The Mission of the College of Education is to prepare competent, confident, and caring professionals.

LIBM 306 Reference Resources - Fall 2010

Required Technology Resources

This course is conducted entirely on the Internet through Desire2Learn course management software. To access this course you will need:

- Regular access to a computer connected to the Internet.
- A web browser (Microsoft Explorer, version 5.x or higher or Netscape, version 4.7 or Firefox Mozilla). These browsers can be downloaded from the web at no cost at www.download.com. Mozilla is a very good browser to use with Desire2Learn.
- A User ID and Password which you may get from BHSU Student Login Help.
- Current version of Adobe Reader. (Can be downloaded at https://iis.bhsu.edu/tss/faq/downloads.cfm, you will need your BHSU e-mail account name and password to complete the download.
- Word processing software that is compatible with Microsoft Word 98 or higher.

Credit Hours: 3 semester hours, applicable to Library Media Minor [B.S. Ed (teaching) and B.S. (non-teaching)] and South Dakota library certification requirement.

Instructors Contact Information:

Name: Scott Ahola

Office Location: Library 108

Office Phone Number: (605) 642-6359
Email Address:  Scott.Ahola@BHSU.edu
Office Hours: Monday - Friday 8:00 a.m. to 5:00 p.m.

Desire2Learn Support Contact Information:
Names: Terry Hupp and Anne Stevens
Office Locations: Library 104/Library 003
Office Phone Numbers: (605) 642-6038/ (605) 642-6064
Email Addresses:  Terry.hupp@BHSU.edu/ Anne.Stevens@BHSU.edu

Assignments: Please refer to this entire syllabus (and entries in the Content Module) for complete assignment details.

Attendance Policy/Course Meeting Time and Location: Keeping in mind the course requirements deadlines on this Syllabus, when there is a discussion scheduled for the week students are required to log on at least 4 different days per week to add to discussions. Meaning you must post at least 4 times per week to receive the maximum points. I too will log on at least 4 times a week to monitor and facilitate the discussions.

A note on discussion and netiquette (etiquette governing communication on the Internet). During selected weeks you are required to participate fully in the discussion component of the class by providing thoughtful, articulate observations based upon the selected readings. See individual weeks for exact topic information. This is not a forum for complaints and derogatory remarks. For more information concerning netiquette click on the link below.

http://www.albion.com/netiquette/corerules.html

Course and Catalog Description: Reference Resources: This course explores aspects of information retrieval in regard to the needs of the library customer. A variety of print and electronic library resources and search strategies will be reviewed. Prerequisite: None

Technology skills: Students should know how to use Microsoft Word and should know the basics of how to use the Internet, research databases, and other online and print resources as designated by the Instructor.
Description of Instruction Methods: Textbook, research papers, electronic mail, and discussion board. Online and print resources will be reviewed. Navigation of library resources and library search strategies will be reviewed. This course will be delivered completely online via Desire2Learn. This is not a self paced course.

Course Requirements:


Articles: You will find a list of articles in the content area of the class - please refer to this syllabus to find out when you need to have read the article.

Preferred Style Manual: MLA Handbook for Writers of Research Papers by Joseph Gibaldi (5th or 6th editions). Here is an MLA online link from Purdue University: http://owl.english.purdue.edu/owl/resource/557/01/. This handbook may be purchased from the BHSU Online Bookstore.

Cheating and plagiarism policy: A student who, in connection with his or her studies, disrupts a class, plagiarizes, cheats, or otherwise violates reasonable standards of academic behavior may, at the discretion of the faculty member involved, have his or her enrollment cancelled and/or be given a reduced or failing grade.

Make-up policy: It is at the discretion of the instructor whether or not to allow the student to do make-up work. It is the student who is responsible for contacting the instructor in regard to this matter.

Course Goal: The goal of the course is to provide a theoretical and practical introduction to the concepts and processes of reference services and the use of print and electronic information sources.

Course Objectives:

<table>
<thead>
<tr>
<th>Be able to comprehend and discuss concepts of reference services and issues applicable to various types of library and information center settings</th>
<th>Readings, Reference Librarian Interview, Discussions</th>
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<tr>
<td>Be able to analyze and respond to</td>
<td>Worksheets and Readings</td>
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<td>Different types of information need accurately and efficiently.</td>
<td>Readings, Reference Librarian Interview, Final Exam</td>
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<tr>
<td>Know the techniques of the reference interview; question negotiation in various reference settings and various communication styles.</td>
<td>Discussions, Worksheets, Pathfinder Assignment, Reflective Journal, Webliography, Reference Resource Evaluation, Final Exam</td>
</tr>
<tr>
<td>Use, describe, evaluate, and compare various types of information sources in both print and electronic formats.</td>
<td>Discussions, Worksheets, Pathfinder Assignment, Reflective Journal, Webliography, Reference Resource Evaluation, Final Exam</td>
</tr>
<tr>
<td>Be able to develop and apply appropriate search strategies for information retrieval.</td>
<td>Worksheets and Final Exam</td>
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Evaluation Procedures (Percentages = the number of points per assignment)

