LASI 170 Introduction to Library Research - Hybrid
Generic Syllabus

Classroom: 217 Ablah Library
Class Dates: 12:30-1:45 each Thursday in the 2nd 8-week session

Instructor: Angela Paul
Department: University Libraries
Office Location: Ablah Library room 122B
Telephone: (316) 978-5084
Email: angela.paul@wichita.edu
Office Hours: Monday, usually 12:00 p.m.-5:00 p.m., if I’m scheduled the evening shift at the Reference Desk; Tuesday through Friday 9:00 a.m.-4:00 p.m.
Stop by my office or the Reference Desk in person, call, or make an appointment using this scheduling program: http://wichita.libcal.com/appointment/9483

Graduate Teaching Assistant: TBA
Office Location: Ablah Library room 119C
Telephone: (316) 978-3632
Email: risgta@wichita.edu
Office Hours: Monday, Wednesday, and Friday 9:00 a.m.-2:00 p.m.
Tuesday and Thursday 9:00 a.m.-11:30 a.m.

How to use this syllabus
This syllabus provides you with information specific to this course, and it also provides information about important university policies. This document should be viewed as a course overview; it is not a contract and is subject to change as the semester evolves. Any changes to assignments or other related activities will be sent as an announcement to all students via Blackboard.

Academic Honesty
Students are responsible for knowing and following the Student Code of Conduct http://webs.wichita.edu/inaudit/ch8_05.htm and the Student Academic Honesty policy http://webs.wichita.edu/inaudit/ch2_17.htm.

Course Description
This course focuses on each step in the research process, with an emphasis on identifying appropriate sources and critically analyzing information in order to apply it to a research topic. Assignments take students through the steps of preparing a research paper or project including refining a topic, selecting a variety of appropriate sources, and organizing information. The concepts taught in LASI 170 are meant to be transferable and used across disciplines. In order to more thoroughly practice the concepts taught in class, students are encouraged to use topics from research papers in his or her other classes for assignments in LASI 170.

Definition of a Credit Hour
Officially, students in 1 credit hour, 8-week classes should expect to spend a minimum of two hours each week for the duration of the class on instruction and course related activities as well as at least four hours of course work per week.

More typically, students in this class spend 10-30 minutes per week completing the short assignments and quizzes for the upcoming class period. Logs 1 and 2 and the Final Project may each take up to an hour. This will be more or less, depending on your personal experience doing research and reading ability.
Please ask for help if you are spending more than 1½ hours per week on assignments.

Measurable Student Learning Outcomes
Upon successful completion of this course, students will be able to:
- Select relevant and appropriate information sources for a topic.
- Construct an effective search strategy in order to find information on a topic.
- Synthesize and analyze information from different sources in order to create an outline for a research project.
- Identify the parts of a citation and write a bibliography in a recognized citation style.

Readings
This is our list of assigned readings, which are provided in Blackboard.

Other Readings
See the library guide at https://libraries.wichita.edu/lasi170 for more books about research and writing. No textbook is required for this class. Assigned readings are provided.

Class Protocol
You are required to monitor Blackboard and student WSU e-mail account regularly for announcements, course material, and returned/graded assignments. As stated in the “assignments” section, be sure to save your logs and final project so they may be retrieved later.

Important Academic Dates
- Second 8-week spring semester 2018 classes begin October 11, 2018
- Last date to drop second 8-week classes and receive a W instead of F is the end of the 3rd business day after the first day of class, or October 17, 2018
- Fall break runs Saturday, October 13 - Tuesday, October 16 with classes resuming Wednesday, October 17
- Thanksgiving break runs Wednesday, November 21 - Sunday, November 25 with classes resuming Monday, November 26

Find details about refund policies and late fees at https://www.wichita.edu/services/registrar/academic_calendar.php

Grading Scale
In this class, grades are assigned according to the following chart. (Other classes might assign grades differently: Be sure to understand the different grading scales in all of your classes.)

