

LIB120: Introduction to Information Literacy
University of Rhode Island – Fall 2005
Syllabus and Class Schedule

Section: 1
Meeting Time: Tuesday/Thursday, 9:30 – 10:45 am
Meeting Place: Library 104
Instructor: Mary MacDonald, MLIS
Office Phone: 874-4635
Office Location: Reference Unit, Faculty Suite, Room 120
Office Hour: Tuesdays, 11:00 – 12 noon
Email: MaryMac@uri.edu
AIM/Yahoo: marymacuri
Class Listserv: lib120-1@pete.uri.edu
Class Web site: http://www.uri.edu/library/staff_pages/macdonald
General LIB120 site: <http://www.uri.edu/library/lib120>

Living as we do, in the Information Age, we are constantly bombarded with information from TV, friends, radio, professors, the Web, bosses, newspapers, co-workers, magazines, family, books, etc. At home, work, and school we process information for entertainment, education, employment, and for no particular reason at all. Information Literacy is the skill of understanding the “world of information,” its organization, and how to gather and analyze information. More practically, a good grasp of Information Literacy makes research more effective and efficient, which improves work in other courses.

Course Goals and Objectives: Information is only useful if you have the knowledge and skills necessary to manipulate it. In *Introduction to Information Literacy* you will learn to use effective methods and techniques of information gathering, evaluation and presentation. This course aims to prepare you to conduct university level research and life-long learning by improving your research, writing and presentation skills.

Student Objectives:

By the end of the semester, you will be able to:

- Understand the organization of information systems
- Recognize and articulate a research problem
- Develop appropriate and effective search strategies
- Select and use information retrieval tools
- Locate and retrieve information sources
- Analyze and critically evaluate information
- Organize and synthesize information
- Use and apply information effectively

Required Reading

Aaron, Jane E. *The Little, Brown Essential Handbook*. 5th ed. New York, Pearson, 2006.

Additional mandatory readings are listed in the Class Meetings outline. Other short and timely readings may be distributed in class, located on Reserve, online, or sent out to you via the class listserv.

Non-text book Tools and Resources for LIB120 -1

Class Web site: http://uri.edu/library/staff_pages/macdonald	General LIB120 Web site: http://www.uri.edu/library/lib120
LC Easy 2.0 Tutorial: located in the URI Library's Reference Online Center	URI Library Skills Tutorial: http://www.uri.edu/library/tutorials/libskills/
URI University Library Web site: http://www.uri.edu/library	HELIN Information Literacy Tutorial http://library.salve.edu/helin/HELINInfoLit/
Citation Formatting Tools -- RefWorks http://www.uri.edu/library/reference_databases/ref.html#R -- Diana Hacker's Humanities: Documenting Sources http://www.dianahacker.com/resdoc/humanities/list.html	More Citation Formatting Tools -- Purdue University's Online Writing Lab http://owl.english.purdue.edu/handouts/research/mla.html -- Landmark's Citation Machine http://www.landmark-project.com/citation_machine/index.html

Other Required Materials

In addition, you will also need the following:

Energy, commitment, patience and open mind:

This course is designed as a hands-on Learning Lab environment. Your success and your classmates' success depend on your participation in class.

URI student ID = your library card. Activate your library card at the Circulation Desk.

Copy Card: For photocopying and printing information sources throughout the semester. Copy cards are available from the Copico vending machine across from the Circulation Desk. There is a considerable amount of photocopying of materials in this course. I recommend purchasing a card with at least \$20.00 on it. Then be sure to put your name or phone number on the card!

Active, working e-mail account: Needed for the class electronic discussion listserv, for e-mailing research and class work to your own computer, and to communicate with the instructor with individual questions or comments. Please check your email daily!

Class notes, etc: I recommend a notebook, portfolio or binder w/ several pockets. Use for both taking notes and holding various worksheets, readings, assignments and miscellaneous guides and handouts. Be forewarned, because this is a skills based, cumulative course, be wise and throw *nothing* away!

Semester Project Binder: Three-ring 1" or 2" binder with pockets and tabs for working on the semester long Paper Trail project.

Grade Assessment:

Your grade in this course will be earned by the evidence of your knowledge of the course content and by achieving the course learning objectives.

