

**LS 130 INFORMATION ACCESS STRATEGIES**  
**College of Education**  
**Department of Library Science**

**Instructor:** Holly Weimar  
AB4, Room 419  
Box 2236, Huntsville, TX 77341-2236  
Phone: 936-294-3158  
[hawo001@shsu.edu](mailto:hawo001@shsu.edu)  
Office hours: Tuesday and Thursday 8:00 – 9:00 a.m., 2:30 – 3:30, or by appointment

**There is no Required Text for this Course.**

**Course Description**

This course will introduce students to the fundamental principles of information access, search, retrieval and transfer. Emphasis will be placed on the basic tools and skills of library research as well as the technologies that facilitate access to information. The course will include introduction to and developing specific skills with the use of Microsoft Word, Excel, PowerPoint, email, and use of the Internet.

**Course Standards (AASL Learning Standards)**

- I. Learners use 21<sup>st</sup> century information skills, resources and tools to inquire, think critically, and gain knowledge
- II. Learners use 21<sup>st</sup> century information skills, resources and tools to draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge.
- III. Learners use 21<sup>st</sup> century information skills, resources and tools to share their knowledge and understandings with others and participate ethically and productively as members of our democratic society.
- IV. Learners use 21<sup>st</sup> century information skills, resources and tools to pursue personal and aesthetic growth.

**Course Requirements**

1. A number of assignments will be given throughout the semester. Assignments may take the form of worksheets, exercises, quizzes. Students are required to complete the assignments and turn them in when due.
2. Semester project: Students will begin using the information presented in class to design and construct an annotated bibliography. The document will be modified throughout the semester as new resources and skills are developed. This project is your final exam.
3. Attendance is required.

**Course Evaluation**

Final grades for the course will be assigned according to the following criteria:

|   |           |   |           |
|---|-----------|---|-----------|
| A | 450 – 500 | D | 300 – 349 |
| B | 400 – 449 | F | 0 – 299   |
| C | 350 – 399 |   |           |

The points used to compute your grade will be based on the following:

|                   |            |
|-------------------|------------|
| Class assignments | 374 points |
| Semester project  | 126 points |
| Total             | 500 points |

## **Expectations**

### **Knowledge and Skills:**

By the end of the course, the student should be able to:

- Identify the role, power, and value of information in a democratic society.
- Describe the variety of content and format of information.
- Recognize and use standard systems for the organization of and access to information.
- Retrieve information using a variety of techniques and formats.
- Evaluate, organize, and manipulate information for a variety of purposes.
- Send and receive email.
- Create presentations using word processing and PowerPoint.
- Design and create a basic Web page.

### **Dispositions:**

- Exhibits ethical behavior.
- Exhibits effective communication skills.
- Demonstrates effective use of strategies for accessing information.

## **Class Policies**

1. This class is a combination of in-class lecture/discussion and lab. Class will meet at the scheduled time. Attendance is required, including on Lab Days. Role will be taken each class period. Students who are absent more than three times are required to make an appointment with me to discuss the matter.
2. All grades, class information and announcements will be available using Blackboard.
3. All assignments must be turned in through the Assignment section of Blackboard on the date due or delivered to my office by 5:00 the same day. 1/3 of the possible points will be deducted for late submission. The exception is confirmed illness or emergency. In that case, full earned credit will be given.
4. Food and drink may not be brought into the lab.
5. Tobacco products may not be used in the lab.
6. Cell phones, pagers, alarm watches, etc. must be turned off during class. If there are special circumstances, please discuss it with me before class begins.
7. Basic college level writing is expected for all assignments. If you have questions regarding your writing, e.g., style, format, grammar, etc., please go to the Writing Center.
8. Courtesy is required.
9. Students who want or need assistance are urged to see me during my office hours, by appointment or via email.
10. There is no textbook for this class.
11. The final project is your final and is due on the date indicated in this syllabus rather than the scheduled time for the final.

## **Disability Statement**

Students with a disability that affects their academic performance are expected to arrange for a conference with the instructor in order that appropriate strategies can be considered to ensure that participation and achievement opportunities are not impaired. The physically impaired may contact the Director of the Counseling Center as chair of the Committee for Continuing Assistance for disabled Students by telephone (extension 1720).

