

ULIB 101: INTRODUCTION TO LIBRARY RESEARCH (LEGISLATIVE RESEARCH)

TIME	TBD
LOCATION	Downtown Campus Library, Room 2036
INSTRUCTOR	Matthew Steele
OFFICE	Research Services Department, Downtown Campus Library, Room 1004
OFFICE HOURS	By appointment
CONTACT	matthew.steele1@mail.wvu.edu

ULIB 101 COURSE OUTCOMES

At the end of the course, students will be able to:

- Recognize that authoritative information may be packaged formally or informally and may include sources of all media types;
- Evaluate the fit between an information product's creation process and a particular information need;
- Create an information product that reflects their analysis of an audience's information needs and their evaluation of appropriate and credible information for that audience.
- Recognize that all information, personal and published, has ethical and economic value which affects its production and dissemination.

INSTRUCTIONAL FORMAT

This class is taught in a hybrid mode, check in-class and online days carefully in the CLASS SCHEDULE section below. Be sure to bring a laptop when we meet in-class. You can bring your own or check one out from the first-floor desk. This course uses a modified flipped classroom model. You will complete homework, quizzes, and other activities on eCampus. Your final project will be researching and creating an Infographic about a topic of interest to you. All of the coursework will be focused on finding information to create this Infographic and then you will reflect upon its creation.

TIME

In keeping with the university's requirements for a two-credit hour course that meets for 8 weeks, this class requires at least 6 hours of work a week in addition to the time spent viewing or reading materials in the modules.

COURSE RESOURCES

TEXTBOOK This class does not require any textbooks. Readings and other materials are available through eCampus.

ECAMPUS

This course assumes that you are comfortable performing basic tasks within eCampus, such as sending attachments, taking quizzes, and posting to course discussion boards. The WVU Information Technology Services (ITS) has an excellent help page for students:

<http://ecampusinfo.wvu.edu/student-ecampus-faqs>.

EMAIL

Your instructor will communicate with you only through WVU eCampus or your MIX account; therefore, please check WVU eCampus and MIX frequently. Because of the online nature of the course, your instructor will assume that anything that comes to them from your account is from you; therefore, you are responsible for everything they receive from you. Any work and/or messages submitted not written by you will constitute academic dishonesty for this class.

TECHNOLOGY

Your final assignment for the class requires you to create an infographic. Design your Infographic using Microsoft PowerPoint, which has infographic templates (select File > New > Infographics) or use Microsoft Word.

MAJOR ASSIGNMENTS/ASSESSMENTS

- **Quizzes:** For each module, you will take a multiple-choice quiz. The quiz is to test your comprehension of the homework and to help you retain information from the homework. **You will get two chances to take the quiz; your highest score will be the one recorded. Quizzes are available from Thursdays at 8:00 AM until Monday at 11:59 PM. Quizzes cannot be made up.**
- **Weekly Assignments:** Students will submit an assignment designed to help you complete the Final Project. Assignments will be submitted online on the discussion in eCampus. Students are expected to also comment on and reply to their peers' discussion posts and comments.
- **Plagiarism Avoidance Tutorial:** You will take an online tutorial about avoiding plagiarism.
- **Class Participation:** Students will be evaluated on attendance, promptness, preparation for class, and respectful contribution to class discussion. Class participation includes bringing required course materials to class.
 - 1 point: attend class session for the week
 - 2 points: actively participating in class activities
 - 3 points: made a meaningful contribution to the class discussion; this includes making meaningful comments on others' discussion board posts. **Discussion posts are opened after class on Tuesdays @ 3:20 pm and due BEFORE class on the following Tuesday.**
- **Final Project | Infographic and Reflection Memo:** Students will submit an infographic demonstrating their knowledge about a public law to an audience on novice learners. Students will write a memo discussing the resources you selected for your project; how you selected them; why the sources are appropriate and authoritative for the project and audience.