<table>
<thead>
<tr>
<th>GRADE</th>
<th>PERCENTAGE RANGE</th>
<th>POINT RANGE</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90.00% - 100.00%</td>
<td>126 - 140</td>
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<tr>
<td>B</td>
<td>80.00% - 89.99%</td>
<td>112 - 125.9</td>
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<tr>
<td>C</td>
<td>70.00% - 79.99%</td>
<td>98 - 111.9</td>
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<tr>
<td>D</td>
<td>60.00% - 69.99%</td>
<td>84 - 97.9</td>
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<tr>
<td>F</td>
<td>0.00% - 59.99%</td>
<td>0 - 83.9</td>
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Assignments

Class participation and attendance is counted towards your grade.

Quizzes will be found in Blackboard.

Logs will help you evaluate your findings, see your progress throughout the class, and allow me to see how well you understand the research process. There will be designated databases to use for both logs. The instructor will make comments and return it to you. Use instructor comments to improve your research for maximum points on the second log.

Final Project will include a title, a research question or thesis statement, a rough draft or outline of a research paper, and bibliography of citations appropriate for the outline and main topic.

Schedule:

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>ASSIGNMENT</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting your Research</td>
<td>ATTENDANCE</td>
<td>4</td>
<td></td>
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<tr>
<td></td>
<td>Survey</td>
<td>0</td>
<td></td>
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<tr>
<td></td>
<td>Quiz 1: Getting started</td>
<td>10</td>
<td></td>
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<tr>
<td>Research Questions</td>
<td>ATTENDANCE</td>
<td>2</td>
<td></td>
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<tr>
<td></td>
<td>DB: Research Questions</td>
<td>5</td>
<td></td>
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<td></td>
<td>Quiz 2: Search Strategies</td>
<td>10</td>
<td></td>
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<tr>
<td>Relevant Sources</td>
<td>ATTENDANCE</td>
<td>5</td>
<td></td>
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<tr>
<td>Searching (Part 1)</td>
<td>ATTENDANCE</td>
<td>2</td>
<td></td>
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<tr>
<td></td>
<td>DB: Read a Database Record</td>
<td>4</td>
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<tr>
<td></td>
<td>Log 1: SmartSearch</td>
<td>20</td>
<td></td>
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<tr>
<td>Searching (Part 2)</td>
<td>ATTENDANCE</td>
<td>2</td>
<td></td>
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<tr>
<td></td>
<td>DB: A to Z Database List</td>
<td>4</td>
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<td></td>
<td>Log 2: Subject-specific Databases</td>
<td>20</td>
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<td>Outlining</td>
<td>ATTENDANCE</td>
<td>2</td>
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<td>Outlining Worksheet</td>
<td>5</td>
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<td>Citations</td>
<td>ATTENDANCE</td>
<td>2</td>
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<td>Quiz 3: MLA Citations</td>
<td>10</td>
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<td>Wrap-up</td>
<td>ATTENDANCE</td>
<td>3</td>
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<td></td>
<td>Final Project</td>
<td>30</td>
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<td></td>
<td>Course Evaluation</td>
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<td></td>
<td>TOTAL POINTS</td>
<td>140</td>
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Extra Credit
Watch for announcements about extra credit opportunities.

Late Assignments
Make sure you have done all the assignments. Early assignments will help students with basic theory for doing research, which is necessary to understand the more practical research assignments that come later in the course. Although late points may be awarded for late work, it is important to complete all assignments in order to perform your best on later assignments. Also, there are not very many assignments in this class, so missing an assignment will be detrimental to your grade. Contact the instructor for help prioritizing the order of completing late assignments.
Disabilities
If you have a physical, psychiatric/emotional, or learning disability that may impact on your ability to carry out assigned course work, I encourage you to contact the Office of Disability Services (DS). The office is located in Grace Wilkie Hall, room 203, (316) 978-3309 (voice/tty) (316) 854-3032 videophone). DS will review your concerns and determine, with you, what academic accommodations are necessary and appropriate for you. All information and documentation of your disability is confidential and will not be released by DS without your written permission.

