

University 300: Accessing Information for Research  
Fall 2015

Instructor: Holly Luetkenhaus  
Phone: 509-335-4667  
Email: [holly.luetkenhaus@wsu.edu](mailto:holly.luetkenhaus@wsu.edu)  
Twitter: @LibrarianHollyL

Office: Holland 361C  
Office hours: by appointment  
Reference Desk hours: W, 1-3:30  
Virtual office hours: T, 12-2

1. Course overview:

University 300 (UNIV 300) is an introduction to the principles, concepts, and practices of information literacy. While it has become easier to find resources to address an information need, it has become increasingly more difficult to access relevant and appropriate information. Through this course, you will learn about and practice concepts and skills central to becoming information literate, including critical thinking skills necessary to identify, evaluate, and use diverse information sources effectively for your current academic information needs, as well as future working world and lifelong learning needs.

2. Learning goals and objectives

This course focuses on the research and scholarly communication process as well as concepts, skills, and strategies for accessing and using information efficiently and responsibly. Skills in these areas will enable you to become a more informed user of an entire range of research tools and options. This course also addresses Goal 4 (Information Literacy) of the University's Seven Learning Goals and Outcomes.

Upon completion of this course, students will be able to:

1. Analyze topics, develop search strategies, and use sophisticated search techniques to find information.
2. Recognize and evaluate the authority of information, information sources, and information producers and distributors.
3. Understand the value of information in a variety of contexts, including educational, commercial, and personal.

3. Required texts:

There is no required textbook for this class. Readings and other relevant material will be provided in class or made available on Blackboard.

4. Email and Blackboard requirements:

Blackboard and your WSU email will be used for official class communication, class announcements, supplemental materials (such as readings and assignment details), and some class assignments. **Effective Fall 2015, university policy requires that all official WSU email communication must be sent to students' WSU email address.** It is your responsibility to regularly check Blackboard and your WSU email for necessary course materials and updates.

5. Course requirements:

*Attendance*

Consistent attendance is necessary for success in this course. Therefore, you are permitted no more than **two unexcused absences**. Absences will only be excused in the event of emergency. **Excused absences** will be defined as an absence in which a) you notify the instructor in person or via email or voice mail as far in advance as possible before the class in question, and b) the instructor agrees that the excuse is a legitimate one. Only in extraordinary cases will an excused absence be granted after the fact. Student athletes and students involved in other official University organizations are expected to adhere to the same attendance guidelines, as stated above. If you know you must be absent because you participate in University-sponsored events, you are responsible for notifying the instructor in advance by providing a memo from a coach, director, or academic advisor.

In addition, active, collaborative learning is an essential part of this course. If you do not actively engage in the tasks required during a class period, including class discussion, you may be counted absent.

**Any student who accrues more than two unexcused absences will have the final grade lowered by 5% for each additional unexcused absence. Be advised that attendance is taken every class period.**

### *Readings*

All readings will be available online, accessible through Blackboard. In order to make the most of our class time, you should come fully prepared, have completed readings prior to class on the day assigned, and be ready to discuss ideas relevant to the days' readings.

### *Assignments*

**Assignments are on Fridays at midnight**, unless otherwise noted in the calendar. Assignments turned in late up to 24 hours later will receive a maximum of 90% of the total value of the assignment. Assignments turned in later than 24 hours late will not be accepted.

Grade breakdown:

<u>Assignment</u>	<u>% of grade</u>
Assignment 1	25%
Assignment 2	25%
Assignment 3	30%
Homework	10%
Class participation	10%

**Note:** Grades are not negotiable. Grades will not be curved and no extra credit will be assigned. You earn the grade you receive; it is not assigned *to* you. If you *need* a particular grade in this course, then it is up to you to *earn* it. There will be *no* exceptions.

### *Class participation*

**Your performance in class is essential.** This is a discussion and workshop class; therefore, interaction is paramount. Your overall participation, as well as the quality of that participation, during lectures, discussions, group work, exercises, and various other in-class and online work, will be assessed and will receive a grade. You will be expected to participate consistently and meaningfully, contributing usefully to the class, either verbally or in writing, in every class. Participation in discussion means contributing meaningful inquiries or comments. Inappropriate, offensive, and disrespectful behavior will not be tolerated. **If such behavior is exhibited in class, it will be noted, and you may be asked to leave for the day; if so, you will receive an absence for that day.** Repeated occurrences will jeopardize your grade.