EVALUATION / GRADING - Weights of Graded Activities

Quizzes: 20%
Weekly Assignments: 20%
WVU Plagiarism Avoidance Tutorial: 5%
Class Participation: 15%
Infographic: 20%
Reflection Memo: 20%

GRADE SCALE

A: 100 – 90%
B: 89 – 80%
C: 79 – 70%

D: 69 – 60%
 F: 59% and below

CLASS SCHEDULE (course topics, activities, assignments, quizzes, and exams)

DAY/DATE	LOCATION	OVERVIEW	HOMEWORK
WEEK ONE- INTRODUCTION TO THE COURSE			
T – 3/7	DCL – 2036	<ul style="list-style-type: none"> • Course Overview and Public Policy Research 	<ul style="list-style-type: none"> • Reading: Course Syllabus • Reading: Watch video – “Overview of Legislative Process” • Reading: School House Rocks – Just a Bill • Quiz: #1 Syllabus and Readings • Discussion Post: Introduction • Discussion Post: Public Policy Chart
Th – 3/9	ONLINE		
WEEK TWO – SPRING BREAK – NO CLASSES			
WEEK THREE – CHOOSING A PUBLIC LAW AND LOCATING LEGISLATION			
T – 3/21	DCL – 2036	<ul style="list-style-type: none"> • Choose the public law you will use for your final project • Using library resources to find a public law • Locating a Wikipedia article on legislation 	<ul style="list-style-type: none"> • Reading: Watch video - “How False News Can Spread” • Reading: “Nearly All of Wikipedia Is Written by Just 1 Percent of Its Editors” • Reading: “Evaluating Wikipedia: Tracing the Evolution and Evaluating the Quality of Articles” • Reading: Create Wikipedia account • Quiz: #2 Wikipedia • Discussion Post: Public law choice • Discussion Post: Wikipedia article
Th – 3/23	ONLINE		

WEEK FOUR – WIKIPEDIA AND SOURCE EVALUATION			
T – 3/28	DCL – 2036	<ul style="list-style-type: none"> Using Wikipedia How to evaluate sources using Wikipedia evaluation rubric Using EBSCO Discovery Service 	<ul style="list-style-type: none"> Reading: Getting Started with EDS (EBSCO Discovery Service) Research Guide Reading: Legislative History Research: A Guide to Resources for Congressional Staff Reading: GAO @ 100 video Quiz: #3 Legislative Histories Discussion Post: Finding source using EDS
Th – 3/30	ONLINE		
WEEK FIVE – CONGRESSIONAL MATERIALS AND OVERSIGHT AGENCIES			
T – 4/4	DCL – 2036	<ul style="list-style-type: none"> Locating legislative materials and legislative histories using library resources Locating oversight agency reports on your public law 	<ul style="list-style-type: none"> Discussion Post: Finding legislative material post Discussion Post: Finding oversight agency report post Quiz #4: Infographic Draft post
Th – 4/6	ONLINE		
WEEK SIX – PEER-REVIEW INFOGRAPHIC DRAFTS			
T – 4/11	DCL – 2036	<ul style="list-style-type: none"> Review and provide suggestions on peer’s infographic 	<ul style="list-style-type: none"> Reading: What are library databases video Reading: Search Tips I Quiz: #5 Databases Discussion Post: Post partner’s review and reflection
Th – 4/13	ONLINE		
WEEK SEVEN – SCHOLARLY SOURCES AND LIBRARY DATABASES			
T – 4/18	DCL – 2036	<ul style="list-style-type: none"> Using scholarly sources to locate secondary information on your 	<ul style="list-style-type: none"> Reading: Creative Commons Kiwi video Reading: CC
Th – 4/20	ONLINE		

		public law	(Creative Commons) License Types and Examples <ul style="list-style-type: none"> • Reading: What are Creative Commons? • Quiz: #6 Copyright • Discussion Post: Finding two (2) sources using library databases • Journal (Quiz 7): Reflection on Your Peer Review
WEEK EIGHT – CREATIVE COMMONS AND COPYRIGHT			
T – 4/25	DCL – 2036	<ul style="list-style-type: none"> • Understanding copyright and fair use 	<ul style="list-style-type: none"> • Assignment: Complete Plagiarism Tutorial
Th – 4/27	ONLINE	<ul style="list-style-type: none"> • Locating creative commons license for your infographic 	<ul style="list-style-type: none"> • Discussion Post: Creative Commons License
WEEK NINE – FINALS			
T – 5/2	NO CLASS	<ul style="list-style-type: none"> • Turn in final projects. Complete any assignments that have not been turned in. 	<ul style="list-style-type: none"> • Final Project: Infographic • Final Project: Reflection memo

COURSE POLICIES

EMAIL / ECAMPUS ACCESS

Please do not share any account information / login (WVU eCampus or otherwise) that you use for this class with anyone else. Because of the online nature of the course, instructors will assume that anything that comes to them from your account is from you; therefore, you are responsible for everything they receive from you. Any work and/or messages submitted not written by you can constitute academic dishonesty for this class.

