

**UNIVERSITY OF NORTHERN COLORADO
OFFICE OF EXTENDED STUDIES**

LIB 150-946: INTRODUCTION TO UNDERGRADUATE RESEARCH

6-week Summer Session 2009: May 18 – June 26, 2009

Class Meets: Online@ <http://unco.blackboard.com>

Instructor: Professor Lyda Ellis
Office: 112 Michener Library (first floor)
Office Hours: By appointment

Contacting Professor Ellis

Email: lyda.ellis@unco.edu

Phone: 970-351-1524

Instant Message: IM hours vary each week; they are posted in Blackboard on Monday morning. You can use the IM Center in Blackboard. This is not a Blackboard feature; you must enter the LIB 150 course to use IM.

Notice

The Office of Extended Studies reserves the right to cancel or reschedule courses based upon enrollment. Enrolled students will be contacted with information of any change.

Textbook

There is no required textbook for this course.

A student can choose to purchase: Badke, William B. Research Strategies: Finding Your Way Through the Information Fog. 2nd edition. Lincoln, NE: Writer's Club Press 2004.

Students will be directed to additional readings and tutorials by the instructor.

It is recommended, but not required, that students purchase a style manual appropriate for their major. You can also check out a style manual from your local library or use a reference copy from your local library.

Course Description

An information literate person knows how to locate, evaluate, and use information from a variety of sources. This one-credit hour course will introduce effective research techniques designed to increase the student's ability to focus on information needs and retrieve and analyze information from both traditional print and electronic library materials. Upon successful completion of the

course the student will have mastered basic research techniques and methodologies that will serve him or her throughout their college studies.

Prerequisite Skills & Technical Requirements

- Students are expected to have, at the minimum, a working knowledge of the internet and email functions (including the use of attachments)
- Students must have access to a PC running Windows 98 or higher OR a Macintosh system 8.0 or higher with at least 64 Mb Ram, a sound card and speakers, and the ability to play videos.
- Students must have a 56K internet connection or better. A DSL or cable modem connection is highly recommended.
- Students should familiarize themselves with Blackboard and its functions. Information is available at http://www.unco.edu/blackboard/student_help.htm.

Grading

Students will be required to complete weekly readings and exercises and pass a skills test. Assignments must be submitted on time. Any late assignments will be penalized one letter grade for each day past the due date. The online environment allows for flexibility. If you know you will turn in a late assignment, contact your instructor BEFORE the due date not after.

Though this online class does not require regular attendance in a physical classroom, students are expected to complete readings when assigned and are required to participate in class discussions and chat sessions with the instructor.

Grade Allocation: (by points)	Grade Assignment:
Assignments & Quizzes: 404	90-100 A
Discussion Participation: 10	89-80 B
Skills Test: 50	79-70 C
Final Project: 100	69-60 D
	59-0 F
TOTAL: 564	

Breakdown

Assignments & Quizzes range from complex analytical tasks to simple fill-in-the-blanks for completion as you locate and use a research resource. These will be submitted via Blackboard.

Discussion Participation is expected. There is only one discussion required in this course.

The *Skills Test* will allow the student to demonstrate the degree of information literacy achieved. It will include objective and short answer questions, and will be administered through Blackboard.

The *Final Project* is the creation of an Annotated Bibliography. This will test search, evaluation, and citation skills.

NOTE: It is your responsibility to ensure that all assignments are properly loaded into Blackboard. If you receive an email informing you that an assignment did not load properly, you have 24 hours from the time the email was sent to resubmit that assignment.

General Course Policies

Online learning provides a very different experience for both the student and the instructor. The following ground rules should help this class provide a positive learning experience.

Participation Expectations

Log into Blackboard at least 3 times per week. It is recommended that you log in at least once per day to check announcements.

Participate in class discussions when required

Complete readings when assigned

Read and follow directions for assignments

Students' Time Commitment

Expect to spend a minimum of 2-4 hours per week dedicated to this 6-week course

1-2 hours per week for prepared lessons and readings (in the place of class meetings)

1-2 hours per week for library research, reading, and assignments (Homework)

1 hour per week for online activities such as reading discussion board messages, downloading information, etc.

Additionally, students may have to invest additional time to familiarize themselves with Blackboard, the online web interface used in this course. For information about Blackboard, go to: http://www.unco.edu/blackboard/student_help.htm

Technical Questions about Students' Home Computers

The instructor will answer questions regarding course content only, and will always refer students to the helpdesk for technical (computer) questions.