Criterion	% of Final Grade
Attendance and Participation	20%
Draft Paper Trail Assignments	25%
Team Database Presentation	10%
Search Engine Extravaganza	10%
Information Issues Presentation	10%
Paper Trail Semester Final Project	25%

Attendance and Participation 20%

To do well in this course, you must attend every session, be on time and be present for the full class period. You need to be both physically present and mentally awake in the class to share and actively contribute to the learning. It is your responsibility to learn the course content and demonstrate to the instructor that you have internalized the learning to the point where you are an effective researcher. *So that is the expectation - that you will be in class, be a participant in the class, and be a successful student.*

Attendance is noted. Missing more than 3 class sessions will seriously impact your semester grade. Really.

If You Must Be Absent:

Absence is excused for serious illness and dire emergency. Make prior arrangements with the instructor for absence due to religious holidays, approved URI athletic participation or other University sanctioned events.

Bottom Line = Plan ahead, be on time, and don't miss class

Attendance is mandatory and means being in class on time and for the full class period.

Homework / Draft Paper Trail assignments 25%

There are 9 assignments due over the course of the semester. Late assignments are not expected nor accepted unless dire circumstances occur. Assignments will be graded on the check system, (✓+, ✓, ✓-, NG).

✓+	Excellent performance and comprehension.
✓	Satisfactory performance and comprehension
✓-	Unsatisfactory performance and comprehension
NG	No Grade, failure to do work to a minimal degree

If work is handed in on time, then you will receive feedback and the opportunity to revise and resubmit your assignment for a better grade. Revisions will be expected if so indicated. Most of these assignments feed directly into the semester project, (the Paper Trail) so timely revisions certainly ensure your success! Assignments not handed in on time will receive feedback but cannot be revised. Assignments not received within one week of the original due date will receive a grade of zero.

Team Database Presentation 10%

Student teams will investigate and explore how to use and evaluate databases and then present their findings to the class. The team will have one class period to investigate the database's content, coverage, audience, search mechanisms and retrieval options. You will need to spend time outside of class to prepare a ten-minute teaching demonstration that includes a fact sheet and "how to" guide. You will be provided with a detailed assignment guide to complete this project.

Search Engine Extravaganza 10%

The Search Engine Extravaganza is a small group demonstration of an assigned Internet search tool. This presentation must include information about the tool's functionality and coverage. Again, there will be time in class to work on this presentation, but you should also arrange time to work with your group outside of class time,

Information Issues Presentation 10%

Small groups or teams will be assigned to research and present their findings on a current information issue to the class based on their readings and investigation. These reports generally address information access and use.

Paper Trail Project 25%

The Paper Trail project is an annotated portfolio of your research process and is the culmination of the work done for this course. The topic of your research can be from a course you are currently taking, or a topic relating to your major, but it must be submitted to me first for approval. We will work on the pieces of this project over the course of the semester. If you stay current with the assignments and revisions, you will have the basis or guts of the project done with final revision/editing and supplemental additions to do at the end.

Test grades and Final grades will be A – F

A = 93-100	C = 73-76
A - = 90-92	C- = 70-72
B+ = 87- 89	D+ = 67-69
B = 83 - 86	D = 60 - 66
B- = 80 - 82	F = below 60
C+ = 77- 79	

Classroom Policies

Food and Beverage Policy:

Food and drink are not allowed in the classrooms. They are allowed in the 24-hour Study Room.

Cell Phone and Technology Policy: The use of cell phones and other electronic communication or entertainment devices is not permitted in the classroom. Please turn cell phone ringers off and keep them out of sight. Thanks.

Intellectual Property/Academic Integrity/Honesty

Plagiarism and cheating will not be tolerated in this class. Any instances of either offense will be rewarded with an “F” in the exercise, assignment or exam with further penalties possible. Please read the *University Manual* sections on **Plagiarism and Cheating, 8.27.10 – 20**
<http://www.uri.edu/facsen/8.20-8.27.html>

Student Support Services

The Writing Center = Your Tuition Dollars at Work!

Students in this class are encouraged to visit URI’s Writing Center – located on the 4th floor of Roosevelt Hall – at any time during the semester, for any class--but especially when there is a writing assignment due for LIB120. I may even require that you visit if it seems appropriate. For more information, go to the URI Writing Center’s website at http://www.uri.edu/artsci/writing/Writing_Center_Pages/index.html

Academic Enhancement Center

If you need further assistance for your course work, you may also seek help at the Academic Enhancement Center (AEC) in Roosevelt Hall. AEC tutors can answer questions, clarify concepts, and help you to study. You can make an appointment and check their schedule – including when tutors are specifically available for this class – at <http://www.uri.edu/aec>, call 874-2367, or stop by the 4th floor of Roosevelt Hall.