Discussions (including 2 points per week during discussion weeks): 16%

Worksheets (3 points each): 18%

Pathfinder Assignment: 10%

Reference Librarian Interview: 10%

Reflective Journal: 9%

Webliography: 9%

Reference Resource Evaluation: 8%

Final Examination: 20%

GRADE SCALE:

90% - 100%   A
80% - 89.9%  B
70% - 79.9%  C
60% - 69.9%  D
ADA Statement

Reasonable Accommodations

“Reasonable accommodations, as arranged through the Disabilities Services Coordinator, will be provided students with documented disabilities. Contact the BHSU Disabilities Services Coordinator, Mike McNeil, at 605 642-6099, (Jacket Legacy Room in the Student Union) or via e-mail at mike.mcneil@bhsu.edu for more information. Additional information can also be found at http://www.bhsu.edu/StudentLife/Learning/DisabilityServices/tabid/162/Default.aspx”

Freedom in Learning:

“Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the chair of the department in which the course is being taught to initiate a review of the evaluation.”

Important Links

BHSU Website (Here you will find information about BHSU including registration information): http://www.bhsu.edu

BHSU Email (Here you can log into your BHSU e-mail account): http://mail.bhsu.edu

BHSU Desire2Learn (Here you can access Desire2Learn) http://d2l.sdbor.edu

BHSU Library (Here you can access the BHSU Library home page including access to our research databases and online catalog): http://iis.bhsu.edu/lis

Technical Support Services (Here you can access information related to computers and technology): http://iis.bhsu.edu/tss

BHSU Writing Center (The Writing Center will help you with paper writing and citations): http://www.bhsu.edu/AZSiteIndex/tabid/3559/Default.aspx?alias=www.bhsu.edu/writingcenter
Tentative Course Schedule

When there is a discussion requirement for a particular week students are required to log on 4 different days during that week to post to the discussion. Students are welcome to log on more than 4 days during the week if they want. The log on (posts) requirement will be checked by the instructor and will be factored into the final grade of the student for this course. Discussions will begin on Monday mornings at 8:00 a.m. central time and end Sunday evenings at 11:00 p.m. central time. You will not be able to add anything new past the date and time of that week. The discussion constitutes a big portion of your grade - so you should be extremely diligent about your contributions. Changes and adjustments maybe made. Readings and other course work maybe added. Any changes will be announced via e-mail.

Week 1: 8/30/2010 to 9/5/2010

- During the week of 8/30/2010: Discuss: everyone must introduce themselves via the discussion tab of Desire2Learn. Tell the class where you are from, the title of your favorite book and/or movie and why. Also, what your expectations are for the class.
- Due Sunday September 5th by 11:00 p.m.: Syllabus Questionnaire
- Due Sunday December 12th by 11:00 p.m.: Reflective Journal – please see details in the Content Module.

Week 2: 9/6/2010 to 9/12/2010

- Read: Chapter 1 of Lanning and Bryner
- Read: Just what is information anyway? Some findings of research with school pupils. By Shenton and Dixon.
- Read: School Library Ethics - A Battle of Hats by Mary Simpson.
- During the week of 9/6/2010: Subscribe to the national Library Reference Listserv: http://www.library.kent.edu/page/10443. You are to monitor this listserv for the semester we will discuss what we have observed at the end of the semester.
- During the week of 9/6/2010: Discuss the Shenton and Dixon article and the Simpson article.
**Week 3: 9/13/2010 to 9/19/2010**

- Read: Chapter 6 of Lanning and Bryner
- Read: Get Ready for Reference by Byerly and Brodie
- Read: Everyone Wins: Differentiation in the School Library by Koechlin and Zwaan.
- View the following Instructional Video form the BHSU Library Website: Online Catalog
- Due: Sunday, September 19th by 11:00 p.m.: Worksheet: Ready Reference and Online Catalog
- During the week of 9/13/2010: Discuss the Byerly and Brodie article and the Koechlin and Zwaan article.

**Week 4: 9/20/2010 to 9/26/2010**

- Read: Chapter 5 of Lanning and Bryner
- Read: Chapter 8 of Lanning and Bryner
- Read: The Reference Interview: Why it needs to be used in every (well, almost every) reference transaction by Ross
- Read: Reference at its core: The reference interview by Tyckoson
- View the following YouTube Video: [http://www.youtube.com/watch?v=Niac-sIGd8g](http://www.youtube.com/watch?v=Niac-sIGd8g)
- View the following YouTube Video: [http://www.youtube.com/watch?v=ZCGRkVh7N3s](http://www.youtube.com/watch?v=ZCGRkVh7N3s)
- View the following Instructional Video's from the BHSU Library Website: Proquest, Project Muse, Metalib and SFX, and JSTOR.
- Due: Sunday, September 26th by 11:00 p.m.: Worksheet: Databases
- During the week of 9/20/2010: Discuss your thoughts on what you believe to be the most important attitudes and characteristics of a Reference Librarian.

