clarifications, etc.
- Email: [SLIS-COMPS@cua.edu](mailto:SLIS-COMPS@cua.edu)
- Staff will monitor [slis-comps@cua.edu](mailto:slis-comps@cua.edu) email hourly between 9 a.m. & 5:00 p.m. You may contact staff during this time.
- Monday at 8:30 a.m., **staff** will send an **email alert** to any student who **has not** yet submitted with the reminder of the 9:00 a.m. deadline.

# IMPORTANT INFO

- Not submitting your exam by 9:00am on **Monday, July 12th**, will result in an automatic failure.
- Remember you are responsible for network connections and saving your work. You will not receive extra time for these problems unless there is a campus-wide problem.
- Outside help is not allowed. Consulting with anyone about this exam will result in an **automatic failure**. The exam must be your own work.

<https://lis.catholic.edu/forms-policies-handbook/academic-policy-handbook/>

# Grading and Results

- Faculty read and grade papers
  - Passers – Will receive an email to @ cua.edu account.
  - Non-passers – Will be notified by the Chair.
    - LIS uses Cardinal Station contact information. Please make sure that your information is up-to-date
- Notification – **Approximately 4 weeks.**

We appreciate your patience!

# Diploma Information

<http://enrollmentservices.cua.edu/Registration-and-Records/Diplomas.cfm>

- Diplomas for **Summer and Fall graduates** will be mailed on or after the degree conferral date.
- Degree conferral date for **Summer graduates: Saturday before start of Fall semester.**
- Degree conferral date for **Fall graduates**: is Saturday before start of Spring semester.
- Degree conferral date for **Spring graduates** is May.
- Diplomas for students excused from attending the commencement ceremony will be mailed on or after the degree conferral date.
- A graduating student who **has an outstanding obligation** with any department of the university **will not** receive a diploma until such obligation is satisfied in full.



# Submit Diploma Application

You do not have to wait to pass comps. You may submit online diploma application now.

**Last Friday In July 2021**

Summer 2021 graduation candidates to submit online diploma application (use [Cardinal Students](#))

- If requested, the department can provide a letter for program completion on your behalf.

**Remember to update your name & address in Cardinal!**

# Commencement

## May 14, 2022



<http://commencement.cua.edu/apply-for-graduation.cfm>

- For commencement information & Updates:
- Cap and gown, the main commencement, A&S ceremony location and where to line up and more:
  - A&S, Coordinator for Student Affairs, will contact all graduates via email prior to graduation with additional details.
- Registrar's Office: (202)319-5300



You can do this!

*We wish you all the best on your exam!*



# About the Essay!



Let's get started!


# Comprehensive examination

- <https://lis.catholic.edu/academics/courses/comprehensive-exams/index.html>
- The essay should demonstrate competencies required by the question and reflect learning from coursework, knowledge of the literature, analytical ability, and ability to synthesize learning from various sources.
- The essay should incorporate relevant citations to provide supporting evidence. Citations should be presented in the APA style.

# Syllabus repository

- [Course Catalog](#)
- [Courses of Study](#)
- [Faculty Directory](#)
- [Forms and policies](#)
- [Honor Society Beta Phi Mu](#)
- [Information Commons](#)
  - [Calendar](#)
- [Internship & Practicum Announcements](#)
- [Laptop borrowing](#)
- [Practicum](#)
- [LIS and Accessibility](#)
- [LIS News](#)
- [LIS Student Organizations](#)
- [LIS Technology Resources](#)
- [Staff Directory](#)
- [Video Presentations](#)
- [Professional Organizations](#)
- [New Student Checklist \(pdf\)](#)
- [LIS Student Organizations](#)
- [Student of the Year](#)
- [2-year plan - 2019 through 2021 \(.pdf\)](#)
- [Student News](#)

## Course Links

- [Academic Calendar](#)
- [Blackboard](#)
- [Cardinal Students](#)
- [Catalog Announcements](#)
- [Course Evaluations](#)
- [Course Schedules](#)
- [Syllabus Repository](#) 

<https://lis.catholic.edu/info-for-current-students/index.html>

# A plan for successful writing

- Before writing
  - read both questions carefully and choose the question that you have the most knowledge base.
  - determine the main topic and subtopics.
  - establish a thesis statement which helps you set the tone and direction for your writing
  - organize your ideas into related topics (label topics to group ideas)
- Start writing
  - Introduction
  - Body
    - Include plenty of compelling evidence, facts, cases, research, etc. to support your points (thesis statement).
    - Demonstrate your breadth and depth of knowledge using relevant research/concepts/principles/theory.
  - Conclusion/summary
    - What are the professional implications to consider?
  - References (APA style) required
- Revising and editing



# Suggestions

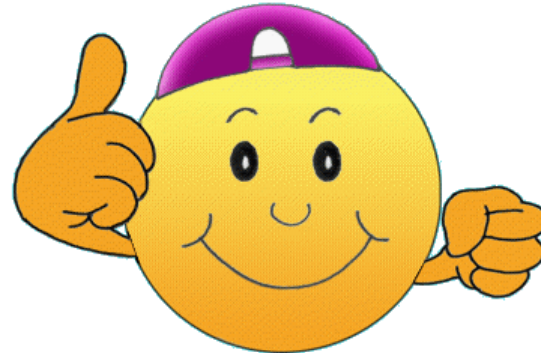
- Always read the instructions and questions carefully: the greatest cause of failure is misreading a questions, not answering required questions, and not addressing all sub-questions embedded into a single question.
- Talk to your advisor on study tips, research, and writing tips.
- Be sure your essay is free of grammatical and syntax errors.
- Before exam days, plan your exam days ahead and follow your plan to finish. Allocate time for editing.

# Frequently Asked Questions

- **How long should the essay be?**
  - A range of 2,000-2500 words excluding references.
- **How many chances do I have to take the exam?**
- **Can I consult with others during the exam?**
- **If I cancel taking the exam, will I be penalized?**
- **When will I be notified of exam results?**
  - No, canceling **prior to** the exam date does not constitute an attempt to take comps.

**Most Importantly...**  
**Prepare well ahead of the exam date and  
manage your time well.**

**GO FOR IT !**



**GOOD LUCK !**