

LIBS 1000: INTRODUCTION TO LIBRARY RESOURCES

SPRING 2012

1 Credit hour

Pre-requisites: none

Classroom: This online class will be conducted asynchronously* in BlazeVIEW.

*asynchronous: adv. Not synchronous; not existing or occurring at the same time, not coinciding in time. (OED) You will still be expected to meet all course deadlines, however, there is no class "meeting" time.

INSTRUCTOR INFORMATION

Ms. Ginger Williams, MSLIS

Reference Librarian/Instructor

Office: Odum Library 2350

Phone: 229.245.3745

Email: ghwilliams@valdosta.edu

Office hours: Wednesdays 9-10AM (online or in person)

I will try to be present in the course Monday – Friday whenever I can. If you see that I'm online, feel free to chat.

COURSE DESCRIPTION

"Designed to promote an awareness of Valdosta State University Library Services and general information resources, including the role of information in society, research skills, the Internet, and critical thinking skills." From Valdosta State University Undergraduate Catalog 2010-2011, p. 381

Required texts: none. All required readings will be accessible through Odum Library's online resources or will be provided in BlazeVIEW.

Technical requirements: This class is conducted entirely online. You will need a reliable internet connection and access to a web browser (Internet Explorer is recommended); you are not required to purchase a headset as the class will not meet in real time. Please refer to the requirements for accessing BlazeVIEW at <http://www.valdosta.edu/vista/requirements.shtml>

You may choose to utilize additional software for your final project. If you choose to make a video, there are tools for your use in the Media Center that will allow you to create and edit your project. You can also download Jing or a similar software product on your laptop or personal computer.

COURSE OBJECTIVES

This course meets VSU General Education Outcomes:

3: Students will use computer and information technology when appropriate. They will demonstrate knowledge of computer concepts and terminology. They will possess basic working knowledge of a computer operating system. They will be able to use at least two software tools, such as word processors, spreadsheets, database management systems, or statistical packages. They will be able to find information using computer searching tools.

7: Students will demonstrate the ability to analyze, to evaluate, and to make inferences from oral, written, and visual materials. They will be skilled in inquiry, logical reasoning, and critical analysis. They will be able to acquire and evaluate relevant information, analyze arguments, synthesize facts and information, and offer logical arguments leading to creative solutions to problems.

The curriculum in this course supports the Information Literacy Competency Standards as set forth by the Association of College and Research Libraries (2000). For more information, please refer to <http://www.ala.org/ala/mgrps/divs/acrl/standards/standards.pdf>

IMPORTANT DATES

This schedule is tentative and subject to change pending notification by your instructor.

1st Day of Class	January 9
Spring Break (no assignments)	March 12-16 (Relax! Have fun! Be safe!)
Annotated Bibliography Due	Friday, March 30th
Final Project Due	Friday, April 27th

COMMUNICATION

Students can email the instructor directly at ghwilliams@valdosta.edu or use the email function within BlazeVIEW. In order to ensure the student's identity, emails from non-VSU accounts (i.e. gmail) will not be accepted. During the week (Monday-Friday), students can expect a response within 24 hours. There is also a discussion board available in BlazeVIEW for asking assignment-related questions. Please maintain a professional tone in your correspondence.

ASSIGNMENTS

Weekly assignments will ask students to apply what they have learned in the course readings and lectures. Any time outside material is quoted or paraphrased in students' work they are to cite it according to MLA style as found in the *MLA Handbook for Writers of Research Papers* 7th ed.

Major assignments include an annotated bibliography and a final project. Students will write an annotated bibliography about a topic of their choice (students must first receive their instructor's approval of the topic). This will include ten sources about the topic. Sources must be correctly cited in MLA format and annotated with at least 150 words per source. Specific instructions will be available on the assignments page in BlazeVIEW.

Students will create a final project that demonstrates how to conduct academic research using the library's resources. Students should include the following aspects of the research process in their presentation: defining a research topic, searching for information on the topic, accessing information (when appropriate), evaluating sources, and citing them in MLA style. The format for this project can be a paper, a presentation, a video, a blog, a podcast, or other creative formats upon the instructor's approval. Specific instructions will be available on the assignments page.

