

## **LIS 601 Section 201 Information Search/Seeking**

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<b>Office hours:</b>	9 a.m. to 1 p.m. on Thursdays or By Appointment
<b>Virtual Office hours:</b>	9 a.m. to 1 p.m. on Thursdays or By Appointment
<b>Preferred method of contact:</b>	Canvas Message/Email.
<b>Response Time:</b>	Within 24 hours during weekdays (expect a delay during weekends and holidays)

### **Course Description**

LIS601 is one of the four core, or required, courses in the MSLS program. The course description reads: This course provides an overview of the theory and practices of human information seeking behavior, including both basic models to understand user behavior, and techniques to effectively select, locate, evaluate, and use information to meet diverse information needs and facilitate human-computer interaction.

### **Student Learning Outcomes**

After successful completion of this course, you will be able to:

- (1) Identify the characteristics of diverse and underserved populations within the United States, design and implement programs for diverse and underserved populations within their library's community, and evaluate and select information resources to support the diverse and underserved populations within their library's community;
- (2) Interpret and evaluate research on user information seeking behavior and services and describe the important aspects of information seeking behavior in the provision of professional practice;
- (3) Examine ethical issues and apply them to the practice of library and information science and define their ethical responsibilities as information professions both as individuals and as part of the collective;
- (4) Identify and apply appropriate methods to match user information needs through the identification, selection, evaluation and dissemination of information and applying instruction strategies to teach users to identify, select, acquire and evaluate information; and
- (5) Detect methods for assessing information needs of users and describe methods for integrating needs assessment data in the provision of information services.

### **Required Materials**

Bell, S. S. (2015). *Librarian's Guide to Online Searching: Cultivating Database Skills for Research and Instruction* (4<sup>th</sup> ed.). Santa Barbara, CA: ABC-CLIO. (ISBN 978-1610699983)

### **Additional Readings**

There will be additional readings to the textbook, and they will be made available on the Canvas course site.

### Course Activities and Assignments

The course includes online lectures (PPT slides), online discussions and exercises, case studies, assignments, and final paper. As this is an online course with no set meeting times, the question arises when are assignments due each week. For the purposes of this class we will treat Monday as the first day of class each week. Also, readings should be completed by at least Wednesday in order to participate in online discussions. I will put up course notes (PPT slides) no later than midnight on Sunday of each week. Regarding the weekly discussion, you need to answer some discussion questions and discuss them (see more information below). The discussion board is asynchronous, meaning that you can join in the discussion whenever it is convenient for you to do so.

### Course Grading

Your final grade is determined by your performance on the items in the table below. Assignments and final paper will be assigned as the course continues. In addition, we will have a weekly online discussion. Each assignment and final paper will be posted at least two to four weeks before its due date. The table below shows the list of assignments, final paper, and participation for each component.

Type	Topic	Points
Assignment 1	Searching in online databases (1)	15
Assignment 2	Searching in online databases (2)	15
Assignment 3	Searching in OPACs	20
Assignment 4	Searching in digital libraries	20
Participation	Online Discussion	30
		Total: 100

Grades are based on the quality of the submitted work, not upon how well others performed. The following are grade expectations and divisions.

Grade		Expectation
A	90% - 100%	Exceptional Achievement
B	80% - 89%	High Achievement
C	70% - 79%	Average Achievement
E	0% - 69%	Failing

## **Submission of Assignments**

Please submit your assignments and final paper through Canvas assignment drop-box. Some of the assignments will be discussed in following week's online discussions after the assignments are due. Most assignments will help build a base for future assignments and the final paper. Thus all assignments should be turned in on time as specified. An overdue assignment will get a penalty of 20% of total points for each day late except for excused absences. No assignment will be accepted after five days except for excused absences.

## **Attendance Policy**

This class is a community whose success depends on everyone's participation, and it is vital for you to attend class online in order to be successful. If you miss any assignment or weekly discussion, you will be allowed to make up that work **only** if the absence is **officially excused**. You will be asked to provide official written documentation for excused absences in order for your absence to be excused. If you know ahead of time that you will be absent from class with an excused absence, please discuss this with your instructor and turn in any assignments ahead of time. Excuses for university-sponsored activities must be made *prior* to such absences. For any emergency situation that arises, **email your instructor** as soon as you know about the situation when possible. **No make-up work is available for online discussions or assignments unless approved in advance by your instructor.** Students have one week to complete a missed assignment or online discussion due to an excused absence upon their return without penalty.

