

COLLEGE *of* CHARLESTON  
LIB105  
Electronic Resources for Research (1)  
Summer 2009

**Instructor:** Jannette L. Finch

**Physical Office:** College of Charleston North  
Campus and Lowcountry Graduate Center, Room  
112B

**Phone:** 843.760.5860

**Fax Number:** 843.953.7454

**E-mail:** [finchj@cofc.edu](mailto:finchj@cofc.edu) (put **lib105** in subject  
line)

**Website:**

<http://www.cofc.edu/~lgclibrary/LIB105/index.html>

Visit this website and make sure you can view the  
welcome module. Download any missing plugins.

**Classroom:** Online

**Class Meeting Times:** Online

**Virtual Office hours:** 11-12 EST,  
M-F

**Off-campus access:** You need to  
make sure you can access  
CougarTrail and the electronic  
databases using your CofC ID  
number.

**Drop/Add Date:** The last day to  
withdraw "W" June 12.

## PRIMARY CONTENT

### Course Description:

This online course concentrates upon theory and application of electronic information resources for research purposes. These sources will include online library systems, computerized indexes/abstracts, and the Internet. Some basic knowledge and understanding of library research is assumed.

### Objectives:

Upon successful completion of this course, the student should be able to navigate comfortably in an information-rich environment using select web 2.0 applications and be able to retrieve and critically evaluate various information resources. The student should be able to develop a sound search strategy for any future research endeavors .

### Required Reading Materials:

No textbook purchase necessary. All assigned reading will be provided by the instructor.

### Technology Tools

We will be using a variety of technology tools for this course, as working comfortably in a Web 2.0 environment is a major component of life today. You will not be required to buy anything to use these tools; select tools we will just visit for exposure to the technology. Technology tools we will see in this course include:

- VoiceThread (allows comments on pictures or video)
- Blog (Wordpress)
- Wiki (pbwiki)
- Tagging (delicious)
- Mindmap (mindmeister)

### **Skills Emphasized:**

- Use brainstorming techniques to develop research topics
- Be comfortable with using web 2.0 tools to communicate
- Construct searches and find resources using the invisible web and the visible web.
- Critically evaluate resources found on the Internet, in the library and within subscription indexes and databases.

## **ONLINE EXPECTATIONS**

### **Instructor Expectations:**

I am available for answering questions during posted virtual office hours. I will answer emails usually within 48 hours. I will not check email over the weekends, so plan accordingly. I will return graded work within 1 week of the submission due date.

If you have course related problems, please contact me immediately.

If you have technical problems , please contact the Student Computing Support Desk at 843.953.5457 or email [StudentComputingSupport@cofc.edu](mailto:StudentComputingSupport@cofc.edu). Check for computing downloads and tutorials at <http://www.cofc.edu/it/helpdesk/students/>

The instructor has the right to modify and/or change the course syllabi with reasonable notification to students.

### **Student Expectations:**

The asynchronous online format allows self-motivated, task-driven students the flexibility to complete undergraduate level coursework. Because this course relies heavily on daily interaction with others, students must have access to a working computer with internet access throughout the course. **\*Computer failure/unavailability does not constitute an excuse for not completing assignments by the due date.**

### **Student Code of Conduct:**

Students enrolled in courses at the College of Charleston must adhere to the student code of conduct and honor code. Refer to [Student Handbook: A Guide to Honorable Conduct](http://www.cofc.edu/studentaffairs/general_info/studenthandbook.html) <[http://www.cofc.edu/studentaffairs/general\\_info/studenthandbook.html](http://www.cofc.edu/studentaffairs/general_info/studenthandbook.html)>or the [Office of Student Affairs](http://www.cofc.edu/studentaffairs/index.html) < <http://www.cofc.edu/studentaffairs/index.html>>for additional information.

**Students with Disabilities:**

Students with a documented disability requesting accommodations in this course must be registered with the Center for Disability Services

< <http://www.cofc.edu/~cds/>> and must discuss needed accommodations within the first two days of summer semester or immediately after obtaining an access plan.

**Emergency Closing/Inclement Weather Information:**

(for an online course, this affects web access)

Emergency Information Website; <http://www.cofc.edu/emergency/index.html>

Emergency Information Hotline: 843.725.7246

## COURSE REQUIREMENTS

**WebCT** <<https://webct.cofc.edu>> is the current College of Charleston Course Management System (CMS) or Learning Management System (LMS). Although we will be using lots of different applications, consider WebCT as the main stop on the LIB105 tour. Go to WebCT if you have any confusion.