**Week 5: 9/27/2010 to 10/3/2010**

- Read: Chapter 2 of Lanning and Bryner
- Read: Chapter 10 of Lanning and Bryner
- Explore the following Website: [http://www.ala.org/ala/mgrps/divs/aasl/guidelinesandstandards/informationpower/informationpower.cfm](http://www.ala.org/ala/mgrps/divs/aasl/guidelinesandstandards/informationpower/informationpower.cfm)
- Explore LOBO which is an online information literacy tutorial: [http://library.kcu.edu/html/information_literacy.html](http://library.kcu.edu/html/information_literacy.html)
- During the week of 9/27/2010: Discuss LOBO and the Information Power Website.
Due: November 28th at 11:00 p.m.: Reference Librarian Interview Report. Your assignment is to contact a reference librarian of your choice and ask them a list of required questions (you will find this list in the content module). After your interview please provide me with the answers to the questions and a paragraph stating your overall impressions of the librarian. You have plenty of time to set this up - if you cannot do a face to face interview please contact/interview someone by phone or e-mail. You may choose to interview any type of reference librarian: school, public, academic, or special. You may not interview me.

Week 6: 10/4/2010 to 10/10/2010

- Read: Chapter 12 of Lanning and Bryner
- Read: Evaluating Reference Services in the Electronic Age by Jo Bell Whitlatch.
- During the week of 10/4/2010: Discuss the Whitlatch article.
- Due: October 10th at 11:00 p.m.: Please send me an entry from your reflective journal.

Week 7: 10/11/2010 to 10/17/2010

- Read Chapter 4 of Lanning and Bryner
- Due on Sunday October 17th by 11:00 p.m.: Worksheet: Almanacs, Yearbooks, and Handbooks.
- Due on Sunday November 21st by 11:00 p.m.: Pathfinder Assignment (see assignment details in the content module).

Week 8: 10/18/2010 to 10/24/2010

- Read Chapter 4 of Lanning and Bryner (pages 32 and 33)
- Due on Sunday October 24th by 11:00 p.m.: Worksheet: Geographical Sources and Bibliographic Sources

Week 9: 10/25/2010 to 10/31/2010

- Read Chapter 5 of Lanning and Bryner (pages 34 to 39)
- Due on Sunday October 31st by 11:00 p.m.: Worksheet: Biographical Sources, Dictionaries, Directories, and Encyclopedias.

Week 10: 11/1/2010 to 11/7/2010

- Read Chapter 8 of Lanning and Bryner
• Due on Sunday November 7th by 11:00 p.m.: Worksheet: Google.

Week 11: 11/8/2010 to 11/14/2010

• Read Chapter 3 of Lanning and Bryner
• Due on Sunday November 14th by 11:00 p.m.: Reference Resource Evaluation - On Monday November 8th I will e-mail each of you a reference resource. Your assignment is to analyze it based on the following criteria. This must be a two page double spaced report. You must organize your report using the nine criteria listed below as headings, that way you will be sure to address each criteria.

1. Format
2. Arrangement
3. Accuracy
4. Scope
5. Style
6. Type of document
7. Usefulness
8. Critique (Your own personal critique of the reference resource)
9. Reference (Including any resources you used to gather further information about the resource).

Week 12: 11/15/2010 to 11/21/2010

• Read Chapter 10 of Lanning and Bryner
• Due on Sunday November 21st by 11:00 p.m.: Pathfinder Assignment
• During the week of November 15th: Discussion - Send everyone the title of your reference resource and your thoughts (you do not have to address each point of your evaluation just your overall thoughts). Remember this is a discussion so you are required to comment on other people’s reference resources.

• Read Chapter 11 of Lanning and Bryner
• Due by Sunday November 28th by 11:00 p.m.: Complete the Internet Detective Tutorial (including the quizzes) [http://www.vts.intute.ac.uk/detective/index.html](http://www.vts.intute.ac.uk/detective/index.html).
• Due Sunday November 28th by 11:00 p.m.: Reference Librarian Interview Report
• Due by Sunday December 5th by 11:00 p.m.: Webliography Assignment. Keeping in mind the Internet Detective Tutorial and Chapter 11 of Lanning and Bryner, choose a subject you are very interested in and find 10 high quality web sites that could be used to research your subject for book marking. For each website provide me with the web address and two sentences explaining your choice. This should be about a two to three page document.

**Week 14: 11/29/2010 to 12/5/2010**

• Read Chapter 13 of Lanning and Bryner
• Read Marketing the Media Center: Let Me Count the Ways! by Knieren
• Due Sunday December 5th by 11:00 p.m.: Webliography
• During the week of November 29th: Discussion - Discuss what you observed on the listserv.

**Week 15: 12/6/2010 to 12/12/2010**

• Read Creating a Lean, Green, Library Machine: Easy Eco-Friendly habits for Your Library, by Amy S. Blaine.
• Read Scrapbooking in the Media Center, by Peggy Milam Creighton.
• Reading Week in Preparation for Final Exam.

**Week 16: 12/13/2010 to 12/19/2010**

• Due Wednesday December 15th by 11:00 p.m.: Final Examination - This will be an essay type final and I will e-mail you the questions Friday morning December 10th at 8:00 a.m. You will have until Wednesday December 15th by 11:00 p.m. to complete the exam.