LASI 170: Introduction to Library Research
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 1 hour per week reading the material, viewing videos and other types of instruction materials. Also, logs, quizzes, discussion board posts and other assignments typically take an additional hour per week. 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 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 Texts/Readings Textbook
This is our list of assigned readings, which are provided in Blackboard.

Other Readings
See the library guide at http://libresources.wichita.edu/lasi170/ap for more books about research and writing. No textbook is required for this class. Assigned readings will be 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.

Grading Scale
WSU uses a +/ - grading scale for final grades and to calculate grade point averages. 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>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93.00% - 100.00%</td>
<td>93 - 100.0</td>
<td>A</td>
</tr>
<tr>
<td>A-</td>
<td>90.00% - 92.99%</td>
<td>90 - 93.0</td>
<td>A-</td>
</tr>
<tr>
<td>B+</td>
<td>87.00% - 89.99%</td>
<td>87 - 90.0</td>
<td>B+</td>
</tr>
<tr>
<td>B</td>
<td>83.00% - 86.99%</td>
<td>83 - 87.0</td>
<td>B</td>
</tr>
<tr>
<td>B-</td>
<td>80.00% - 82.99%</td>
<td>80 - 83.0</td>
<td>B-</td>
</tr>
<tr>
<td>C+</td>
<td>77.00% - 79.99%</td>
<td>77 - 80.0</td>
<td>C+</td>
</tr>
<tr>
<td>C</td>
<td>73.00% - 76.99%</td>
<td>73 - 77.0</td>
<td>C</td>
</tr>
<tr>
<td>C-</td>
<td>70.00% - 72.90%</td>
<td>70 - 72.9</td>
<td>C-</td>
</tr>
<tr>
<td>D+</td>
<td>67.00% - 69.99%</td>
<td>67 - 70.0</td>
<td>D+</td>
</tr>
<tr>
<td>D</td>
<td>63.00% - 66.99%</td>
<td>63 - 67.0</td>
<td>D</td>
</tr>
<tr>
<td>D-</td>
<td>60.00% - 62.99%</td>
<td>60 - 63.0</td>
<td>D-</td>
</tr>
<tr>
<td>F</td>
<td>0.00% - 59.99%</td>
<td>0 - 60.0</td>
<td>F</td>
</tr>
</tbody>
</table>
Assignments

*Class participation* in the discussion board will count toward 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.

<table>
<thead>
<tr>
<th>Assignments:</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Board</td>
<td>30</td>
</tr>
<tr>
<td>6 forums worth 5 points each</td>
<td></td>
</tr>
<tr>
<td>Quizzes</td>
<td>30</td>
</tr>
<tr>
<td>3 quizzes worth 10 points each</td>
<td></td>
</tr>
<tr>
<td>Logs</td>
<td>20</td>
</tr>
<tr>
<td>2 logs worth 10 points each</td>
<td></td>
</tr>
<tr>
<td>Final Project</td>
<td>20</td>
</tr>
<tr>
<td>Total points</td>
<td>100</td>
</tr>
</tbody>
</table>

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.

Important Academic Dates

For spring semester 2016, classes begin March 10, 2016, and end May 5, 2016. The last date to drop an 8-week class and receive a W (withdrawn) instead of F (failed) is the end of the 3rd business day after the first day of class, or March 14, 2016. Find details about refund policies and late fees at [http://webs.wichita.edu/?u=tuitionfees&p=/2016/policies/#i](http://webs.wichita.edu/?u=tuitionfees&p=/2016/policies/#i).

UNIVERSITY POLICIES AND NOTICES: Required (Hotlinks embedded in all headings)

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 Annex, room 150, (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](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)*

**Email Forwarding**
The Mail Forwarding setting is found under the Options and Settings tab of Student Email as found in your myWSU portal. Select Enable Forwarding to automatically send a copy of every message you receive to the email addresses mentioned in the Mail Forwarding list. Please uncheck “do not leave copy on server” so duplicates do not occur. Be sure to test that it works properly and call (316) 978-HELP (4357) if needed.

**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/hseskett](http://webs.wichita.edu/hseskett).

**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 Friday).
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**
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 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.

**Schedule of Coursework**

<table>
<thead>
<tr>
<th>Unit</th>
<th>Date Unit Opens</th>
<th>Topics, Readings, Assignments, Deadlines</th>
</tr>
</thead>
</table>
| 1  Starting your Research | March 10, 2016 | • Survey (extra credit points)  
• EMPOWER tutorial and Quiz 1  
• Lecture: Research Strategies (with “The Research Process” handout)  
• Reading 1: Turabian  
• Discussion Board (5 points) |
| 2  Search Strategies     | March 25, 2016  | • Reading 2: Quaratiello  
• EMPOWER tutorial and Quiz 2  
• Choosing your Topic (10 points)  
• U.C. video “Peer review in 5 Minutes”  
• CAARP Test Handout  
• Discussion Board (5 points) |
| 3  Finding Articles   | April 1, 2016   | • Reading 3: chapter 1 “Database Searching” by Badke  
• Videos and help found on the SmartSearch library guide  
• Log 1: SmartSearch (10 points)  
• Log 2: any subject-specific library database (10 points)  
• Discussion Board (5 points) |
| 4  Citations         | April 8, 2015   | • Reading 4: chapter 8 “You need to improve your referencing” by Neville  
• Quiz 3 How to Read a Citation (10 points)  
• MLA or APA style citation handouts and websites (choose handouts for MLA or APA)  
• Discussion Boards (10 points) |
| 5  Outlining         | April 22, 2015  | • View website “Developing an Outline” (3 pages) by Purdue OWL  
• Final Project (20 points)  
• Discussion Board (5 points) |
LASI 170: Introduction to Library Research  Fall 2014

Instructor
Melissa Mallon
Department: Wichita State University Libraries
Email: melissa.mallon@wichita.edu
Phone: 316.978.5077
Office: 122E Ablah Library
Virtual (via chat or Skype) & In-Person Office Hours:
Monday 9:00-10:00 am & Tuesday 2:00-3:00 pm or by appointment.

