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LASI 170 Introduction to Library Research

Item Type	Accreditation document
Authors	Wichita State University;University Libraries
Publisher	Wichita State University
Download date	2026-05-16 15:09:15
Link to Item	https://soar.wichita.edu/handle/10057/22962



HLC Accreditation 2020-2021

Evidence Document

Wichita State University

University Libraries

LASI 170 Introduction to Library Research

Additional information: See more information on the University Libraries' web page:
<https://libraries.wichita.edu/c.php?g=119864&p=7781123> (accessed April 16, 2021).

LASI 170 Introduction to Library Research

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Angela Paul



Angela Paul

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Social:**Subjects:**

Engineering, Women &
Gender Studies

About LASI 170 Introduction to Library Research[Introduction](#)[Learning Outcomes](#)[Definition of a Credit Hour](#)**About the Instructor**

LASI 170 Introduction to Library Research is a practical, applied class with lifelong rewards. Research skills are used as a student, as a professional, and as a consumer.

This 1-credit 8-week 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. Register for classes through the myWSU portal.

This library guide includes information found on the syllabus and some course materials easily transferable to a web page. Course content is actually in Blackboard.



LASI 170 Introduction to Library Research – Online Spring 2021 CRN 21619 (2nd 7-week Session)

Instructor:	Angela Paul
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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

How to use this syllabus

This syllabus provides you with information specific to this course as well as important university policies. Consider this document a course overview. It is not a contract and 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. NOTE: links are embedded in this document.

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. Concepts taught in LASI 170 are meant to be transferable and used across disciplines. To practice these concepts more thoroughly, students are encouraged to use topics from research papers in their other classes for assignments in LASI 170.

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 so as 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.

Academic Honesty

Students at Wichita State University are expected to uphold high academic standards. WSU will not tolerate a lack of academic integrity. Students are responsible for knowing and following the [Student Code of Conduct](#) and the [Student Academic Integrity policy](#). When the instructor determines sanctions are warranted for violations of academic integrity, regardless of severity, the instructor must report the infraction to the Office of [Student Conduct and Community Standards](#), which follows the process shown on this flow chart. Visit [SCCS](#) for additional information.

Class Protocol

You are required to monitor Blackboard and student WSU e-mail account at least every other day (daily is recommended) 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.

Contact Policy

Email communication is preferred and using the email tool in Blackboard is best. However, feel free to call or Zoom if that works best for you.

- Create a relevant subject line to your emails. Add some word or short phrase appropriate to the topic.
- If you email direct (not through Blackboard) please add the course number (**LASI 170**) in the subject line of the email.
- Remember to sign your name to emails, especially if you email direct and your full name or current name is not included in your email account.
- Zoom meetings, phone meetings, and in-person meetings may be arranged through the scheduler as indicated under Office Hours above. Emails are more likely to be answered after 5PM than other types of communication.

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.

Hardware/Software

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. Written assignments uploaded into Blackboard must be completed with MS Word or compatible software. If you would like Microsoft Word for your PC or Laptop, Wichita State provides free access to Microsoft Office 365 for students. Find links to downloading Office 365, Zoom, and other software as well as tutorials are located on the ITS [WSU Student Resources page](#).

Readings

All readings are provided in Blackboard and come from this open access textbook:

Hisle, David and Katy Webb. [Information Literacy Concepts: An Open Educational Resource](#). Joyner Library, East Carolina University, 2017.

Other Readings

See the library guide at <http://libresources.wichita.edu/lasi170> for more books about research and writing.

Technical Issues

The most typical culprit for Blackboard display errors is using an incompatible browser. Follow browser recommendations and other technical guidelines as announced on the Blackboard homepage, the page you first see after logging into BB. Find **Technology Assistance** under University Policies below if you need additional help.

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 the instructor 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

Discussion Board Posts	6 forums worth 5-10 points each	45
Quizzes	3 quizzes worth 10-12 points each	32
Logs	2 logs worth 20 points each	40
Final Project	1 project	30
TOTAL POINTS		147

Extra Credit

Watch for announcements about extra credit opportunities. They will be available for a limited time.

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 your classes.)

GRADE	PERCENTAGE RANGE		POINT RANGE	
A	90.00%	100.00%	132.3	147.0
B	80.00%	89.99%	117.6	132.2
C	70.00%	79.99%	102.9	117.5
D	60.00%	69.99%	88.2	102.8
F	0.00%	59.99%	0	88.1

Late Assignments

Make sure you do all assignments. Assignments early in the course 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 to perform your best on later assignments. There are not many assignments in this class, so missing even one assignment could be detrimental to your grade. Contact the instructor for help prioritizing the order of completing late assignments.