COURSE ETIQUETTE & NETTIQUETTE

Please contribute to an environment conducive to the learning of all students. This contribution includes, but is not limited to:

- Respecting the opinions of others
- Being prepared to participate actively, especially in group work.
- Taking responsibility for your learning and progress in the course.

ATTENDANCE STATEMENT

You are expected to login and interact with this course 4 days a week. The WVU eCampus technology makes it possible for your instructor to track where and how often you visit portions of the course site.

Students are allowed one in-class absence before the Class Participation grade will be negatively affected.

LATE WORK POLICY

This class will have weekly assignment deadlines. Please check the schedule for exact days and times. If you ever have a problem with an assignment, talk to your instructor ahead of the deadline. The online nature of assignment submission allows you quite a bit of flexibility, so the deadlines are absolute.

- No late work will be accepted unless approved by your instructor in advance.
- If you have an issue, e-mail your instructor immediately. Accommodations may be made before a deadline, but not after. Please look ahead and make sure that you keep yourself current with the upcoming projects and assignments.

DEADLINES

This class will have twice-weekly deadlines. Please check each module for exact days and times. Because the online and accelerated nature of the class allows you quite a bit of flexibility, the deadlines are absolute. No late work will be accepted unless approved by your instructor in advance.

However, **if you ever have a problem with an assignment, email your instructor ahead of the deadline.**

Accommodations may be made before a deadline, but not after. Please look ahead and make sure that you keep yourself current with the upcoming projects and assignments.

HELP AND TIPS FOR SUCCESS

READ / VIEW THE MODULES BEFORE YOU DO THE ASSIGNMENTS

A schedule of required activities is listed in the Modules. Please read or view the course materials before you attempt the assignments; you will understand them more fully and be more successful. If you have any questions, you can email them to your instructor.

PLAN AHEAD

Schedule your time so that you can get your work in before the deadline. Ask questions when you are unclear about what is expected of you. If you have questions about the modules, you can post to the Questions Discussion Board or email your instructor.

ACADEMIC OR TECHNICAL HELP

If you have any technical questions, please visit the ITS Help Desk or give them a call: 304- 293-4444; Toll Free: 1-877-327-9260; or email ITSHelp@mail.wvu.edu.

If you need academic help, visit the [Academic Resource Center](#) page to check for tutors and workshops.

SCHOLASTIC HONESTY AND PLAGIARISM

The WVU community assumes your honesty. So we're clear on what is considered cheating and plagiarism, check [Academic Integrity for Students - Did You Know?](#) More details can be found at [WVU's Student Campus Code](#).

PLAGIARISM:

Material that has been knowingly obtained or copied in whole or in part, from the work of others. . . , including (but not limited to) another individual's academic composition.

CHEATING:

Doing academic work for another student, or providing one's own work for another student to copy and submit as his/her own. Scholastic dishonesty involves misrepresenting as your own work any part of work done by another; submitting the same paper or substantially similar papers to meet the requirements of more than one course without the written approval and consent of all instructors concerned; depriving another student of necessary course materials; interfering with another student's work.

Plagiarism and cheating are serious offenses. Clear cases can result in an F for the course and appropriate academic discipline. If you have any questions about when and how to avoid unintentional plagiarism, please contact me.

INCLUSIVITY STATEMENT

The West Virginia University community is committed to creating and fostering a positive learning and working environment based on open communication, mutual respect, and inclusion.

If you are a person with a disability and anticipate needing any type of accommodation in order to participate in your classes, please advise your instructors and make appropriate arrangements with the Office of Accessibility Services. (<https://accessibilityservices.wvu.edu/>)

More information is available at the Division of Diversity, Equity, and Inclusion (<https://diversity.wvu.edu/>) as well. [adopted 2-11-2013]

MENTAL HEALTH

Mental health concerns or stressful events can adversely affect your academic performance and social relationships. WVU offers services to assist you with addressing these and other concerns that you may be experiencing. You can learn more about the broad range of confidential mental health services available on campus at the Carruth Center for Psychological and Psychiatric Services (CCPPS) website: <https://carruth.wvu.edu/>

If you need crisis services, call the CCPPS main number 24/7: (304) 293-4431.

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