Course Description & Objectives
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 will 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 their other classes for assignments in LASI 170.

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.

My Teaching Philosophy
I view learning as a connected process. Not only are we all learning individually, everyday, we're also learning from one another. Research is very much the same - you can do a lot of the work on your own, but never forget how much you can learn from others. Communication and engagement is very important in learning, especially in online courses, so I expect you to stay involved in the course. There will be opportunities for engaging with your classmates,
and I expect you to take advantage of these chances to learn about research from your peers’ perspectives. I want this course to be as useful to you as possible, so please stay in contact and let me know if you have questions or suggestions about the course content. I’m here to help you any way I can!

Policies

1. When it’s due, it’s due. Since this is only an 8-wk course, we’re on a tight schedule. Let me know right away if there are extenuating circumstances, or you feel yourself falling behind.

2. Participation is required. You'll gain the most by collaborating and engaging in discussions about the research process with your classmates.

3. Ask questions! If there is something you don’t understand, don’t agree with, or would like to explore more thoroughly, let’s talk!

Academic Integrity

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.

Special Needs

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 Annex, room 150, (316) 978-3309 (voice/tty). 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.

Time Commitment

Please plan to spend about one hour per week reading the material and viewing videos or any instructional materials. Discussion board posts and assignments should take an additional hour per week. This will be more or less, depending on your experience level doing research activities. Please let me know as soon as possible if you are having difficulty keeping up with the course activities.

Grading Scale

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td>20</td>
</tr>
<tr>
<td>Module 1</td>
<td>15</td>
</tr>
<tr>
<td>Module 2</td>
<td>15</td>
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<tr>
<td>Module 3</td>
<td>15</td>
</tr>
<tr>
<td>Module 4</td>
<td>15</td>
</tr>
<tr>
<td>Final Project</td>
<td>25</td>
</tr>
<tr>
<td>TOTAL POINTS</td>
<td>100</td>
</tr>
</tbody>
</table>
90-100% = A
80-89% = B
70-79% = C
60-69% = D
59% and below = F

Course Schedule (subject to changes)

Module 1 (weeks 1-2) : Getting Started on Research
• The research process
• Topic development & background information
• Concept mapping
Assignment: Create a concept map for your topic.

Module 2 (weeks 3-4) : Finding Quality Sources
• Peer review
• Discipline-specific sources
• Academic search tools (SmartSearch, article databases, books)
Assignment: Find at least 3 scholarly articles and 1 book related to your topic.

Module 3 (weeks 5-6) : Critical Thinking & Ethics in Research
• Evaluating sources
• Avoiding plagiarism
• Citing sources
Assignment: Compile an annotated bibliography for the sources you found in module 2.

Module 4 (weeks 7-8) : Putting It All Together
• Synthesizing information
• Outlining
Assignment: Construct an outline for your topic and work on the final project.
Assignment Overviews

The modules will become available on Blackboard as we proceed throughout the course. Details on all assignments will be in Blackboard, either in the corresponding module folder or in its own section. Each module builds upon the previous one, culminating in a final project that pulls it all together.

Participation - Class participation will be graded throughout the 8 weeks via responses in the discussion forum and interaction with classmates (to earn full participation points, you'll need to not only post your own reflections but comment on others’ experiences as well). I'll look for thoughtful responses: quality over quantity! (20 points)

Module 1 - Create a concept map for your topic. Your map should include both potential search terms and synonyms. (15 points) Due - Oct 23

Module 2 - Find four sources (3 articles and 1 book) for your topic using the research tools we discuss. You will complete a worksheet that explains where you found your sources. (15 points) Due - Nov 6

Module 3 - An annotated bibliography is a list of sources and a brief summary/explanation of each source. For your annotated bibliography, format the sources you find in module 2 in a proper citation style (use either MLA or APA; please indicate which style you are using). Also include 2-3 sentences about the quality of the source and why you feel it fits your topic. (15 points) Due - Nov 20

Module 4 - Create an outline for a potential research paper for your topic (you won't actually write a paper!). The outline will be based on the sources you found and evaluated in modules 2 and 3. Your outline will help organize your thoughts for your final project that reflects on how your sources help support your topic. (15 points) Due - Dec 2

Final Project - Your final project is a creative chance to put together everything you've done in this course. It should incorporate everything you learned in the module assignments and in the discussion forum. Think of this as a final reflection on the research process - let your fellow students and I know what you've learned this semester and how the strategies you employed affected your research and will in the future. The way you present this information is up to you. You can create a video, a podcast, a Prezi or PowerPoint presentation, or even a graphic novel (more information is in Blackboard). The rubric in Blackboard will provide more information on criteria for the project and how you will be graded. (25 points) Due - Dec 4

Extra Credit - There may be extra credit awarded throughout the course. Keep an eye out on the Blackboard announcements for extra credit opportunities.