

# LS101

## January 2-11, 2018 / 10:00-11:40 AM M-S

### Library Information and Research

### Winter 2018 Syllabus

**Note:** Although major changes are unlikely, please note that the syllabus is subject to change as needed. Changes will be announced in class and in Blackboard.

#### Instructor

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Office hours by appointment

#### Course Description

The Library Information and Research (LS101) course is designed as an introduction to effective library research methods and principles of information organization and retrieval. Class work emphasizes applies experience with finding and evaluating information, especially through use of library catalogs, journal indexes, and Internet resources.

LS101 is part of the core curriculum requirements needed for graduation. To fulfill this requirement, you may choose one of the following two options:

- 1) Complete the one-credit course by registering for a classroom section on Fairbanks main campus ; OR a web-based or correspondence section offered via UAF ELearning; or
- 2) Pass the LS101 Competency Exam, administered by UAF's Testing Services. From their website (<https://www.uaf.edu/testing/uaf-specific-tests/>):

Testing Services offers the Library Competency Examination to students wanting to challenge LS 101X or LS 100X. There is no credit awarded for passing this test, however a passing score of 70 percent substitutes for this core Baccalaureate core requirement. Register for the exam by returning the completed [Library Competency Examination form](#) to [Testing Services](#). The LCE is a computer-based exam that must be taken in a proctored environment. The fee for the test is \$30, and you are allowed one repeat for an additional \$30 fee. To submit this fee, visit our uStore on the previous page and select Library Competency Exam; an email detailing your payment will be sent to Testing Services immediately. No appointment is necessary, you may walk in to 211 Gruening Building to take your exam anytime Monday through Friday between the hours of 8:30AM to 2:30PM. For more information, please [call Testing Services at 474-5277 or stop by 211 Gruening Building](#).

Testing Services may be contacted via email at [uaf-testing-dept@alaska.edu](mailto:uaf-testing-dept@alaska.edu) or by phone at 907-474-5277.

## Course Goals

This course is designed to teach you basic concepts and methods in library research. You will learn how to find information using electronic catalogs, indexes, and search engines. Although the emphasis of the course must be academic research, especially for research papers, the skills you learn here will help you in any future information-seeking, whether for your course work, career, or personal interests.

By the end of the course, you should be able to:

- Develop and implement a research strategy;
- Understand library terminology;
- Use library catalogs and electronic databases;
- Find books, videos, and other materials within the Rasmuson Library;
- Effectively search the Internet; and
- Critically evaluate information sources.

## Course Materials and Readings

There is no textbook for this course. Assigned and supplemental readings are available via Blackboard. You can login to Blackboard directly via <https://classes.alaska.edu/>. You will need your UAF user ID and password to access Blackboard and UAF online databases.

You will need access to a computer with an Internet connection and a recent web browser for this course. If you don't have your own computer or Internet access, or if your computer is not working, you can use the public computers in Rasmuson Library or in one of the two UAF computer labs (Bunnell 319 or the Computer Library in the Rasmuson Library 23-hour study area). The Computer Lab is open 24 hours a day, 7 days a week and is accessible via your Polar Express card. A non-working personal computer is not an acceptable reason for a late assignment.

## Course Requirements

**Draft as of 10/28/18 (As with any aspect of the syllabus, is portion subject to change):**

Students are required to complete **nine** graded assignments for a total of 100 points. Assignments will be posted in Blackboard under Assignments.

*All assignments should be turned in via Blackboard.*

## Instructional Delivery

This class is conducted face-to-face. Classes are in Rasmuson 301. Meetings are Monday through Saturday, 10:00am to 11:40am.

Readings and assignments will be available via Blackboard. You may work on them at your convenience and submit them on Blackboard. Feedback and grades will be provided via Blackboard.

The class evaluation sheets will available online towards the end of the class.

## Grading

**Draft as of 10/28/18 (As with any aspect of the syllabus, is portion subject to change):**

1 credit / graded. Possible grades are A, B, C, D, F, I, AU and NB (no basis). Incomplete grades are given only under reasonable, unforeseen, exceptional circumstances.