Counseling & Testing
The WSU Counseling & Testing Center provides professional counseling services to students, faculty and staff; administers tests and offers test preparation workshops; and presents programs on topics promoting personal and professional growth. Services are low cost and confidential. They are located in room 320 of Grace Wilkie Hall, and their phone number is (316) 978-3440. The Counseling & Testing Center is open on all days that the University is officially open. If you have a mental health emergency during the times that the Counseling & Testing Center is not open, please call COMCARE Crisis Services at (316) 660-7500.

Diversity and Inclusive
Wichita State University is committed to being an inclusive campus that reflects the evolving diversity of society. To further this goal, WSU does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, gender identity, gender expression, marital status, political affiliation, status as a veteran, genetic information or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Executive Director, Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita KS 67260-0138; telephone (316) 978-3186.

Intellectual Property
Wichita State University students are subject to Board of Regents and University policies (see http://webs.wichita.edu/inaudit/ch9_10.htm) regarding intellectual property rights. Any questions regarding these rights and any disputes that arise under these policies will be resolved by the President of the University, or the President’s designee, and such decision will constitute the final decision.

Shocker Alert System
Get the emergency information you need instantly and effortlessly! With the Shocker Alert System, we will contact you by email the moment there is an emergency or weather alert that affects the campus. Sign up at http://www.wichita.edu/alert.

UNIVERSITY POLICIES AND NOTICES: Optional (Hotlinks embedded in most headings)

Accessibility
This course is designed to be welcoming to, accessible to and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

Inclusive Excellence
Wichita State University is committed to achieving “Inclusive Excellence” and institutional strength through curricula, co-curricula, and other practices, which promote and encourage the intermingling of its students, faculty, and staff from different backgrounds, in a challenging intellectual and multicultural climate that is marked by respect and appreciation for the spectrum of human diversity. Visit the websites for Office of Diversity and Inclusion, Student Involvement and International Student Union to find events to foster a better understanding and cooperation among all cultures.
**Heskett Center and Campus Recreation**

Whether you are wanting to be active on campus, relieve the stress from classes or take care of your body, Wichita State Campus Recreation is the place for you. Campus Recreation, located inside the Heskett Center, contributes to the health, education, and development of Wichita State University students, faculty, staff, alumni, and community members by offering quality programs and services. With many programs and facilities which are free to all students and members, Campus Recreation offers its members limitless opportunities. For more information about our services see [http://webs.wichita.edu/heskett](http://webs.wichita.edu/heskett).

**Student Advocate**

This position is appointed by Student Government Association. This person provides the WSU community with information and assistance to resolve intra-campus conflicts, disputes and grievances. Please first attempt resolution directly with the parties at issue before contacting the student advocate for assistance.

**Student Health Services**

WSU’s Student Health clinic is located in 209 Ahlberg Hall. Hours are 8:00 a.m. to 7:00 p.m. (8:00 a.m. to 5:00 p.m. on Fridays), though the clinic may be closed occasionally on Wednesdays from noon to 1:30 p.m. The telephone number is (316) 978-3620. In addition to outpatient and preventive care (including immunizations, a prescription service, and testing/counseling for sexually transmitted infections), Student Health can handle minor injuries. All services are confidential. For more information see [http://www.wichita.edu/studenthealth](http://www.wichita.edu/studenthealth).

**Student Success**

Students are responsible for knowing and following the Student Code of Conduct at [http://webs.wichita.edu/inaudit/ch8_05.htm](http://webs.wichita.edu/inaudit/ch8_05.htm) and the Student Academic Honesty policy at [http://webs.wichita.edu/inaudit/ch2_17.htm](http://webs.wichita.edu/inaudit/ch2_17.htm). The Office of Student Success defines “success” broadly: learning, earning good grades, staying in school, graduating in a timely fashion and being satisfied with the WSU experience. Use SS for tutoring and other academic support.

**University Libraries**

University Libraries provides many services, including group and private study space, workshops, and interlibrary loan. Collections are in print and digital formats, and include books, articles, videos and many other formats. Many types of technical services are also available, including computers, printing, faxing, scanning, sound booth, multiple OS, media design software and other equipment and software Ask a librarian about additional collections and services.