Disability Services:

Any student with a documented disability should contact me as soon as possible so we may arrange for appropriate accommodations. If you think you may need an accommodation for this or any other course, please contact the URI Office of Student Life, Disability Services at (401) 874-2098 or on the Web at http://www.uri.edu/disability_services/

LIB120 Fall 2005 Schedule of Classes*

(*subject to minor changes and revisions)

Week 1 Thursday, September 8	
<p>Overview/Syllabus Introductions</p>	<p>FIRST:</p> <ul style="list-style-type: none"> • Carefully read the syllabus. Do the syllabus critique. <p>Readings for 9/13</p> <ul style="list-style-type: none"> • Little, Brown Handbook – p. 205 - 207 • View: “A bandwidth for Humans” by Nigel Holmes http://www.nigelholmes.com/motion/index.htm • Read Executive Summary, “How much information?” at http://www.sims.berkeley.edu/research/projects/how-much-info-2003/execsum.htm • Read: What is Information? http://www.uri.edu/library/staff_pages/kinnie/lib120/info.html • Information Explosion and Overload http://www.uri.edu/library/staff_pages/kinnie/lib120/info.html#overload
Week 2 Tuesday, 9/13 & Thursday, 9/15	
<p>Information Overload/Anxiety</p> <p>Information Organization/Characteris tics</p> <p>Evaluating Information LATCH Classification Systems</p>	<p>Readings for 9/15</p> <ul style="list-style-type: none"> • “Critically Analyzing Information Sources” available on the Web at http://www.library.cornell.edu/okuref/research/skill26.htm • Evaluating Information – Applying the CRAAP Test” http://www.scushico.edu/lins/handouts/evalsites.html • Little, Brown Handbook: Sect. 33a, p. 122 -126. • Information Organization http://www.uri.edu/library/staff_pages/kinnie/lib120/info_org.html <p>Assignment 1 LC Easy 2.0 tutorial. Submit the quiz certificate with your name and earned score of 80 + points. Due 9/20</p> <p>Readings for 9/20</p> <ul style="list-style-type: none"> • The Paper Trail/overview http://www.uri.edu/library/lib120/papertrail.htm • Little, Brown Handbook: p. 105 -106 • The Research Process http://www.uri.edu/library/staff_pages/kinnie/lib120/resproc.html
Week 3 Tuesday, 9/20 & Thursday, 9/22	
<p>Intro to the Paper Trail Project <i>Topic Ideas!</i> Research Process Encyclopedias</p> <p>Developing Topics Concept mapping Boolean Logic/Searching</p>	<p>Assignment 2- Encyclopedias – Due 9/22</p> <p>Readings for 9/22</p> <ul style="list-style-type: none"> • Boolean Logic http://www.uri.edu/library/staff_pages/kinnie/lib120/databases.html#boole • Little, Brown Handbook: p. 112-113. <p>Assignment 3 – Concept Map and Outline –Due 9/27</p> <p>Readings for 9/27</p> <ul style="list-style-type: none"> • HELIN Library Catalog – Basic http://www.uri.edu/library/guides/databases/helin/helin.html • HELIN – Advanced http://library.uri.edu/screens/srchxhelp.html • LC Subject Headings http://www.uri.edu/library/staff_pages/kinnie/lib120/info_org.html#lcs • Bibliographic Records http://www.uri.edu/library/staff_pages/kinnie/lib120/info_org.html#bibrecord