### Academic Dishonesty

Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Cheating on an exam, quiz and/or an assignment is an act of dishonesty. Students who cheat will automatically receive the grade of zero (0) for the exam, quiz or assignment in question. Students who cheat more than once will receive an automatic F in the class. *See the Student Syllabus Guidelines* <http://www.shsu.edu/syllabus/>

### Course Schedule

| Topic   | Day of the Week | Date               |
|---|-----------------|--------------------|
| <b>Introduction to the class</b><br><b>Go over the syllabus</b>   | Tuesday         | August 21, 2007    |
| <b>Lab</b><br><b>Assignment Due: Student Information Sheet (5 pts.) &amp; Student Agreement (8 pts.)</b>  | Thursday        | August 23, 2007    |
| <b>Discussion of SHSU acceptable use policies and netiquette</b>  | Tuesday         | August 28, 2007    |
| <b>Lab</b><br><b>Assignment Due: Netiquette (16 pts.)</b>   | Thursday        | August 30, 2007    |
| <b>Introduction to word processing</b>  | Tuesday         | September 4, 2007  |
| <b>Introduction to Excel</b><br><b>Assignment Due: Word Processing (15 pts.)</b>  | Thursday        | September 6, 2007  |
| <b>Discussion of classification systems and call numbers</b><br><b>Assignment Due: Excel Spreadsheet (20 pts.)</b>                                  | Tuesday         | September 11, 2007 |
| <b>Call number tutorial</b><br><b>Assignment Due: Call Number Tutorial (5 pts.)</b>   | Thursday        | September 13, 2007 |
| <b>Library Tour</b>   | Tuesday         | September 18, 2007 |
| <b>Introduction to PowerPoint, including design issues</b><br><b>Assignment Due: Library Tour (20 pts.)</b>   | Thursday        | September 20, 2007 |
| <b>Lab</b>  | Tuesday         | September 25, 2007 |
| <b>Present PowerPoint Presentation</b><br><b>Assignment Due: PowerPoint (30 pts.)</b>   | Thursday        | September 27, 2007 |
| <b>Introduction to Dreamweaver and discussion of the importance of information in a democracy</b>   | Tuesday         | October 2, 2007    |
| <b>Discussion of search strategies, including Boolean operators</b><br><b>Assignment Due: Dreamweaver (15 pts.) and Web Accessibility (20 pts.)</b> | Thursday        | October 4, 2007    |
| <b>Categories of print resources</b><br><b>Assignment Due: Search Strategy (20 pts.)</b>  | Tuesday         | October 9, 2007    |
| <b>Discussion of the final project and Bibliography</b>   | Thursday        | October 11, 2007   |
| <b>RefWorks</b><br><b>Assignment Due: Print Resources (30 pts.)</b>   | Tuesday         | October 16, 2007   |

|  |          |                   |
|--|----------|-------------------|
| <b>Information Literacy Tutorial</b><br><b>Assignment Due: Final Project Description (10 pts.)</b><br><b>and Bibliography (20 pts.) and Information Literacy</b><br><b>Tutorial (5 pts.)</b> | Thursday | October 18, 2007  |
| <b>Information evaluation</b>  | Tuesday  | October 23, 2007  |
| <b>Discussion of the online catalog</b><br><b>Assignment Due: Information Evaluation (20 pts.)</b>   | Thursday | October 25, 2007  |
| <b>Lab</b>   | Tuesday  | October 30, 2007  |
| <b>Discussion of library databases</b><br><b>Assignment Due: Library catalog (30 pts.)</b>   | Thursday | November 1, 2007  |
| <b>Discussion of library databases</b>   | Tuesday  | November 6, 2007  |
| <b>Internet Tutorial</b><br><b>Assignment Due: Electronic Databases (30 pts.) and</b><br><b>Internet Tutorial (5 pts.)</b>   | Thursday | November 8, 2007  |
| <b>Internet searching and legal issues</b>   | Tuesday  | November 13, 2007 |
| <b>Advanced Internet searching</b><br><b>Assignment Due: Basic Internet Research (20 pts.)</b>   | Thursday | November 15, 2007 |
| <b>Lab</b><br><b>Assignment Due: Advanced Internet Research (15</b><br><b>pts.)</b>  | Tuesday  | November 20, 2007 |
| <b>Thanksgiving Holiday</b>  | Thursday | November 22, 2007 |
| <b>Website evaluation</b>  | Tuesday  | November 27, 2007 |
| <b>Lab</b><br><b>Assignment Due: Website Evaluation (15 pts.)</b>  | Thursday | November 29, 2007 |
| <b>Work on final project</b>   | Tuesday  | December 4, 2007  |
| <b>Final Project Due (126 pts.)</b>  | Thursday | December 6, 2007  |