If a student should have any questions about his or her computer in regard to accessing any part of this course online, it will be necessary to contact the UNC User Support Helpdesk at (970) 351-4357 or 1-(800) 545-2331.

Help is available from 7 a.m. to 12 a.m., Monday through Thursday and 7 a.m. to 5 p.m. on Friday

Other Campus Computer Lab Locations

Candelaria, Frasier, Gunter, Kepner, McKee, Michener Library, Skinner Music Library, Ross, and the University Center

Hours for each lab can be found at <http://www.unco.edu/it/labs/index.htm>

Disability Support Services

Students who believe that they may need accommodations in this class are encouraged to contact the UNC Disability Support Services at 970-351-2289 as soon as possible to ensure that accommodations are implemented in a timely fashion.

Academic Conduct Statement

When you enroll in a UNC course, you become subject to certain expectations and policies concerning your academic conduct. Definitions and details are available in the UNC Student Handbook, which can be viewed on the web at <http://www.unco.edu/dos/handbook/main.htm>. Selected paragraphs from the sections on Academic Expectations Related to Student Conduct and Disciplinary Actions and Procedures are printed here. In order to encourage and foster academic excellence, the University expects students to conduct themselves in accordance with certain generally accepted norms of scholarship and professional behaviors. Because of this expectation, the University does not condone any form of academic misconduct. Academic misconduct includes but is not limited to plagiarism, cheating, fabrication, and knowingly or recklessly encouraging or making possible any act of plagiarism, cheating, or fabrication. Academic misconduct is an unacceptable activity in scholarship and is in conflict with academic and professional ethics and morals.

Expanded Course Objectives

Formulate a logical plan to search for information.

- A. The student can narrow an initial question that may be too broad in scope.
- B. The student can identify pertinent disciplines or fields of study and can identify appropriate sources for a topic.
- C. The student can choose vocabulary appropriate to a particular database.
- D. The student understands the implications of finding little or no information on a selected topic.

Use access tools to identify information sources.

- A. The student understands the purpose of some common types of access tools such as catalogs, bibliographies, and indexes.
- B. The student knows that access tools vary in subject coverage, in the type of sources covered, in format, and in available access points.
- C. The student can identify the difference between controlled vocabulary searching and keyword searching.
- D. The student can interpret citations from print and computerized information sources.
- E. The student can identify the types of materials found in UNC Libraries' online catalog, and can perform basic searches.
- F. The student can use search tools on the World Wide Web to find relevant information.

Understand that information sources vary in content and format.

- A. The student can identify various formats of information sources found in an academic library.
- B. The student can distinguish between popular and scholarly treatments of a subject.
- C. The student can evaluate the relevance, quality, and appropriateness of a source.
- D. The student can identify unrecorded sources of information.

Understand how the collections of information sources in the UNC Libraries are physically organized and accessed.

- A. The student can identify the location and general functions of the service areas in the UNC Libraries.
- B. The student can identify the location and general content of the various collections in Michener Library and the branch libraries.
- C. The student can determine the availability and location of specific materials in the UNC Libraries.
- D. The student understands the purpose of a call number, and can locate a call number in the UNC Libraries.
- E. The student understands the purpose of a classification scheme, and knows that the Library of Congress classification scheme is used for many materials in Michener Library.

Understand how critical thinking creates a more engaged learner and knows how critical thinking works collaboratively with information literacy.

- A. The student knows the definition and purpose of critical thinking and how it stimulates learning.
- B. The student can define critical thinking and is aware of standards of critical thinking.
- C. Critical thinking becomes a habit in the student's exploration of the University Library and college experience.
- D. Critical thinking is incorporated into life-long learning and allows the student to develop a post-college inclination toward civic engagement.

Student Satisfaction Evaluation

Participants will be asked to evaluate the workshop for instructors' knowledge, interest and enthusiasm as well as providing additional information on classes or topics which you would like to see developed as a future offering from UNC.

Course Withdrawal Information

In accordance with University and Colorado Department of Higher Education policy, if you drop this class after the course starts you will be assessed a drop fee. The drop fee is pro-rated up to the half-way point in the class. You are legally responsible for payment of full tuition once 50% of this course has been concluded. In order to be eligible to receive any refund of tuition, you must contact the Office of Extended Studies (1-800-232-1749) to formally withdraw from your class. Your refund, if applicable, will be based on the date of contact with our office. Withdrawals received via telephone during non-business hours will be processed and dated on the next working day. Failure to notify us will result in UNC tuition being owed even though you do not attend or complete the coursework.