

# IME 1102 – Use of the Library

## Spring 2015 – Online

### Instructor

Naomi Schemm, Reference and Instruction Librarian

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### Course Description

Use of the Library is a survey of general information literacy skills designed to build research ability and understanding of information.

Prerequisites: None.

### Course Objectives

This course will provide you with the knowledge and understanding you need to make your information research painless and successful! You will learn how to:

- Identify the proper sources of information to use for various information needs, including scholarly and peer-reviewed journal articles for academic use
- Find articles on your topics of interest and retrieve them efficiently
- Identify and retrieve books, DVDs, CDs and other library materials that will enhance your understanding of your subject
- Discern what information available via the Internet is appropriate for academic work
- Use the information you find by employing proper citation and avoiding plagiarism

### Textbook

None. However, ALL class content is online in D2L and you are expected to READ it! Based on previous students' experience, the best way to ensure your success in this class is to **read the content modules**.

### Communication Expectations

Because this course is fully online, we don't have the benefit of face-to-face communication. Therefore, it is **very important** that you communicate with me via electronic means to let me know if you are struggling. **I am here to help** in whatever way possible, but I can't help if I don't know when you are struggling!

If you are feeling overwhelmed, not understanding instructions, having technology troubles, or encountering emergency circumstances that will interfere with your classwork, **it is YOUR responsibility to contact me** right away.

Please contact me by email first, either the D2L email tool or my address (above) directly. If you do not get a response from me **within one business day** during the week, please contact me again. I check email and D2L regularly during the workday, but I may not be able to do so as regularly on the weekends.

## Course Outline

### WEEK 1

Jan. 12-16, 2015

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**Orientation:** Introduces your instructor and provides online the information contained in this document

Assignments:

- 1) Introduce yourself in the Discussion Forum "Introduce Yourself."

**\*Due date** for all Module assignments: **Friday, January 16, 2015 11:59pm**

UNGRADED Orientation Quiz may be taken at any time – score of 100% is REQUIRED in order to advance to Module 1

### WEEK 2-3

Jan. 17-30, 2015

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**Module 1:** Information Sources – Part I (including the information cycle and popular and professional media)

Assignments:

- 1) Understanding the Information Cycle
- 2) Comparing Articles from the New York Times

**\*Due date** for all Module 1 assignments: **Friday, January 30, 2015 11:59pm**

### WEEK 4-5

Jan. 31-Feb.13, 2015

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**Module 2:** Information Sources - Part II (including scholarly resources, government documents, and statistics)

Assignments:

- 1) Peer-reviewed Journals in Ulrich's
- 2) The Information Cycle and the Media
- 3) Exploring Government Documents

**\*Due date** for all Module 2 assignments: **Friday, February 13, 2015 11:59pm**

### WEEK 6-7

Feb. 14-27, 2015

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**Module 3:** Developing Your Research Topic and Keyword Search Strategy

Assignments:

- 1) *Topic Choice – Project Assignment*

**\*Due date** for Topic Choice assignment: **Friday, February 20, 2015 11:59pm**

- 2) Keyword Searching

**\*Due date** for Keyword Searching assignment: **Friday, February 27, 2015 11:59pm**

### WEEK 8-9

Feb. 28-March 13, 2015

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**Module 4:** Searching Databases and Retrieving Articles

Assignments:

- 1) Article Investigation
- 2) *Finding Articles on Your Topic – Project Assignment*
- 3) Midterm Exam

**\*Due date** for all Module 4 assignments, **including the midterm exam: Friday, March 13, 2015 11:59pm**

**WEEK 10**

**March 14-20 – Happy Spring Break!**

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**WEEK 11-12**

**March 21-April 3, 2015**

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**Module 5:** Searching Catalogs for Books and Other Media

Assignments:

- 1) Title Searching in the Chambers Library Catalog
- 2) Catalog Searching In-depth
- 3) *Identifying Books on Your Topic – Project Assignment*

**\*Due date** for all Module 5 assignments: **Friday, April 3, 2015 11:59pm**

**WEEK 13-14**

**April 4-17, 2015**

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**Module 6:** Internet Resources

Assignments:

- 1) Website Evaluation
- 2) Wikipedia as a Resource
- 3) Analyzing Google Search Results
- 4) *Finding Internet Resources – Project Assignment*