### 6. Grading scale:

A	100-94%
A-	93-90%
B+	89-87%
B	86-83%
B-	82-80%
C+	79-77%
C	76-73%
C-	72-70%
D+	69-67%
D	66-60%
F	below 60%

7. Use of technology in class:

Because much of what we will do in this class will rely on having access to WSU Libraries electronic resources and the internet, the use of laptops in class will be acceptable, as long as those devices are being employed for class purposes. Laptops are available in the classroom for student use; you are welcome to bring your own if you prefer. Under very few circumstances will you need to use a phone or tablet for class purposes. If you need to use a device other than a laptop in class, you must obtain prior approval from the instructor. **The use of any personal electronic device for non-class purposes is unacceptable. If you are found to be texting, chatting, posting to social media, or any other activity not directly related to the day's course work, you will receive a warning. After two warnings, you will be counted absent for the day.**

8. WSU Policies

*Academic Integrity*

Academic integrity is the cornerstone of the university. Any student who attempts to gain an unfair advantage over other students by cheating will receive a grade of zero (0) for the assignment and be reported to the Office of Student Standards and Accountability. Cheating is defined in the Standards for Student Conduct WAC 504-26-010 (3).

Because research is often a collaborative process, you are encouraged to work with classmates on assignments. However, each student must turn in original work. No copying will be accepted. Students who violate WSU's Standards of Conduct for Students will receive an F as a final grade in this course, will not have the option to withdraw from the course, and will be reported to the Office of Student Standards and Accountability. Please see the above referenced Standards for Student Conduct for more information. It is strongly suggested that you read and understand these definitions.

*Reasonable Accommodations*

Reasonable accommodations are available for students with a documented disability. If you have a disability and need accommodations to fully participate in this class, please visit the Access Center to schedule an appointment with an Access Advisor. All accommodations **MUST** be approved through the Access Center. Location: Washington Building 217; Phone: 509-335-3417.

9. Resources for your research and assignments

*Library Reference Desks*

Reference librarians are available for one-on-one research assistance. Reference services are available from all 3 Pullman campus libraries.

	Holland & Terrell	Owen Science & Engineering	Animal Health
Mon-Thu	9am-6pm	10am-12pm and 1pm-4pm	Online only
Fri	9am-5pm	Online only	Online only
Sat & Sun	Online only	Online only	Online only

*\*Note: This syllabus and the following course calendar are subject to change at any time. You will receive notice either verbally or in writing of any changes made.*

## Tentative Schedule

Date	In class	Due
<i>Week 1</i>		
Monday, 8/24	Introduction to Univ 300	
Wednesday, 8/26	Getting started with research	Write or draw your research process.
<i>Week 2</i>		
Monday, 8/31	Planning a research strategy	Read: <i>Research Like a Librarian</i> , Chapter 4, "Developing a Research Strategy"
Wednesday, 9/2	Searching for information, part 1: library resources	Concept map of your research strategy
<i>Week 3</i>		
Monday, 9/7	NO CLASS—HOLIDAY	
Wednesday, 9/9	Searching for information, part 2: the internet	Reflection 1 (hard copy due at the beginning of class OR posted to Blackboard)
<b>FRIDAY, 9/11</b>		<b>Assignment 1, by midnight</b> (post to Blackboard)
<i>Week 4</i>		
Monday, 9/14	Evaluating information, part 1: the basics	Read: <i>The Pocket Guide to BS Prevention</i>
Wednesday, 9/16	Evaluating information, part 2	Watch: "Evaluating Sources for Credibility"
<i>Week 5</i>		
Monday, 9/21	Authority within the disciplines	TBA
Monday, 9/23	Challenging authority	Reflection 2 (hard copy due at the beginning of class OR posted to Blackboard)
<b>FRIDAY, 9/25</b>		<b>Assignment 2, by midnight</b> (post to Blackboard)
<i>Week 6</i>		
Monday, 9/28	Information as a commodity & open access	Watch: "Native Advertising"
Wednesday, 9/30	The value of your information & social media	TBA
<i>Week 7</i>		
Monday, 10/5	Reading & analyzing information	Bring at least 1 source you are considering using for your final assignment
Wednesday, 10/7	Citing and attributing information	Bring at least 2 sources you are considering using for your final assignment
<i>Week 8</i>		
Monday, 10/12	In class work day/individual consultations	Reflection 3 (hard copy due at the beginning of class OR posted to Blackboard)
Wednesday, 10/14	Class wrap up	<b>Assignment 3, by midnight</b> (post to Blackboard)