Week 4 Tuesday, 9/27 & Thursday, 9/29	
Finding Books! The HELIN Consortium & HELIN Catalog Bibliographic Records Advanced HELIN	Assignment 4 – Developing a Search Strategy – Due 10/4
Week 5 Tuesday, October 4 & Thursday, October 6	
Plagiarism Evaluating Books/Criteria and Practice Citation Elements & Formats Annotated Bibliographies	<p>Readings for 10/6</p> <ul style="list-style-type: none"> • Little, Brown Handbook: Avoiding Plagiarism and Documenting Sources p. 136 - 177 • Evaluating Information: http://www.uri.edu/library/staff_pages/kinnie/lib120/qualinfo.html <p>LIBRARY 120 SURVIVAL GUIDE:</p> <ul style="list-style-type: none"> • Annotated Bibliography Guide http://www.uri.edu/library/staff_pages/amanda/overview.pdf • Examples of Good and Bad Annotations http://www.uri.edu/library/staff_pages/amanda/goodbadannot.pdf • Research Log Guidelines http://www.uri.edu/library/staff_pages/amanda/logguide.pdf • Research Summary Guidelines http://www.uri.edu/library/staff_pages/amanda/ressum.pdf <p>Assignment 5 – Annotated Bibliography, Part 1: Books - Due 10/13</p> <p>Readings for 10/11</p> <ul style="list-style-type: none"> • Finding Periodical Information http://www.uri.edu/library/staff_pages/kinnie/lib120/periodical.html • Little, Brown Handbook: p. 115 - 116. • Read: The Flow of Information Web site – http://www.library.ucla.edu/libraries/college/help/flow/ • Parrott, Jim. "Flow of Scientific Information." 21 August 200. University of Waterloo Library, University of Waterloo. 12 January 2004. http://www.lib.uwaterloo.ca/usered/grad/researchskills/flow_of_info.html
Week 6 – Tuesday, October 11 & Thursday, October 13	
Periodical Taxonomy Flow of Information Publication Cycle Scholarly Publication Cycle Periodical Information Using Print Indexes Finding Periodicals in HELIN	<p>Readings for 10/13</p> <ul style="list-style-type: none"> • Periodical Indexes http://www.uri.edu/library/staff_pages/kinnie/lib120/periodical.html#idx • Finding Periodicals in HELIN http://www.uri.edu/library/guides/databases/helinper/helinperiodicals.html <p>Assignment 6 – Annotated Bibliography, Part 2: Print Indexes - Due 10/18</p> <p>Readings for 10/18</p> <ul style="list-style-type: none"> • Academic Search Premier guide http://www.uri.edu/library/guides/databases/ebSCO/asp.html • Lexis Nexis Academic guide http://www.uri.edu/library/guides/databases/lexisnews/lexisnews.html
Week 7 – Tuesday, October 18 & Thursday, October 20	
Academic Search Premier Lexis Nexis Academic Advanced Searching in General Online Periodical Databases	<p>Readings for 10/20</p> <ul style="list-style-type: none"> • Electronic Databases http://www.uri.edu/library/staff_pages/kinnie/lib120/databases.html • Little, Brown Handbook: p. 112-113 <p>Assignment 7 - Annotated Bibliography, Part 3, Academic Search Premier (EBSCO) Due 10/25</p>

Week 8 – Tuesday, October 25 & Thursday, October 27	
Database Discovery Work Day	Meet outside of class with your database presentation partner to plan, research and practice your presentation. Detailed instructions will be provided
Database Discovery Presentations	Readings in preparation for presentations: Little, Brown Handbook: 208-211
Week 9 – Tuesday, November 1 & Thursday, November 3	
Database Discovery Presentations	Assignment 8 – Annotated Bibliography, Part 4, Subject Specific Databases – Due 11/8
Associations and Experts Statistics	Readings for 11/8 Search Engine Watch, Web Searching Tips http://www.searchenginewatch.com • Little, Brown: Sect. 32 e, p. 117, Sect. 33a, p. 123 – 126. • The Internet http://www.uri.edu/library/staff_pages/kinnie/lib120/internet.html
Week 10 – Tuesday, November 8 & Thursday, November 10	
The Internet: An Introduction Decoding URLs Search Engines	Readings for November 15 10 Reasons Why the Internet is No Substitute for a Library http://www.ala.org/ala/online/selectedarticles/10reasonswhy.htm
Intro to Search Engine Extravaganza work day	Using the LexisNexis Academic database, find and read the following article: Stepp, Laura Sessions. "Point. Click. Think?" <i>Washington Post</i> , July 16, 2002.
Week 11 – Tuesday, November 15 & Thursday, November 17	
Search Engine Extravaganza Presentations	Assignment 9 - Annotated Bibliography, Part 5 - Annotated Bibliography of Web Sites – Due November 22
Evaluating the Web for Your Research	
Week 12 – Tuesday, November 22	
Issues of the Information Age – Group Work Day	Readings : TBA Topics will include- Information Preservation, Copyright, Plagiarism Access vs. Ownership, Privacy, Media Ownership, PATRIOT Act Meet with your group to prepare your presentation
Week 13 – Tuesday, November 29 & Thursday, December 1	
Issues of the Information Age- Presentations	
Week 14 – Tuesday, December 6	
Issues of the Information Age- Presentations SETs, Evaluations, Farewells	
NO CLASS on Thursday, December 8	NO CLASS on Thursday, December 8
Final Exam – Paper Trail Project due by December 16th – @ 6 pm (may be delivered any time between 12/10 and 12/16) No late projects will be accepted. Plan Ahead!	

9/9/05