**\*Due date** for all Module 6 assignments: **Friday, April 17, 2015 11:59pm**

**WEEK 15**

**April 18-24, 2015**

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**Module 7:** Ethical Use of Information

Assignments:

- 1) *Final Bibliography – Project Assignment*

**\*Due date** for all Module 7 assignments: **Friday, April 24, 2015 11:59pm**

**WEEK 16**

**April 25-May 1, 2015**

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**Module 8:** Information in a Changing Environment

Assignments:

- 1) Create Your Blog

**\*Due date** for all Module 8 assignments: **Friday, May 1, 2015 11:59pm**

**WEEK 17**

**May 2-8, 2015**

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**Module 9:** The Conceptual Library

Assignments:

- 1) Comprehensive Final Exam

**\*Due date** for the **final exam: Friday, May 8, 2015 11:59pm**

## Assignments

| Module                        | Assignment  | Points Possible |
|-------------------------------|---|-----------------|
| <b>Orientation</b>            | Introduce Yourself  | 10              |
| <b>1</b>                      | Understanding the Information Cycle                         | 10              |
| <b>1</b>                      | Comparing Articles from the New York Times                  | 20              |
| <b>2</b>                      | Peer Reviewed Journals in Ulrich's                          | 10              |
| <b>2</b>                      | Exploring Government Documents                              | 10              |
| <b>3</b>                      | <i>Topic Choice – Project Assignment</i>                    | 10              |
| <b>3</b>                      | Keyword Searching   | 20              |
| <b>4</b>                      | Article Investigation                                       | 20              |
| <b>4</b>                      | <i>Finding Articles on Your Topic – Project Assignment</i>  | 20              |
| <b>4</b>                      | Midterm Exam  | 48              |
| <b>5</b>                      | Title Searching in Chambers Library Catalog                 | 10              |
| <b>5</b>                      | Catalog Searching In-depth                                  | 10              |
| <b>5</b>                      | <i>Identifying Books on Your Topic – Project Assignment</i> | 20              |
| <b>6</b>                      | Website Evaluation  | 20              |
| <b>6</b>                      | Wikipedia as a Resource                                     | 10              |
| <b>6</b>                      | Analyzing Google Search Results                             | 10              |
| <b>6</b>                      | <i>Finding Internet Resources – Project Assignment</i>      | 10              |
| <b>7</b>                      | <i>Final Bibliography – Project Assignment</i>              | 50              |
| <b>8</b>                      | Create Your Blog  | 30              |
| <b>9</b>                      | Final   | 112             |
| <b>Total Points Possible:</b> |   | <b>460</b>      |

## Grading

| Letter Grade | Points Earned |
|--------------|---------------|
| A            | 460-412       |
| B            | 411-366       |
| C            | 365-320       |
| D            | 319-274       |
| F            | 273 and below |

## Late Work Policy

Each module's content will stay "open" to you until the end of class for review purposes.

Late assignments will be accepted as follows:

- One minute late through one week late = 1 letter grade docked
- One week + one minute late through two weeks late = 2 letter grades docked
- Two weeks + one minute late through three weeks late = 3 letter grades docked
- Over three weeks late = no credit

Exceptions may be made for emergencies or other circumstances at instructor's sole discretion – **talk to me in advance** whenever possible if you know you will have issues with submitting assignments.

Since this is an online class available at any time from any internet connection, circumstances such as traveling away from home or working during the day are not acceptable excuses for late work. Make life easier for yourself and your instructor – submit work on time!

## Technology Requirements

To successfully meet the technology requirements for participation in this online course, you should be able to:

- At a minimum, access a reliable dial-up internet connection. Access to a high-speed internet connection (DSL, Cable, T1) is preferred.
- Open pdf files (free download at <http://get.adobe.com/reader/>).
- Access Flash-based content using Flash player (free download at <http://www.adobe.com/products/flashplayer/>) \*\*\*NOTE: If you are using iSpring, students will need the Flash player.
- Play back media using Real Player (free download at <http://uk.real.com/player/win/>)
- Need a Cross-Platform Player? Play back media using QuickTime (free download at <http://www.apple.com/quicktime/download/>).
- Windows Media Player  
<http://www.microsoft.com/windows/windowsmedia/default.msp>
- Use a word processing program such as Microsoft Word, Google Docs (<http://docs.google.com>), or OpenOffice.org's Writer (<http://download.openoffice.org/index.html>).