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

Instructor: Tricia Kuon
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  Office hours: Tuesday and Thursday 9:00 a.m-11 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)
        Learners use 21st century information skills, resources and tools to inquire, think critically, and gain knowledge
        Learners use 21st century information skills, resources and tools to draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge.
        Learners use 21st 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.
        Learners use 21st 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).

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/

Academic Dishonesty

Course Schedule

Topic	Day	
Lab **Assignment Due: Student Information Sheet (5 pts.) & Student Agreement (8 pts.)**	Thursday	
Discussion of SHSU acceptable use policies and netiquette	Tuesday	
Lab Assignment Due: Netiquette (16 pts.)	Thursday	
Introduction to word processing	Tuesday	
Introduction to Excel **Assignment Due: Word Processing (15 pts.)**	Thursday	
Discussion of classification systems and call numbers **Assignment Due: Excel Spreadsheet (20 pts.)**	Tuesday	
Call number tutorial **Assignment Due: Call Number Tutorial (5 pts.)**	Thursday	
Library Tour	Tuesday	
Introduction to PowerPoint, including design issues **Assignment Due: Library Tour (20 pts.)**	Thursday	
Lab	Tuesday	
Present PowerPoint Presentation **Assignment Due: PowerPoint (30 pts.)**	Thursday	
Introduction to Dreamweaver and discussion of the importance of information in a democracy	Tuesday	
Discussion of search strategies, including Boolean operators **Assignment Due: Dreamweaver (15 pts.) and Web Accessibility (20 pts.)**	Thursday	
Categories of print resources **Assignment Due: Search Strategy (20 pts.)**	Tuesday	
Discussion of the final project and Bibliography	Thursday	
RefWorks Assignment Due: Print Resources (30 pts.)	Tuesday	
Information Literacy Tutorial **Assignment Due: Final Project Description (10 pts.) and Bibliography (20 pts.) and Information Literacy Tutorial (5 pts.)**	Thursday	
Information evaluation	Tuesday	
Discussion of the online catalog **Assignment Due: Information Evaluation (20 pts.)**	Thursday	
Lab	Tuesday	
Discussion of library databases **Assignment Due: Library catalog (30 pts.)**	Thursday	
Discussion of library databases	Tuesday	
Internet Tutorial **Assignment Due: Electronic Databases (30 pts.) and Internet Tutorial (5 pts.)**	Thursday	
Internet searching and legal issues	Tuesday	
Advanced Internet searching **Assignment Due: Basic Internet Research (20 pts.)**	Thursday	
Lab **Assignment Due: Advanced Internet Research (15 pts.)**	Tuesday	
Website evaluation	Tuesday	
Lab **Assignment Due: Website Evaluation (15 pts.)**	Thursday	
Work on final project	Tuesday	
Final Project Due (126 pts.)	Thursday	