Schedule of Coursework

<u>Unit/Lesson</u>	<u>Date Unit Opens</u>	<u>Topics, Readings, Assignments, Deadlines</u>
1: Starting your Research	3/22/2021	Survey (extra credit points) Due 3/28 Lecture 1: Introduction to LASI 170 Reading 1: chapters 3 and 5 Discussion Board (DB): Coffee Shop (extra credit points) Due 3/28 DB: Research Process (5 points) Due 3/28 Tutorial: Types of Sources Tutorial: Intro to Finding Books and Articles Quiz 1 Getting Started (10 points) Due 4/04
2: Search Strategies	3/26/2021	Reading 2: Chapter 4 Tutorial: Choosing Search Words Tutorial: How to Create an Excellent Research Question Tutorial: Search Tips and Tricks DB: A Good Research Question (10 points) Due 4/04 DB: SmartSearch (10 points) Due 4/11 Quiz 2 Search Strategies (12 points) Due 4/11

3: Finding Articles	4/02/2021	Log 1: SmartSearch (20 points) Due 4/18 DB: Subject-specific Library Databases (10 points) Due 4/18
4: Citations	4/09/2021	Citation Tutorial (Your choice of MLA or APA style) Log 2: Any subject-specific library database (20 points) (password to start is received when Log 1 is graded) Due 4/25 DB: Relevant Sources (5 points) Due 4/25 Quiz 3: Citing sources (Your choice of MLA or APA style) (10 points) Due 4/25
5: Outlining	4/16/2021	View “Developing an Outline” handout and website DB: Search Engines (5 points) Due 5/02 Final Project (30 points) Due 5/02 Course Evaluation (extra credit points) Due 5/06

UNIVERSITY POLICIES AND NOTICES (Note: embedded hotlinks in most headings)

Find the full list of campus services and resources on the [University Resources](#) page.

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. Please contact the instructor immediately if you encounter a required element or resource in the course that is not accessible to you or for which you need clarification for any reason. The Office of Disabilities (listed below) can communicate with the instructor on your behalf if you prefer.

Change of Address

Keep your address and phone numbers updated in the student portal. Log-in to *myWSU*, go to **Student Tools**, then under **myContact Info** click **View Email, Phone, Address and Emergency Contact**. Select the address to be updated, click the **Edit** icon, and then enter your new information.

Covid Response

Check out the COVID-19 Toolkit found on the Blackboard Homepage.

Counseling & Prevention

The WSU Counseling & Prevention Services (CAPS) provides professional counseling services to students, faculty, and staff. Services are low cost and confidential. CAPS is open on all days that the University is officially open. If you have a mental health emergency during the times that the Counseling & Prevention Services is not open, please call COMCARE Crisis Services at (316) 660-7500. LOCATION: Wellness Center/YMCA; (316) 978-4SWC (4792).

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).

Important Academic Dates for Spring 2021 8-week Classes

- First seven-week classes begin on February 1, 2021 and end March 19, 2021. The last date to drop a class and receive a W (withdrawn) instead of F (failed) is February 5, 2021.
- Second seven-week classes begin March 22, 2021 and end Thursday, May 6, 2021. The last date to drop a class and receive a W (withdrawn) instead of F (failed) is March 26, 2021.

- Details about refund policies and late fees are on the [Fee Calendar](#).
- No spring break this semester, but Student Government lobbied for Emotional Wellness weeks for March 15-19 and April 19-23 #WSUWeSupportU!

Institutional Equity and Compliance

WSU 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 handles inquiries regarding nondiscrimination policies: Executive Director, Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita KS 67260-0138; telephone (316) 978-3186.

Shocker Alert System

Get the emergency information you need instantly and effortlessly! Receive an email or text the moment there is an emergency or weather alert that affects the campus.

Student Code of Conduct

Students are responsible for knowing and following the [Student Code of Conduct](#) at and the [Student Academic Honesty policy](#).

Technology Assistance

To contact WSU Help Desk: 316-978-HELP (4357) Option 1 then 4
email helpdesk@wichita.edu
or stop by 120 Jabara Hall

To contact Blackboard Assistance: 316-978-HELP (4357) Option 2

How to log into your Email: Start at <http://studentmail.wichita.edu>
Then type [myWSU ID]@wichita.edu;

Used to send email to you (give this to your friends and teachers):
Type [email name]@shockers.wichita.edu

How to find your email name: Login to your email
Click on your name in the top right
Click on My Profile

Calendars: View your instructor's Outlook calendar via your student email account.

Title IX

Wichita State University does not tolerate sex discrimination of any kind including: sexual misconduct; sexual harassment; relationship/sexual violence and stalking. Students are asked to immediately report incidents to the University Police Department, (316) 978- 3450 or the Title IX Coordinator (316) 978-5177. Students may also report incidents to an instructor, faculty or staff member, who are required by law to notify the Title IX Coordinator. If a student wishes to keep the information confidential, the student may speak with staff members of the Counseling and Testing Center (316) 978-3440 or Student Health Services (316)978-3620.

Find the full list of campus services and resources on the [University Resources](#) page.