Comprehensive Exam Workshop

Department of Library and Information Science
The Catholic University of America

COMPS OVERVIEW

Eligibility & Steps to sit for the exam

Blackboard & Essay

Exam Prep & Practice

- Examination preparation guide
- Essay Review & Exercise

Overview of Eligibility & Registration

- Completed 36 credits "**this**" semester.

- If completing the SLM track, all required

               SLM courses & Practicum must be

               completed in the same semester.

- 30 credits if you already have an Advanced Degree
  - (LIS requires official transcript prior to enrolling into the program).

- Inform the department if you already have a previous advanced degree prior to enrolling into the program (cua-lis@cua.edu).

- Remember that you have a 2nd attempt if you do not pass on your 1st attempt. Meet with your adviser to plan well.

Required Form & Procedures

1. Must be APPROVED prior to registering for the exam!
2. Meet with your advisor!

https://lis.catholic.edu/academics/courses/comprehensive-exams/index.html

Confirming Eligibility:

Prior to the exam, A&S and LIS perform a final audit to confirm requirements & eligibility of students sitting for comps. You will be notified if your status has changed before the exam:

- **If you are not eligible, you will not be able to sit for the exam this semester and must drop the course by the add/drop date.**

Comps Enrollment

Be certain that you are enroll in the correct course.

– COMP **698A** – WITH CLASSES (no additional charge)

– COMP **698B** – without classes (1 credit charge)

Exam Resources

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

Questions from previous semesters are available to study and aid in your preparation for the comprehensive exam.

Format and Procedures	How Do I Register?	What Should I Expect?
How Are Exams Graded?		

Helpful Information

Documents

- Workshop Slides (pdf)
- Comps Guidelines (pdf)
- Grading Rubric (pdf)

Forms

- Comprehensive Examination Checklist (pdf)
- Diploma Application

Comps Workshop

- Via Zoom
- Friday, January 20, 2023 - 5:30 - 7:00 p.m.
- RSVP now

DSS Services & The Writing Center

Disability Support Services

- 202-319-5211 cua-dss@cua.edu

- note: for special accommodation, the request should be submitted via DSS.)

The Writing Center

– Schedule an appointment

- 202-319-4286 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 the office asap via email cua-lis@cua.edu.*

Practice Questions~

- 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 if you have not received the email.

TIPS!

- Test drive your sample essay
- Practice – the sample question
  - Construct & answer the questions in the format that you expect to be on the test, then formulate some answers.

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

Outline a practice essay and review it with your advisor…….

Do not wait….ask questions! seek support!

First Day of the Exam
<u>Log into BB</u>

- Log into Blackboard (9:00am) read official questions. **Choose only <u>ONE</u> to answer**

- 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, SAVE, SAVE

PAPER FORMAT

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

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

2. <u>**MS-Word**</u>

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

   Save early & often; Save backup copies

Submitting your exam

Submit Exam no later than

The last date, 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

+   🗂 C ↑↓

Exam Questions ⌄

Build Content ⌄   Assessments ⌄   Tools ⌄   ↑↓

Brief Instructions

Brief Instructions

1. Your file name must be in the format – ###-Q#. docx, doc of 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, 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, copying 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.

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.

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**

| Normal | 3 | Arial | **B** *I* U̲ abe x₂ x² ≡ ≡ ≡ | |

Clear Formatting

Path: body

Attach File   [Browse My Computer]   [Browse Content Collection]

Comments

During the exam

Support – LIS staff

- – For emergencies, BB issues
- – Cannot provide support for content, clarifications, etc.
- – Email: SLIS-COMPS@cua.edu

- – Staff will monitor an 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, March 20, will result in not passing the exam.**

- Outside help is not allowed. Consulting with anyone about this exam will result in not passing the exam. The exam must be your own work.

- 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.

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

Grading and Results

- Faculty read and grade exams
  - Those who Pass – Will receive an email to your @ cua.edu account.
  - Those who do not -pass – Will be contacted by the Chair.

    - LIS uses Cardinal Station contact information. Please make sure that your information is up-to-date

- Notification **– Approx. 3- 4 weeks**

    We appreciate your patience!

Submit Diploma Application

Don't wait. You may submit your online diploma application now.

March 3, 2023*	Last day for Spring 23 graduation candidates to submit diploma application in Cardinal Students

*check the academic calendar https://enrollment-services.catholic.edu/academic-calendar/

Graduating students must satisfy all outstanding debts with CUA before degrees are received.

- Graduating students must satisfy all outstanding debts before degrees are given.

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

  – Graduate diplomas will be mailed on or after the degree conferral date.

COMMENCEMENT!

- Stay tune for updates from the University regarding graduation:
    - A. Order of service
    - B. Instructions (locations & times)
    - C. A & S diploma ceremony

Wishing you all the best on your exam!

Next!

Essay Exercise