LIBR 1101: ACADEMIC RESEARCH AND THE LIBRARY
FALL 2015 (ONLINE)

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REQUIRED TEXT (ON RESERVE AT THE LIBRARY CIRCULATION DESK):


The required text is not available at the UWG Bookstore, but you may purchase it from online vendors such as Amazon, Textbooks.com, or Abebooks.

RECOMMENDED TEXTS (ON 2-HOUR RESERVE AT THE LIBRARY CIRCULATION DESK):


For more information about library reserve items, including borrowing privileges and loan periods, please contact the Circulation Desk at (678) 839-6502.

COMPUTER REQUIREMENTS

To access this course you will need daily reliable Internet access and a computer running Windows 2000 or XP or Mac OS X 10.3.9 or higher. Please consult this list of technical requirements and run a system check before the drop deadline of Wednesday, August 26.

If you experience problems using CourseDen or the Desire to Learn (D2L) software, please consult Online Learning Help or contact Distance Learning at (678) 839-6248.

COURSE DESCRIPTION

Welcome to LIBR 1101, Academic Research and the Library, online via CourseDen. I hope you will enjoy this course and use what you learn to successfully build a rewarding and enriching college experience.
This course will introduce you to the research process. Readings from the book and other sources, assignments, discussion board posts, and a semester project are designed to give you experience finding, evaluating, and using information sources in a variety of formats.

Although this course does not have set meeting times, you still need to meet certain deadlines. Please see the “Course Outline and Assignments” section below.

**LEARNING OUTCOMES**

By the end of this course you will be able to
- Identify, access, evaluate, and use information appropriate to a specific purpose.
- Understand the intellectual organization of information sources and apply that understanding in accessing information.
- Analyze the political, cultural, and social dimensions of information.
- Identify functional areas of a library (both physical and virtual) and demonstrate the relationship to the research process.
- Ethically create information by synthesizing sources.

**GRADING**

A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = 0-59%

**COMPONENTS OF FINAL GRADE**

- Quizzes (3)..................14% (55 points)
- Midterm..........................13% (50 points)
- Final Exam..................25% (100 points)
- Class participation........5% (20 points)
- Assignments (9)........19% (75 points)
- Semester Project...........25% (100 points)
- Total..................100% (400 points)

**COURSE REQUIREMENTS**

This course is divided into 16 weeks which run Monday to Sunday. Course material will be released each Thursday at 5 pm for the following week. Please review the lecture notes before beginning work on your assignments. If you have any questions about course content, please email me as soon as possible.
Assignments: You will complete six research assignments (culminating in your semester project, discussed below), as well as a website tour, a source matrix, and a catalog practice search. Please submit all assignments via the Dropbox tool. Some of your assignments may require you to visit the UWG library, but if you do not live close to campus you may use another academic library. Please note that you cannot use a public library for these assignments.

Discussions: Discussion topics will be available during select weeks. All discussion questions require a minimum of one post, but some weeks two posts will be required—you own contribution and a reply to someone else’s post.

Quizzes: Three timed quizzes will be made available at different points in the semester. Please complete quizzes in one session. A cumulative midterm exam and cumulative final exam will be available during Week 8 and Week 16, respectively. Both exams are timed and must be completed in one session.

Semester Project: Your semester project will be an annotated bibliography of at least ten (10) sources. You are not required to write a research paper. Instructions for the semester project will be posted later in the semester.

CLASS POLICIES

Announcements: Please check the Course News widget (on the course home page) for general course announcements.

Late assignments: Assignments must be submitted via the Dropbox tool by 11 pm each Sunday. If you know in advance that you will not be able to submit an assignment on time, please contact me as soon as possible.

Communication: Since there is no known way to forward email from CourseDen, please check your CourseDen email each time you log in to the class. If you have an urgent question, please email me at nauen@westga.edu or call my office at (678) 839-5327.

UNIVERSITY POLICY STATEMENTS

The link below contains important material pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review this information each semester.

http://tinyurl.com/UWGSyllabusPolicies

Americans with Disabilities Act: Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be
evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. *Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given.*

**University of West Georgia Honor Code:**
At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing ([UWG Student Handbook, Appendix A](#)).

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student’s conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student’s account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions.

**UWG Email Policy:**
University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student’s responsibility to check his or her email.

**Credit Hour Policy:**
The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

**This syllabus is subject to change.**
COURSE OUTLINE AND ASSIGNMENTS

WEEK 1 (AUG. 24-AUG.30)  COURSE INTRODUCTIONS
Please post introduction by 11:00 PM Sunday, Aug. 30

WEEK 2 (AUG. 31-SEPT.6)  INTRODUCTION TO RESEARCH
Research methods
Library website tour due by 11:00 PM Sunday, Sept. 6

WEEK 3 (SEPT. 7-13)  OVERVIEW OF SOURCES
Encyclopedias, books, periodicals, government documents
Source matrix due by 11:00 PM Sunday, Sept. 13
Quiz 1 due by 11:00 PM Sunday, Sept. 13

WEEK 4 (SEPT. 14-20)  FINDING SOURCES
Text tools; Boolean searching; databases
Practice searches due by 11:00 PM Sunday, Sept. 20

WEEK 5 (SEPT. 21-27)  TOPIC SELECTION AND ENCYCLOPEDIAS
Research Assignment #1 due by 11:00 PM Sunday, Sept. 27
Quiz 2 due by 11:00 PM Sunday, Sept. 27

WEEK 6 (SEPT. 28-OCT. 4)  BOOKS
Using catalogs; evaluating and citing sources
Research Assignment #2 due by 11:00 PM Sunday, Oct. 4

WEEK 7 (OCT. 5-11)  PERIODICALS PART 1: OVERVIEW
Journals vs. magazines; finding and citing articles

Last Day for W grade: Wednesday, Oct. 14

WEEK 8 (OCT. 12-18)  MIDTERM EXAM (CUMULATIVE)
Available 12 AM Monday, Oct. 12 – 11 PM Sunday, Oct. 18

WEEK 9 (OCT. 19-25)  PERIODICALS PART 2: MAGAZINES
Research Assignment #3 due by 11:00 PM Sunday, Oct. 25

WEEK 10 (OCT. 26-NOV. 1)  PERIODICALS PART 3: NEWSPAPERS AND DATABASES
Research Assignment #4 due by 11:00 PM Sunday, Nov. 1

WEEK 11 (NOV. 2-8)  GOVERNMENT DOCUMENTS; STATISTICAL INFORMATION
Research Assignment #5 due by 11:00 PM Sunday, Nov. 8
Quiz 3 due by 11:00 PM Sunday, Nov. 8

WEEK 12 (NOV. 9-15)  WEBSITES AND EVALUATION
Finding, evaluating, and citing Internet sources
Research Assignment #6 due by 11:00 PM Sunday, Nov. 15
**Weekly Schedule**

**WEEK 13 (NOV. 16-22)**  
**ACADEMIC INTEGRITY**  
Documenting sources; citation styles; semester project information  
Semester project DRAFT due by 11:00 PM Sunday, Nov. 22

**WEEK 14 (NOV. 23-29)**  
**NO CLASS – THANKSGIVING BREAK**

**WEEK 15 (NOV.30-DEC.6)**  
**SEMESTER PROJECT: ANNOTATED BIBLIOGRAPHY**  
Semester project drafts returned with feedback  
Semester project final version due by 11:00 PM Sunday, Dec. 6

**WEEK 16 (DEC. 7-13)**  
**FINAL EXAM (CUMULATIVE)**  
Available 12 AM Friday, Dec. 4 – NOON Friday, Dec. 11

**This schedule is subject to change.**