If you know ahead of time that you will be absent from class with an excused absence, please discuss this with your instructor and turn in any assignments ahead of time. Excuses for university-sponsored activities must be made *prior* to such absences. For any emergency situation that arises, **email your instructor** as soon as you know about the situation when possible. Students have **one week** to complete a missed assignment or online discussion due to an excused absence upon their return without penalty.

## **Excused Absences**

Students need to notify the professor of absences prior to class when possible. *Senate Rules 5.2.4.2* defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, (e) interviews for full-time job opportunities post-graduation and interviews for graduate or professional school, and (f) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Two weeks prior to the absence is reasonable, but should not be given any later. Information regarding major religious holidays may be obtained through the Ombud (859-257-3737, [http://www.uky.edu/Ombud/ForStudents\\_ExcusedAbsences.php](http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php)).

For the withdrawal recommendation (students missing a majority of coursework, over one-fifth), Students are strongly encouraged to withdraw from the class if more than 20%

of the scheduled classes for the semester are missed per university policy. Please reference the definition of excused absences in the current edition of *Student Rights and Responsibilities* or on the web at

[http://www.uky.edu/Faculty/Senate/rules\\_regulations/Rules%20Versions/MASTER%20RULES%20from%20February%202012\\_clean.pdf](http://www.uky.edu/Faculty/Senate/rules_regulations/Rules%20Versions/MASTER%20RULES%20from%20February%202012_clean.pdf)

Per *Senate Rule 5.2.4.2*, students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required); and for making up the missed work. The professor must give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred.

### **Verification of Absences**

Students may be asked to verify their absences in order for them to be considered excused. *Senate Rule 5.2.4.2* states that faculty have the right to request “appropriate verification” when students claim an excused absence because of illness, or death in the family.

Appropriate notification of absences due to University-related trips is required prior to the absence when feasible and in no case more than one week after the absence.

### **Academic Integrity**

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

*Senate Rules 6.3.1* (see <http://www.uky.edu/Faculty/Senate/> for the current set of *Senate Rules*) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain.

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

### **Accommodations due to disability**

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at [drc@uky.edu](mailto:drc@uky.edu). Their web address is <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>.

Policies concerning academic integrity, excused absences and academic accommodations due to disability are available online at:  
<https://ci.uky.edu/sis/sites/default/files/policies.pdf>

## **TECHNOLOGY INFORMATION & RESOURCES**

Distance Learning Students are expected to have a minimum level of technological acumen and the availability of technological resources. Students must have regular access a computer with a reliable Internet connection and audio capabilities. Internet Explorer 7 (IE) or Firefox 2.x are the recommended browsers for those using a Windows-based PC. Those using Firefox 3.x may encounter problems with assignment uploads. Those using an Apple computer with MAC OS X (10.5.x) may use Firefox 3.x or Safari 3.x. Please be certain that your computer and/or browser allow you to view Adobe Reader documents (.pdf). Microsoft Office and other software products are free for students:  
<http://download.uky.edu/>.

As your instructor, I am your first go-to person for technology problems. If you need more immediate assistance, please contact UKIT.

### **Information Technology Customer Service Center (UKIT)**

<http://www.uky.edu/UKIT/>; 859-218-4357

### **Library Services & Distance Learning Services**

<http://libraries.uky.edu/DLLS>

- Carla Cantagallo, Distance Learning Librarian
- Phone Number: (859) 218-1240
- Email: [carla@uky.edu](mailto:carla@uky.edu)

For more resources about online classes and student resources, visit

<http://www.uky.edu/ukonline/>

The School of Information Science has a page with a comprehensive list of technology resources here: <http://ci.uky.edu/sis/students/techtips>

### **Military Members and Veterans**

We recognize the complexities of being a member of the military community and also a student. If you are a member of the military or a military veteran or dependent, please inform your instructor if you are in need of special accommodations. Drill schedules, calls to active duty, mandatory training exercises, complications with GI Bill disbursement, and other unforeseen military and veteran related developments can complicate your academic life. If you are aware of a complication, we will work with you and put you in contact with university staff members who are trained to assist you. Please contact the Coordinator of the University of Kentucky Veterans Resource Center at (859) 257-1148 for additional assistance. Visit <http://www.uky.edu/veterans> for more available resources.