Please read the **Viewing/Reading Modules** and **Assignment Modules** carefully. Active participation in module activities is a major requirement of this course. Plan to spend at least 3 hours per week on this course. All modules lead to the final assignment. Don't fall behind!

Please see the course schedule for due dates.

Use proper netiquette and grammar and respect the opinions of others when posting responses and comments in any of our online activities. The instructor reserves the right to delete inappropriate responses.

## COURSE ASSIGNMENTS

**Refer to the course schedule for due dates and timelines.**

**Participation, Quizzes or Unit Assignments (25%):** Each module contains assignments (includes participation in discussions, written assignments and readings). The lowest grade will be dropped for final grading.

**Midterm Research Project (20%):** Annotated Bibliography

**Exam (20%):** Students will complete one exam. Exam is open-computer, open-note, and should be completed ONLY by the student of record, without the assistance of others.

**Final Research Project (35%):** Everything lead to the final assignment, which will be a "portal" of your choice holding the best resources you have discovered in this course. The idea is to build a repository using whatever application you are most comfortable with, to add to and refer to while you are a College of Charleston student, in your

graduate career, or on the job. The specific assignment instructions are in the **LIB105 WebCT course >Final Project**.

**Extra Credit: 1 point each**

**Total points: 100**

<b>Letter Grade</b>		<b>Quality Points</b>
<b>A</b>	<b>Superior</b>	<b>4.00</b>
<b>A-</b>		<b>3.70</b>
<b>B+</b>	<b>Very Good</b>	<b>3.30</b>
<b>B</b>	<b>Good</b>	<b>3.00</b>
<b>B-</b>		<b>2.70</b>
<b>C+</b>	<b>Fair</b>	<b>2.30</b>
<b>C</b>	<b>Acceptable</b>	<b>2.00</b>
<b>C-</b>		<b>1.70</b>
<b>D+</b>		<b>1.30</b>
<b>D</b>	<b>Barely Acceptable, Passing</b>	<b>1.00</b>
<b>D-</b>		<b>0.70</b>
<b>F</b>	<b>Failure</b>	<b>0.00</b>
<b>WA</b>	<b>Withdrawn Excessive Absences</b>	<b>0.00</b>
<b>XF</b>	<b>Failure due to Academic Dishonesty</b>	<b>0.00</b>

**\*\*Note:** in the Assignments, I will designate **Public** or **Instructor Only**. Public means what you post will be viewable to your classmates. Instructor Only means only I see your assignment.

**\*\*Assignments Due.** All Assignment are due by Sunday 12:00AM (midnight) the day before the next module begins. This course movies VERY quickly with a lot of material. **Don't fall behind!**

**I will not be available to help you complete your assignments over the weekends, so start on assignments during the week, if you are going to need my help.**

You will have lots more fun if you don't wait until the last minute to do the assignments. I suggest just setting a day and a time to "attend" the class, just as if you are going to a physical class.

## COURSE SCHEDULE

---

### Module 1 – Week beginning June 2

#### Learning Objectives:

- Read your course syllabus
- Understand your final project
- Understand how to navigate the course
- Get to know your classmates

#### Computer Tests:

Go to <http://www.cofc.edu/~lgclibrary/LIB105/index.html>

**You will need to download some free applications and run some tests to make sure you can access all class content.**

#### Viewing/Reading

- 1) **Welcome to LIB105**  
Orientation to course  
Explanation of syllabus
- 2) **The Big Picture: Your Final Assignment**
- 3) **The Purpose of Research**
- 4) **Types of Libraries**
- 5) **Classification Systems**  
Library of Congress to Dewey
- 6) **Library Tours**
- 7) **Selecting a Topic**

#### TechTools Orientation: VoiceThread

#### Assignments (All due by midnight June 7)

- 1) **Pretest.** This is not graded. It is for informational purposes only, but please take it!  
Located within **WebCT>Quizzes**  
**(Instructor Only)**
- 2) Find your **LIB105 class in WebCT.** Read the **syllabus** and **Assignments>Module 1** (I can track when you access the Assignments, so make sure and do this—this counts for your participation grade). **(Instructor Only)**
- 3) **VoiceThread Assignment.** Tell us about yourself. In an online class, it is important that we still get to know each other. Instructions are within WebCT >Assignments > Module 1. **(Public)**

4) **Brainstorming Exercise.** Located within WebCT>Assignments> Module 1> Selecting a Topic. (**Public**)

