# ISLT 1111: Fall 2017

**Information Use & Student Success**

# Course Description

This course teaches research skills using library and web resources. Students will learn search strategies and evaluation techniques to improve academic performance and to become successful college students. This will entail framing a meaningful question on a topic of choice, choosing appropriate sources for research, and evaluating sources for relevancy and reliability.

# Course Objectives

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

* Frame meaningful questions for research
* Understand the structure and content of information resources
* Evaluate available information and information sources
* Use information resources as learning tools

# Course Schedule

Course schedule subject to change. Students will be notified by the instructor within 24 hours via Canvas and reminded during class.

# Required Text

None. All of the materials you need for class will be available via Canvas.

# Communication

Each section of the course is managed by a teaching assistant (TA), who is responsible for delivering weekly lessons, grading assignments and communicating with students.

TA’s coordinate course materials with the instructor of record, who is responsible for maintaining course and university policies.

Any questions that students may have about course content (i.e. lessons and weekly assignments) may be addressed to the section’s TA via e-mail or during office hours. Questions about the course may also be directed to Devon Whetstone (dwhetstone@mail.mizzou.edu), the graduate assistant, or Dr. Jenny Bossaller (bossallerj@missouri.edu), the coordinating professor.

All communication regarding the course will be sent to students’ University of Missouri e-mail accounts.

# Assignments

* Assignments **must** be typed and uploaded to Canvas. File types accepted: .docx, .doc, .rtf, .pdf, .odt. Please double-check your work prior to submitting the assignment.
* Due dates for assignments will be specified by the instructor.
* Late assignments will be accepted up to one week after the due date with an automatic **ten percent deduction**.

Students may have the option to re-submit assignments at the discretion of their instructor. Before re-submitting an assignment, review all feedback provided by the instructor on assignments.

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| **Assignment** | **Points** |
| Academic Integrity Quiz | 10 |
| Google Scholar | 10 |
| Exploring a Topic and Creating a Research Question | 15 |
| Looking at Books: Call Numbers and Subject Headings | 20 |
| Evaluating Books for Research Relevance | 10 |
| Finding and Using Primary Sources | 10 |
| Reflecting on Special Collections | 10 |
| Finding and Evaluating Articles | 10 |
| Creating Effective Search Strings | 20 |
| Using Subject Databases | 10 |
| Choosing Websites and other On-Line Resources | 10 |
| Consulting with a Reference Librarian | 10 |
| Final Project | 40 |
| **Participation / Discussion Board Participation (On-line section)** | **15** |
| **Total Points** | **200** |

**Final Grading Scale**

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| --- | --- |
| Letter | Percentage |
| A | 93-100% |
| A- | 90-92% |
| B+ | 87-89% |
| B | 83-86% |
| B- | 80-82% |
| C+ | 77-79% |
| C | 73-76% |
| C- | 70-72% |
| D+ | 67-69% |
| D | 63-66% |
| D- | 60-62% |
| F | <60% |

Important dates: for information about adding or dropping courses please visit the Registrar’s website: <http://registrar.missouri.edu/academic-calendar/>

# Participation

Student participation involves engaging in the class discussions, fulfilling in-class exercises, and responding to instructor questions. In the on on-line section, participation involves posting to and replying to others on the discussion forum.

Because of the nature of this class, students will be seated at a computer to complete in-class exercises. Students are expected to be considerate and not to excessively visit websites that do not pertain to the class (i.e., Social Media sites, e-mail, gaming sites, or any other site not related to the class). Similarly, unapproved electronic devices must be put away during class.

Violation of this policy will result in deducted participation points.

# Attendance

Attendance is crucial for this class, and students are expected to arrive on time prepared for class. In the event of an illness students must notify their instructor **BEFORE** the absence. Excused absences are granted at the discretion of the instructor. A written note is necessary before the instructor will give a grade for any missed work. Instructors may be reached by e-mail or in person during office hours.

* Students are allowed **ONE** unexcused absence.
  + The first unexcused absence will not result in a penalty other than points deducted for late homework or missed in-class activities.
  + Each subsequent unexcused absence will result in a **FIVE POINT DEDUCTION** from the students’ participation grade.
* Late policy: If students arrive after class has started, they are tardy. If students are fifteen minutes late for a class they will be marked absent.
  + If students are tardy it is their responsibility to check in with the instructor after class to confirm their presence.
  + Chronic tardiness: If students accumulate three tardies it will count as one absence.

# Statement for Academic Dishonesty

Academic integrity is fundamental to the activities and principles of a university. All members of the academic community must be confident that each person's work has been responsibly and honorably acquired, developed, and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. The academic community regards breaches of the academic integrity rules as extremely serious matters. Sanctions for such a breach may include academic sanctions from the instructor, including failing the course for any violation, to disciplinary sanctions ranging from probation to expulsion. When in doubt about plagiarism, paraphrasing, quoting, collaboration, or any other form of cheating, consult the course instructor.

Academic dishonesty includes but is not necessarily limited to the following:

* Cheating or knowingly assisting another student in committing an act of cheating or other academic dishonesty.
* Plagiarism which includes but is not necessarily limited to submitting examinations, themes, reports, drawings, laboratory notes, or other material as one’s own work when such work has been prepared by another person or copied from another person.
* Unauthorized possession of examinations or reserve library materials, or laboratory materials or experiments, or any other similar actions.
* Unauthorized changing of grades or markings on an examination or in an instructor’s grade book or such change of any grade report.

If you commit an act of academic dishonesty in this course you will:

* Automatically receive a zero (0%) on the assignment.
* Risk receiving a failing grade in the class.
* Risk being reported to the Provost.

# Statement for ADA

If you anticipate barriers related to the format or requirements of this course, if you have emergency medical information to share with me, or if you need to make arrangements in case the building must be evacuated, please let me know as soon as possible.

If disability related accommodations are necessary (for example, a note taker, extended time on exams, captioning), please register with the Disability Center ([http://disabilitycenter.missouri.edu](http://disabilitycenter.missouri.edu/)), S5 Memorial Union, [573- 882-4696](tel:573-%20882-4696), and then notify me of your eligibility for reasonable accommodations. For other MU resources for persons with disabilities, click on "Disability Resources" on the MU homepage.

\*Please note: it is standard that documentation be provided within the first month of classes.

# Statement for Intellectual Pluralism

The University community welcomes intellectual diversity and respects student rights. Students who have questions or concerns regarding the atmosphere in this class (including respect for diverse opinions) may contact the Departmental Chair or Divisional Director; the Director of the [Office of Students Rights and Responsibilities](http://osrr.missouri.edu/) (http://osrr.missouri.edu/); or the [MU Equity Office](http://equity.missouri.edu/) (http://equity.missouri.edu/), or by email at equity@missouri.edu. All students will have the opportunity to submit an anonymous evaluation of the instructor(s) at the end of the course.

Statement for Academic Inquiry, Course Discussion, and Privacy

University of Missouri System Executive Order No. 38 lays out principles regarding the sanctity of classroom discussions at the university. The policy is described fully in Section 200.015 of the Collected Rules and Regulations. In this class, students may make audio or video recordings of course activity unless specifically prohibited by the faculty member. However, the redistribution of audio or video recordings of statements or comments from the course to individuals who are not students in the course is prohibited without the express permission of the faculty member and of any students who are recorded. Students found to have violated this policy are subject to discipline in accordance with provisions of Section 200.020 of the Collected Rules and Regulations of the University of Missouri pertaining to student conduct matters.