

# LIBRARY INFORMATION AND RESEARCH

LS 101x-FQ1

January 04-15, 2010

**INSTRUCTOR: NATALIE C. FORSHAW**

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Office Location: Rasmuson Library, Level 1

Library homepage: <http://library.uaf.edu>

**COURSE PURPOSE:** This course will introduce you to the basic concepts involved in doing research and information retrieval. The course is designed to help you save time and reduce the difficulties you may experience in using libraries. 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.

**HOW TO GET AN A:** Read the assigned readings and complete the assignments and submit before or by the deadlines given. All readings and assignments are located on Blackboard: <http://classes.uaf.edu>.

**INSTRUCTIONAL METHODS:** This is an online class—it does not meet in a classroom! Everything is located on Blackboard. If this is your first time using Blackboard, please read **Blackboard Help** located on the main page: <http://classes.uaf.edu>.

Assignments are located in the Course Documents section on Blackboard. A copy of each assignment will also be sent to your Digital Drop Box. Information on how to use the Digital Drop Box is included in the **BLACKBOARD Help** section of the main Blackboard page.

The surest way of passing this class is to read the assigned readings, complete the assignments, and submit assignments via the Digital Dropbox or as an attachment sent to my email [natalie.forshaw@alaska.edu](mailto:natalie.forshaw@alaska.edu) by the suggested deadline. I will grade all assignments received by the deadline so that you may have time to correct your answers for full credit.

**Late assignments can be turned in and will be graded, but they cannot be corrected!**

## **COURSE CALENDAR:**

There will be six assignments due as follows:

Assignment #1: January 4 (**will be sent January 1, 2010 to students' alaska.edu email accounts and posted on Blackboard**)

Assignment #2: January 6

Assignment #3: January 8

Assignment #4: January 11

Assignment #5: January 13

Assignment #6: January 15

**\* You will be notified of changes to calendar or assignments.**

**ACADEMIC POLICIES:** UAF's policies regarding student conduct and responsibilities are located at: <http://www.uaf.edu/uaf/current/policies.html>

**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.

**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. Here is the policy regarding student email accounts found at [http://www.uaf.edu/reg/schedule/services.html#comm\\_email](http://www.uaf.edu/reg/schedule/services.html#comm_email):

UAF uses e-mail to communicate with students on many important matters. E-mail 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 UA address to an address you check frequently. The university automatically assigns each student an official UA e-mail account when the student enrolls (except students whose primary registration is through Bristol Bay, Chukchi, Interior-Aleutians, Kuskokwim or Northwest campuses). The University of Alaska is migrating to Google Apps for Education. **Google Apps @ UA** provides powerful collaboration tools for email, calendaring, online document sharing and personalized web sites. For self-service opt-in and for more information, go to: [google.alaska.edu](http://google.alaska.edu).

**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.

**ANNOUNCEMENTS:** Will be posted in Blackboard's ANNOUNCEMENTS section.

**GRADING:** 1 credit/graded. Possible grades are A,B,C,D,F,AU, and I. Incompletes are rarely given, and only under reasonable, unforeseen, exceptional circumstances.

Total of all possible points:

A=91-100

B=81-90

C=71-80

D=65-70

F=64 or less