GRADING POLICY

Grades will be distributed between the following categories:

Weekly assignments: 50%

Annotated bibliography: 25%

Final project: 25%

Grades will be assigned according to the following scale:

A 90%-100%

B 80%-89.9%

C 70%-79.9%

D 60%-69.9%

F <60%

Under no circumstances will grades be "rounded up" to the next higher letter grade.

All assignments should be written in an appropriately academic tone and free from grammatical errors. Any assignment written in texting abbreviations (such as: btw, omg, u, imho, w/o) will be graded as normal then reduced by one quarter. For example, a paper that would have received a grade of 100% if written without texting abbreviations would be awarded a grade of only 75% if texting language is present.

Late work will not be accepted. It is the responsibility of the student to plan ahead to meet all deadlines for the course. To avoid problems that may arise due to technology issues, internet connectivity, BlazeVIEW maintenance, etc., turn your work in early. You may not turn in an assignment late due to technical difficulties. Failure to complete an assignment on time will result in a grade of 0% for that assignment. Extra credit will not be given.

ACCESSIBILITY

Please notify the instructor if you need course materials to be provided in a different format. Students requesting modifications should contact the Access Office located in the Farber Hall. The phone numbers are 29.245.2498 (V/VP) and 229.219.1348 (TTY).

ACADEMIC INTEGRITY

By taking this course, you agree that all required course work may be subject to submission for textual similarity review to SafeAssign, a tool within BlazeVIEW. For more information on the use of SafeAssign at VSU see SafeAssign for Students at:

<http://www.valdosta.edu/academic/SafeAssignforStudents.shtml>

Cheating and plagiarism are academic integrity violations. Additional violations may be added as deemed appropriate. The following academic integrity violations are not to be considered all-inclusive:

1. No student shall use or attempt to use unauthorized materials or devices to aid in achieving a better grade on a component of a class.
2. No student shall receive or give or attempt to receive or give assistance not authorized by the instructor in the preparation of an essay, laboratory report, examination or other assignment included in any academic course.
3. No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory equipment, and roll books.
4. No student shall sell, give, lend, or otherwise furnish to any unauthorized person material which can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study offered by the University, without authorization from the University.
5. No student shall engage in plagiarism, which is presenting the words or ideas of another person as if they were the student's own. Essays, term papers, laboratory reports, tests, online writing assignments, and other similar requirements must be the work of the student submitting them. Some typical examples of plagiarism are:
 - Submitting an assignment as if it were one's own work when, in fact, it is at least partly or entirely the work of another.
 - Submitting a work that has been purchased or otherwise obtained from an Internet source or another source.
 - Incorporating the words or ideas of an author into one's paper without giving the author due credit, e.g., when direct quotations are used, they must be indicated, and when the ideas of another are incorporated in the paper they must be appropriately acknowledged.

All academic integrity violations will be reported to the Student Conduct Office in the Dean of Students Office. This report shall be made part of the student's disciplinary record and shall remain on file with the Student Conduct Office in the Dean of Students Office in accordance with Board of Regents record retention policy.

Please refer to the Student Handbook for more information about academic integrity:

<http://www.valdosta.edu/studentaffairs/StudentHandbook.shtml>

RESOURCES AND EXPECTATIONS

Online learning is just as intensive as learning face-to-face, and time to complete assignments should be planned for just as if one were attending face-to-face classes. To the instructor's best judgment, completing weekly assignments for this course will take 2-3 hours of reading and preparing assignments. Major assignments such as the annotated bibliography and final project will require a more significant effort; please plan accordingly.

As members of the Valdosta State University community, students are expected to demonstrate a basic understanding of academic writing. Students who need assistance learning how to clearly and correctly articulate their ideas in writing may wish to contact the Student Success Center. Call 229.333.7570 to make an appointment, or visit the website: www.valdosta.edu/ssc. Students may also wish to consult resources available from the Purdue Online Writing Lab website, especially the following pages:

- Email etiquette: <http://owl.english.purdue.edu/owl/resource/636/1/>
- Conciseness: <http://owl.english.purdue.edu/owl/resource/572/01/>
- Formal writing tone: <http://owl.english.purdue.edu/owl/resource/608/02/>
- Overall writing style: <http://owl.english.purdue.edu/owl/resource/690/1/>