---

## **Module 2 - Week beginning June 8**

### **Learning Objectives:**

- Be able to form a thesis statement
- Identify keywords
- Construct a search
- Understand how to find resources to begin the research process

### **Viewing/Reading**

- 1) **Discussion: Brainstorming Activity Results (use WebCT Discussion)**
- 2) **The Research Process**
- 3) **Forming a thesis statement**  
Identifying keywords
- 4) **Invisible web vs. visible web**  
**Demos of Research resources**

#### **Sources, Primary and Secondary**

Finding Books and Reference Materials  
College of Charleston Catalog  
PASCAL catalog  
WorldCat

#### **Sources, Finding Journal Articles**

**Other sources:** film, microform, newspapers

#### **5) Searching Techniques**

Boolean searching, proximity  
Scholarly vs. Popular  
Peer reviewed materials

#### **6) Citation Styles**

The importance of citations, scholarly community  
Intro to citation styles

**TechTools Orientation: Mindmap (<http://www.mindmeister.com/>) and Wiki (<http://pbwiki.com/personal.wiki>)**

## **Assignments (All due by midnight June 14)**

- 1) Writing your thesis statement and forming keywords (**Public or Instructor only-your choice**)
- 2) Searching and Citation Exercise (**Public or Instructor only-your choice**)

**Extra Credit** (located in WebCT> Extra Credit): Read *Brian's Top 10 Things First-Year Students Should Know about Using College Libraries to Do Research*.

**Comment:** Since most of you are seniors, do you agree or disagree? Write your own Top Ten Guide to College Level Research and post in **WebCT>Discussion>Extra Credit (Public)**

---

## **Module 3 - Week beginning June 15**

### **Learning Objectives**

- Rock the databases
- Read and interpret bibliographic citations
- Understand plagiarism and how to avoid it
- Understand the purpose of an annotated bibliography
- Understand how to get resources using interlibrary loan

### **Viewing/Reading**

#### **1) More on Searching**

Tracking Sources

Setting up Folders, Setting up Alerts

#### **2) Interpreting bibliographic citations**

#### **3) Plagiarism and How to Avoid It**

#### **4) Annotated Bibliography**

#### **5) Library Services**

Document Delivery/Interlibrary Loan

PASCAL

Ask a Librarian

#### **6) Reminder, Your Final Assignment**

## **Tech Tools Orientation: Blog, Tagging**

### **Assignments (All due by midnight June 21—Happy Father's Day)**

- 1) EBSCO database assignment (**Public**)
  - 2) Database Presentation (**Public**)
  - 3) Interlibrary Loan @ Local Library Assignment (**Public**)
  - 4) Annotated Bibliography (**Public or Instructor only, depending on your application choice**)
- 

## **Module 4 - Week beginning June 22**

### **Learning Objectives**

- Learn function of various search engines
- Understand that research is a life-long endeavor
- Learn to distinguish quality websites from questionable websites
- Make Google scream!

### **Viewing/Reading**

#### **1) Search Engine Watch**

#### **2) Real World Research**

Comparison shopping, legal research, medical research

#### **3) Making Google Work for You**

#### **4) Evaluating WebSites**

### **Assignments (All due by midnight June 28)**

- 1) Do a favor for a friend or relative (**Public or Instructor Only-your choice**)
  - 2) Set up an Alert for your topic using Google (**Public**)
  - 3) Website Evaluation Exercise (**Instructor Only**)
  - 4) Tech Tool Choice for Final Assignment (**Instructor Only**)  
**Email your choice to me using WebCT email. Subject line:  
Finch\_tech\_choice**
  - 5) QUIZ Open note, open book (**Instructor Only**)
-

## Module 5 - Week beginning June 29

### Learning Objectives

- Be thankful you live in today's world with more information, not less!
- Create a portal useful to you after this course if finished.

### Viewing/Reading

1) **Old School: Field trip to resources of yesteryear.**

### Assignments

- 1) Evaluation of your instructor (Online Evaluation dates: TBA)
- 2) Chat Session: Lingering Questions? Feedback on Final Project **Date TBA**
- 3) **Final Project: DUE JULY 2 (Public or Instructor Only-your choice)**

**Extra Credit** Visit your local library and familiarize yourself with one of their finding aids. This could be a paper resource, like *Readers Guide to Periodical Literature*, or a pathfinder explaining a database similar to the ones we explored. Find one resource or citation using that resource related to your topic. Post a narrative description of your experience and your finding in **WebCT>Discussion>Extra Credit (Public)**