LASI 170 Introduction to Library Research - Online
Generic Syllabus

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: rsgta.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. Consider this document a course overview. It is not a contract and it is subject to change as the semester evolves. Changes to assignments or other information provided in the syllabus will be sent as an announcement from Blackboard.

Academic Honesty
Students are responsible for knowing and following
- Student Code of Conduct http://webs.wichita.edu/inaudit/ch8_05.htm
- 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
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. Please ask for help if you are spending more than 3 hours per week on course materials and homework.

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.

**Required Readings**

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


**Other Readings**

See the library guide at [http://libresources.wichita.edu/lasi170](http://libresources.wichita.edu/lasi170) for more books about research and writing. No textbook is required for this class. Assigned readings are provided.

**Other Equipment/Materials**

Online students are required to have access to a functioning laptop or PC with internet capabilities. This laptop or computer must have Microsoft Word or a compatible word processing program. If you do not have Microsoft Word on your PC or Laptop, Wichita State does provide free access to Microsoft Office 365 for students. Follow the instructions below to get Microsoft Office:

1. Log in to MyWSU
2. Click on Office 365 located on the “Home” tab
3. Follow the Office 365 wizard instructions

**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.

**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>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90.00% - 100.00%</td>
<td>126 - 140.0</td>
</tr>
<tr>
<td>B</td>
<td>80.00% - 89.99%</td>
<td>112 - 125.9</td>
</tr>
<tr>
<td>C</td>
<td>70.00% - 79.99%</td>
<td>98  - 111.9</td>
</tr>
<tr>
<td>D</td>
<td>60.00% - 69.99%</td>
<td>84  - 97.9</td>
</tr>
<tr>
<td>F</td>
<td>0.00% - 59.99%</td>
<td>0  - 83.9</td>
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</tbody>
</table>

**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

Schedule of Coursework

<table>
<thead>
<tr>
<th>Unit/Lesson</th>
<th>Date Unit Opens</th>
<th>Topics, Readings, Assignments, Deadlines</th>
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</thead>
<tbody>
<tr>
<td>1: Starting your Research</td>
<td></td>
<td>Survey (extra credit points)/Due 10/21</td>
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<tr>
<td></td>
<td></td>
<td>Material Types tutorial</td>
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<td></td>
<td></td>
<td>Evaluating Sources tutorial</td>
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<tr>
<td></td>
<td></td>
<td>Lecture: Research Strategies</td>
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<td></td>
<td></td>
<td>Reading 1: Badke</td>
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<td></td>
<td></td>
<td>Discussion Board (DB): Coffee Shop/Due 10/21</td>
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<td></td>
<td></td>
<td>DB: Research Process/Due 10/21</td>
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<tr>
<td></td>
<td></td>
<td>Quiz 1 Getting Started/Due 10/28</td>
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<tr>
<td>2: Search Strategies</td>
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<td>Reading 2: Quaratiello</td>
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<td></td>
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<td>Asking the Right Questions tutorial</td>
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<td>Choosing Keywords tutorial</td>
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<td>Advanced Search Techniques tutorial</td>
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<td></td>
<td></td>
<td>DB: A Good Research Question/Due 10/28</td>
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<tr>
<td></td>
<td></td>
<td>Quiz 2 Search Strategies/Due 11/04</td>
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<td></td>
<td></td>
<td>DB: SmartSearch/Due 11/04</td>
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<tr>
<td>3: Finding Articles</td>
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<td>Log 1: SmartSearch/Due 11/11</td>
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<td></td>
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<td>DB: Subject-specific Library Databases/Due 11/11</td>
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<td></td>
<td></td>
<td>Log 2: Any subject-specific library database/Due 11/18</td>
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<tr>
<td>4: Citations</td>
<td></td>
<td>Citation Tutorial in MLA Style</td>
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<td></td>
<td></td>
<td>MLA or APA style citation handouts and websites (choose handouts for MLA or APA for use in the Final Project)</td>
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<td></td>
<td></td>
<td>DB: Relevant Sources/Due 11/18</td>
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<tr>
<td></td>
<td></td>
<td>Quiz 3 Citing sources in MLA Style/Due 11/25</td>
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<tr>
<td>5: Outlining</td>
<td></td>
<td>View website “Developing an Outline” (3 pages) by Purdue OWL</td>
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<td></td>
<td></td>
<td>DB: Search Engines/Due 11/25</td>
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<td></td>
<td>Final Project/Due 12/02</td>
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<td></td>
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<td>Course Evaluation/Due 12/06</td>
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Assignments

*Class participation* topics cover understanding, analysis and application of basic research concepts

*Tutorials* are online with links provided in Blackboard

*Quizzes* will be found in Blackboard and are based on the tutorials

*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.

**Assignment Points**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Description</th>
<th>Points</th>
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<tbody>
<tr>
<td>Discussion Board Posts</td>
<td>6 forums worth 5-10 points each</td>
<td>40</td>
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<tr>
<td>Quizzes</td>
<td>3 quizzes worth 10 points each</td>
<td>30</td>
</tr>
<tr>
<td>Logs</td>
<td>2 logs worth 20 points each</td>
<td>40</td>
</tr>
<tr>
<td>Final Project</td>
<td>1 project</td>
<td>30</td>
</tr>
<tr>
<td><strong>TOTAL POINTS</strong></td>
<td></td>
<td><strong>140</strong></td>
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</table>

**Extra Credit**
Watch for announcements about extra credit opportunities.

**Late Assignments**
Make sure you have done all the assignments. Early assignments 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 partial 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.

**UNIVERSITY POLICIES AND NOTICES: Required** (Note embedded hotlinks in all headings)

**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. 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. LOCATION: room 320 of Grace Wilkie Hall; (316) 978-3440.

**Disabilities**
Contact the Office of Disability Services if you have a physical, psychiatric/emotional, or learning disability that may affect your ability to carry out assigned course work. A consultation with you will determine what academic accommodations are necessary and appropriate. All information and documentation of your disability is confidential and not released without your written permission. LOCATION: Grace Wilkie Hall, room 203, (316) 978-3309 (voice/tty) (316) 854-3032 videophone.

**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](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.

**Adult Learning**
The Office of Adult Learning provides information about financial aid and scholarships, career options, and other assistance for adult learners. A study room with computers and a printer is available.

**Concealed Carry Policy**
The Kansas Legislature has legalized concealed carry on public university campuses. Guns must be out of view, concealed on the body of the carrier, or backpack, purse or bag that remains in the immediate control of the carrier. Gun owners must familiarize themselves with [WSU’s Concealed Carry Policy](http://www.wichita.edu/alert) and the [Kansas Board of Regent’s policy](http://www.wichita.edu/alert). If you believe that there has been a violation of this policy, please contact the University Police Department at 316 978-3450.

**Diversity and Inclusion**
The Office of Diversity and Inclusion aims to cultivate and sustain an inclusive campus. They provide programming, academic and financial support, and other opportunities for students interested in multiculturalism and diversity. Sign up for their weekly newsletter.

**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](http://www.wichita.edu/alert), [Student Involvement](http://www.wichita.edu/alert) and [International Student Union](http://www.wichita.edu/alert) to find events to foster a better understanding and cooperation among all cultures.

**International Education**
The Office of International Education helps new and potential undergraduate and graduate international students with enrollment, opportunities for financial assistance, peer support, and the Intensive English Language Center which offers additional support. Study abroad and exchange programs are coordinated through this office.

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

**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.

**Student Success**
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.