

Syllabus

Course Title: L SC 110 - Reference and Information Resources
Instructor: Jenna Kammer
Course Credits: 3 credits
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NMSU-A Mission Statement

The mission of the New Mexico State University at Alamogordo is to provide quality learning opportunities for individuals in the diverse community we serve.

Introduction

Welcome to Reference and Information Resources! You will find that the topics discussed in this class will improve your skills as a student, teacher, or library employee. This class will broaden your understanding of information and its retrieval, formats and distribution. It will help you improve your research skills in the library and on the Internet. It will give you a better understanding of the role of the library in your education and in society at-large. In fact, I hope you will walk away from this course wanting to continue to be an information seeker, either professionally or personally. If you approach this class with a willingness to learn, participate and try new things, you are guaranteed of success.

Catalog Course Description

Overview of reference services. Introduction to, and evaluation of, basic information resources (both print and electronic) and their application in library and information centers.

Course Goals

Through this course, students will gain an understanding of how to utilize the standard reference resources that are available in a variety of formats, and thus provide extremely practical preparation for future employment situations.

Course Competencies

1. Understand the history, varieties, and ethical aspects of reference services.
2. Demonstrate ability to conduct a reference interview.
3. Understand the importance of bibliographic instruction.
4. Demonstrate ability to identify, locate, and evaluate information in commonly used reference resources.

Course Length and Format

This 16 week course is divided into two 8 week Seminars with approximately 6-8 hours required each week to successfully complete the course. *To succeed in this course, it is extremely important that you have at least the minimum amount of time to devote to this class.*

Prerequisites

There are no prerequisites for this class.

Texts

Required:

Bolner, Myrtle S., and Gayle A. Poirier. The Research Process: Books and Beyond. USA: Kendall/Hunt Publishing Company, 2006.

Highly Recommended:

Calishain, Tara. Web Search Garage (The Garage Series). Upper Saddle River, NJ: Prentice Hall PTR, 2004.

You can purchase The Research Process through the NMSU-A Online Bookstore <http://www.nmsuabookstore.com>. It will be useful to have this book for the first week of class, though we will not really jump into it until Week 6.

If you choose to purchase Web Search Garage, you must do so through your choice of bookstore, such as Amazon. They have some very affordable used copies. It is not necessary to purchase this book for the class. I will supply you with the information from Web Search Garage for the course although the complete book is worth reading.

Course Rules

Attendance

This is an online course so attendance is at your convenience. It is expected that you submit work on time and participate in weekly discussions.

Withdrawals

You are responsible for dropping yourself from this course. I do not automatically drop students. The last day to drop with a 'W' is October 16, 2007.

Incompletes

Incompletes are given only in special circumstances. To receive an incomplete, you must have successfully passed the first half of the course and must be precluded from successful completion of the second half of the course by either a documented illness or a family crisis which I believe genuinely precludes you from successfully completing the course at the end of the semester.

Late Work

I do not accept late work. If your assignment is not in the Assignment Dropbox by the due date, you will receive a zero. The Assignment Dropbox will close at the designated time. If (and only IF) you are having technical difficulties with WebCT, you may submit it to me via email.

Please contact me IN ADVANCE if you foresee a problem with submitting an assignment on time as I do accept early submissions for special circumstances.

Students with Disabilities

If you have (or believe you have) a disability and would benefit from classroom accommodation(s), please contact the Office of Special Student Services located in the George Fetting Student Services Building (phone: 439-3720).

If you have a condition that may affect your ability to exit safely from the premises in an emergency or that may cause an emergency during class, you are encouraged to discuss any concerns with the instructor.

Computer Tech Support: <http://alamo.nmsu.edu/techcenter/>

The Learning Technology Center is there to help you with distance learning needs. They have Online Chat or you can call them for assistance, (505) 439-3847. Once you login to WebCT, The Learning Technology Center has created tutorials that will walk you through the different features. You will also find a very good Help option within the WebCT module. It is also HIGHLY RECOMMENDED that you take an online WebCT tutorial, available here: http://distance.nmsu.edu/webct_tutorials/index.html

Course Outline

Seminar I Reference

- Lecture 1. Overview of the Library and Reference Service
- Lecture 2. The Digital Library
- Lecture 3. Reference Services
- Lecture 4. Information Ethics
- Lecture 5. Information Access
- Lecture 6. Information Retrieval
- Lecture 7. The Research Process

Seminar II Information Resources

- Lecture 1. Finding Books
- Lecture 2. Using the Internet
- Lecture 3. The Reference Collection
- Lecture 4. Ready Reference
- Lecture 5. Finding Periodicals
- Lecture 6. Using Databases
- Lecture 7. Government Documents

Time Requirements

This course is designed to require an average of 6-8 hours per week for 16 weeks. This is an intensely interactive course, that depends on your participation in the forums and discussions. There are weekly discussion requirements as well as regular assignments and quizzes. If you fall behind on the course, it will be very difficult to catch up. Your weekly participation is crucial for the enrichment of the entire class.

Assignments

Please use the Calendar module within WebCT to follow your assignments and due dates.

Lectures. Each week there is a new lecture posted to the Lecture module in WebCT. You can find the Lecture module by clicking on 'Course Content' on the homepage.

Readings. Each week there is a reading assignment from the text or supplemental material. These reading assignments will be listed at the top of the Lecture. There will be often be links to websites as well as PDF's of journal articles and readings from the textbook.

Discussions. Each week there is a series of questions related to my lecture and your readings. These questions can be found as a post from me in a discussion topic with the same title as the lecture. You will be required to post your answer to one of these questions to the discussion board within one week. It is also expected, though not required, that you respond to each other's discussion postings.

Our class discussions are a very important part of your grade. You automatically receive a full 160 points at the beginning of class. Each week you do not post, you will lose 10 points. To receive full credit for your post, it must be thoughtful, at least a paragraph in length and

reference the text, lecture or supplemental material.

Please keep posts within the proper forum. For example, all WebCT or other technical questions should be posted under the topic 'Technical Support' and all introductions should be posted under the topic 'Introductions'.

Assignments. There are 4 written assignments for this class. See the Calendar module for details and due dates.

1. Library Tour
2. Library Search 1
3. Library Search 2
4. Internet Search

Exams. At the end of each 7 week seminar there will be an online, open-book, written exam. The first exam will cover Reference Services and the second will cover Information Resources. These exams must be turned into the Assignment Dropbox before the deadline. Failure to submit an exam before the Assignment Dropbox closes will result in a zero.

Final Project. Each class member will prepare a final project to be presented to the class in your chosen format (Word, PDF, Powerpoint, HTML/website). The final project will be an accumulation of everything learned through the course. The student will choose a topic (can be of personal interest or for another class) and take it through the entire research process without actually writing the paper. The presentation will consist of a thesis, search terms, sources for preliminary research, outline of topic, search strategy and annotated bibliography. More specific instructions for this project will be given after we complete Lecture 7: The Research Process.

Grading Criteria

Students will be graded on a point basis using the point totals for assignments below:

Weekly Discussion:	10 points/week	160
Assignments:	25 points/each	100
Exams:	50 points/each	100
Final Project:		100

		460 points total

EXTRA CREDIT: You may earn 1 point (10 max) for each post/comment you make to a professional blog within the field of Library Science. To receive credit, send me an email with a link to your post/comment. This is to encourage you to read and respond to what others are doing within the field of Library Science. See the 'Library Toolbox' module for a list of blogs, though you are not limited to these.

A=414-460

B=368-413

C=322-367

D=276-321

