COURSE INFORMATION

Summer Sessions 2013 Library Information & Research

LS F101X
Section: F71
CRN: 52694
1 Credit
No prerequisites

Location: Distance Education Blackboard - online
Meeting time: N/A - online delivery
This course runs from July 8 - August 16, 2013

INSTRUCTOR INFORMATION

Rachel Seale
Rasmuson Library room 219
Online office hours only by appointment, via email or chat
Phone: (907) 474-5590
Email: rmseale@alaska.edu

COURSE MATERIALS

There is no textbook for this course. All course materials, both required and recommended, are available in Blackboard in the “Course Materials” section of this course. You must have access to the Internet, Blackboard, and email for this course.

COURSE DESCRIPTION

Introduction to effective library research methods and principles of information organization and retrieval. Emphasis on applied experience with finding and evaluating information, especially through use of library catalogs, journal indexes and Internet resources. The course is designed to help you save time and reduce the difficulties you may experience in using libraries. Basic technology proficiency, specifically the ability to navigate course in Blackboard and send attachments via email needed for this course.

COURSE GOAL

The overall goal of this course is that upon completion each student can produce a basic, systematic and accurate method for recovering needed information on any topic.

STUDENT LEARNING OUTCOMES

- Students will be able to formulate and articulate a research statement and devise appropriate search strategies.
- Students will be capable of carrying out a search strategy using appropriate tools to obtain resources.
- Students will be capable of evaluating the appropriateness of their resources and apply evaluative criteria to determine validity and veracity of information.
- Students’ confidence in their ability to use library resources and research strategies will increase.

INSTRUCTIONAL METHODS

This is an online class— it does not meet in a classroom! Everything is located on Blackboard or sent to you via your UA email. If this is your first time using Blackboard, please read Blackboard Help located on the main page: http://classes.uaf.edu.

The surest way of passing this class is to read the assigned readings, videos and slideshows & complete the quizzes & assignments by the deadline. The readings and assignments are located in the Course Materials section of Blackboard. Each week will have 2 folders. The first folder contains required readings, quizzes, and assignments for that week. The second folder includes additional materials for that week’s topic, recommended but not required. You must complete the readings and the assignment in the order they appear in each week’s folder. Submit assignments by the deadline. Assignments may be submitted via Blackboard or sent as an attachment to my email rmseale@alaska.edu.

TENTATIVE COURSE CALENDAR

There will be weekly modules containing required readings, short videos and slideshows, quizzes and assignments completed by 11:30 PM Alaska Standard time (AKST) on the due dates below. Assignments will not be available after 11:45 PM AKST. Late assignments will not be accepted with the exception of the following instances: 1. Student makes prior arrangements before the assignment’s deadline with the instructor and 2. In cases of extenuating circumstances, including but not limited to death in the family, severe illness, car accident, etc.
Pre-test: Please complete before beginning Week 1 module. This is voluntary.

**Week 1** module (Subjects are plagiarism & citing your sources) completed by July 12 at 11:30 PM
Note: Week 1 module goes offline after 11:45 PM AKST on July 12.

**Week 2** module (Subject is the research process) completed by July 19 at 11:30 PM
Note: Week 2 module goes offline after 11:45 PM AKST on July 19.

**Week 3** module (Subject is evaluating your resources) completed by July 26 at 11:30 PM
Note: Week 3 module goes offline after 11:45 PM AKST on July 26.

**Week 4** module (Subject is research tools) completed by August 2 at 11:30 PM
Note: Week 4 module goes offline after 11:45 PM AKST on August 2.

**Week 5** module (Subject is research tools) completed by August 9 at 11:30 PM
Note: Week 5 module goes offline after 11:45 PM AKST on August 9.

**Week 6** module (Subject is evaluating your resources and also your research tools) completed by August 16 at 11:30 PM
Note: Week 6 module goes offline after 11:45 PM AKST on August 16.

Post-test: August 16 or after completing all readings & assignments in course. This is voluntary.

Instructor reserves the right to make changes regarding assignments and due dates. You will be notified of changes to calendar or assignments.

**COURSE POLICIES**

Class policy regarding access to Blackboard, UA email, and the library databases

It is the student’s responsibility to make sure they have access to Blackboard, UA email, and the library databases. Since there are labs available for student use on campus and the Rasmuson Library has free access to Blackboard, UA email, and the databases, technology problems are not a valid excuse for not turning in assignments.

**Plagiarism policy**

Students must submit their own work. Assignments are for the individual student, they are not group assignments. Students will fail assignment and potentially the course. Visit the following site for more information on Student Code of Conduct: [http://www.uaf.edu/catalog/current/academics/regs3.html#Student_Conduct](http://www.uaf.edu/catalog/current/academics/regs3.html#Student_Conduct)

**Late Assignments**

Late assignments will not be accepted with the following exceptions: Student makes prior arrangements before the assignment's deadline with the instructor and in cases of extenuating circumstances, including but not limited to death in the family, severe illness, car accident, etc.

**EVALUATION**

1 credit/graded. Students are evaluated on basis of assignment completion. Assignments include required readings.

Possible grades are A, A-, B+, B, B-, C+, C-, D+, D, F, AU (Audit), NB (No Basis) and I (Incomplete).

I convert the points you earn in the course to a final grade based on the following scale:

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<th>92+</th>
<th>82-87</th>
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<th>62-67</th>
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<td>A</td>
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<td>90-91</td>
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<td>B+</td>
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**Announcements**

Will be posted in Blackboard’s ANNOUNCEMENTS section.

**SUPPORT SERVICES**

**Computing Services**

Every UAF student, staff and faculty are provided an email account and have access to computing services by the Department of Computing and Communications. UAF uses email to communicate with students on many important matters. Email is often the only way some information is distributed, so it is important that you regularly check your university e-mail address or forward mail from your U/A address to an address you check frequently. For more information about your email account go to [http://webmail.alaska.edu](http://webmail.alaska.edu)

**Writing Center**

For further assistance with citation style guides, generating research topics, and research strategies please visit the UAF Writing Center: [http://www.alaska.edu/english/writing-center/](http://www.alaska.edu/english/writing-center/)
DISABILITIES SERVICES: The Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials. As your instructor, I will work with this office to provide reasonable accommodations to students with disabilities.

UAF Office of Disability Services
Whitaker Building, Room 208
612 N. Chandalar
PO Box 755590
University of Alaska Fairbanks
Fairbanks, Alaska 99775-5590
Phone: (907) 474-5655
TTY: (907) 474-1827
Fax: (907) 474-5688
Disability Services E-mail: uaf-disabilityservices@alaska.edu
Disability Services url: http://www.uaf.edu/disability/