There are a total of 100 points possible (not including extra credit points).

Scale for final grade: A = 91-100, B=81-90, C = 71-80, D = 65-70, F = 64 or less

**ALL ASSIGNMENTS TURNED IN ON OR BEFORE THE DUE DATE MAY BE CORRECTED THROUGHOUT THE COURSE UNTIL A PERFECT SCORE IS ACHIEVED.**

All work, including revised work, must be turned in by the last day of the course (January 11, 2019) to receive a score.

Assignments that are turned in late may not be revised for an improved score and are subject to a deduction of 10% of the maximum available points. For example, a 10 point assignment will lose 1 point allowing for a maximum of 9 available points.

## Course Schedule

**Draft as of 10/28/18 (As with any aspect of the syllabus, is portion subject to change):**

Course schedule and assignments are subject to change. See Blackboard for the most up to date information. READ the assigned material before completing the associated assignments.

Class	Date	Topics	Assignment	Assignment Due
1	1/2/19	Course Introduction & Intellectual Freedom	Banned Books, Your Turn (10 points)	In Class
2	1/3/19	The Research Process & Citing Sources Intro	Assignment 2 (10 points)	1/4/19
3	1/4/19	Finding Books Part I	Assignment 3 (15 points)	1/5/19
4	1/5/19	Finding Books Part II	Book Hunt (10 points)	In Class
5	1/7/19	Finding Articles Part I	None	
6	1/8/19	Finding Articles Part II	Finding Articles (20 points)	1/9/19
7	1/9/19	Reference, Government Documents, & Interlibrary Loan	Reference Sources (10 points)	1/10/19
8	1/10/19	Evaluating Information Part I	Evaluating Sources (15 points)	1/11/19
9	1/11/19	Evaluating Information Part II	Evaluating Websites (10 points)	In Class



## Help with Assigned Work

I am always glad to help. Send me an email or talk to me during course for assistance or to set up an appointment.

## Plagiarism, Cheating, and Academic Integrity

Plagiarism, cheating and other forms of academic dishonesty are serious offenses and will **NOT** be tolerated. The result of cheating or plagiarism will be severe penalties in this course, including the possibility of a failing grade. Refer to the UAF Student Code of Conduct

(<http://catalog.uaf.edu/academics-regulations/students-rights-responsibilities/>) for more information.

Unless otherwise directed or discussed, assignments are to be done individually. If I spot papers with identical wording or mistakes, each student will receive zero points of the total available points.

## Support Services

The staff and faculty at the Library's Reference Desk will be your biggest assistant. Reference staff are available by request from 10 a.m. to 4 p.m. Monday through Friday. Just ask for them at the circulation desk! Any of our reference staff should be able to assist you with an assignment or research question. They will **not** do the assignments for you, but will be glad to give you general guidance and help you work through problems or questions that arise as you do your work. If you need assistance, please contact me during normal business hours. Although I am glad to help you, the responsibility for completing the assignments rests with you.

For computer or connectivity help, contact the UAF Help Desk at 450-8300.

The University of Alaska is committed to providing equal access to campus and course materials for students with disabilities. If you have a disability, including reading comprehension difficulty, please contact the UAF Office of Disability Services in the Center for Health and Counseling (208 Whitaker Bldg., 474-5655) so that we may work together to provide reasonable accommodation for you.

University of Alaska Board of Regents have clearly stated in BOR Policy that discrimination, harassment and violence will not be tolerated on any campus of the University of Alaska. If you believe you are experiencing discrimination or any form of harassment including sexual harassment/misconduct/assault, you are encouraged to report that behavior. If you report to a faculty member or any university employee, they must notify the UAF Title IX Coordinator about the basic facts of the incident. Your choices for reporting include:

- 1) You may access confidential counseling by contacting the UAF Student Health & Counseling Center at 474-7043;
- 2) You may access support and file a Title IX report by contacting the UAF Title IX Coordinator at 474-7300;
- 3) You may file a criminal complaint by contacting the University Police Department at 474-7721.

