

The University of Akron
Wayne College Library
Information Literacy Workshops (non-credit)



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Year/Term: Fall 2013
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In a Nutshell:

Here's what you need to know:

- *There are four workshops that you complete outside of class (see descriptions below). Check with your course instructors to see which ones you need to complete.*
- *Right away: Check to see if you have access to the library's current Springboard classroom (2013-2014). If not, contact me immediately.*
- *You can take the workshops live (see schedule on page 10) or online in Springboard.*
- *Register for the live workshops at the Library Information Desk or online at <https://wayne.uakron.edu/library/information-literacy-workshops.dot>.*
- *Quizzes: Each workshop has a quiz. You need to get an 80% or better to pass. You can take them over if needed. (See page 7).*
- *Deadlines: each workshop has a quiz deadline. There are no extensions:*
 - *Workshop 1: Sunday, September 22, Midnight*
 - *Workshop 2: Sunday, September 29, Midnight*
 - *Workshop 3: Sunday, October 6, Midnight*
 - *Workshop 4: Sunday, October 13, Midnight*
- *Do your own work: Do not work on the quizzes with other students. This is not allowed and you will receive a zero on you quizzes. (See page 9).*
- *Contact the library staff if you have any questions or problems. (See page 5).*

Course Information:

Description

Information literacy is the ability to find, evaluate, and effectively use information in all its various formats. Wayne College Library's information literacy workshops have been developed to teach students the research skills required for students to be successful during their first two years of college.

The Wayne College Library Information Literacy Workshops consist of a 5-week course, (Monday, September 9 through Sunday, October 13, 2013) with embedded quizzes that demonstrate a student's proficiency with the stated learning outcomes. Students may decide to complete the workshops by attending scheduled live sessions in the Library or by viewing online tutorials in Springboard or on CD-ROM (available at the Information Desk). Regardless of how a student decides to complete the content, he or she must follow the individual quiz deadlines for each of the workshops.

The four workshops included in this course include:

- **Workshop 1: Basics of Online Research:** This introductory workshop focuses on basic approaches to online research (formulating research questions, brainstorming, Boolean searching, and truncation). Students will develop a research question and online search strategies on provided topics through guided activities. (Quiz deadline: Sunday, September 22, 2013 at midnight)
- **Workshop 2: Research Databases 101:** This workshop focuses on the variety of formats available for various information needs. Students learn how to locate the Library's catalog and how to execute efficient search strategies. Students discover how to retrieve locally owned materials and how to request materials through the OhioLINK consortium. (Quiz deadline: Sunday, September 29, 2013 at midnight)
- **Workshop 3: Research Databases 102:** Building on skills learned in Workshop 2, this workshop focuses on general and subject-specific periodical databases and how to retrieve articles as full text, in print, or through Interlibrary Loan. Students will have an opportunity to perform advanced search strategies in a variety of periodical databases. (Quiz deadline: Sunday, October 6, 2013 at midnight)
- **Workshop 4: Internet Tools for Academic Research:** Students attending this workshop will discover the research potential of Web 2.0 applications (including blogs, social bookmarking, wikis, and other customizable Internet tools). Participants will also distinguish among search engines, meta-search engines, and subject directories, and explore the advanced features of popular Internet search tools. (Quiz deadline: Sunday, October 13, 2013 at midnight)

Prerequisites

Students completing the information literacy workshops are required to do so by individual course instructors. The following courses (Wayne College sections only) require one or more of the workshops:

- 3300:112 English Composition II
- 3750:100 Introduction to Psychology
- 5100:200 Introduction to Education
- 5100:220 Educational Psychology
- 5500:230 Educational Technology
- 5610:225 Introduction to Exceptionalities
- 7600:106 Effective Oral Communication
- 7600:105 Introduction to Public Speaking

The first three workshops should be completed in order because the skills taught in workshop 1 are required in workshops 2 and 3. Workshop 4 can be taken in any order in the sequence.

Students completing the information literacy workshops by attending scheduled live workshops will not need any prior research skills.

Students completing the workshops by viewing the online tutorials in Springboard need to be comfortable using web browsers and will need to be able to play audio and video files online.

All students will need access to a computer with an internet connection to complete the quizzes in Springboard.

Course Overview

Students may decide to come to scheduled live workshops in the Library lab or complete the content by viewing online video tutorials. The duration of each live session is about 1 hour but the online tutorials require additional time depending on the workshop content, connection speed (and related buffering), and the student's need to rewind to review content. Each online tutorial segment lists the length of the segment to help manage your time.

However students decide to complete the workshop content, each workshop's quiz must be submitted by the established deadline. Each workshop has its own quiz deadline, so be sure to review these immediately as extensions will not be given.

This course is supported by The University of Akron's course management system called Springboard. If you are new to Springboard, you can get started by accessing these self-help guides: http://www.uakron.edu/it/instructional_services/dds/springboard/springboard-student_resources.dot

Course Objectives

Each of the information literacy workshops includes specific student learning outcomes. Each learning outcome is assessed in the corresponding workshop's quiz.

Workshop 1: Basics of Online Research:

- *State the functions of a database*
- *List examples of databases*
- *Compose a research question*
- *List synonyms and word variations*
- *Distinguish between Boolean operators*
- *Formulate a search strategy demonstrating Boolean operators, truncation, and phrases*
- *Formulate a search strategy employing multiple operators*

Workshop 2: Research Databases 101:

- *Distinguish among formats to determine which formats are appropriate for various information needs*
- *Locate and access the library's catalog*
- *List what can be found and what cannot be found using a library's catalog*
- *List which fields are searchable in the UA Libraries catalog and demonstrate field-specific searches*
- *List and demonstrate ways search results can be limited in the UA Libraries catalog*
- *Demonstrate search strategies (learned in workshop 1) in the UA Libraries catalog*
- *Search the UA Libraries catalog using keywords and field-specific searches*
- *Navigate a library catalog record to determine location, availability, and descriptive information*

- *List strategies for retrieving materials not available locally*

Workshop 3: Research Databases 102:

- *Identify characteristics of the periodical format to determine when it is best to use periodicals for research*
- *Identify differences between popular and scholarly periodicals*
- *Distinguish between HTML and PDF full text formats*
- *Distinguish between a citation, an abstract, a DOI, and full text*
- *Locate and access databases with potential to include the topic and formats desired*
- *Select an appropriate periodical database for a specific research need by investigating the scope and content of individual periodical databases*
- *List approaches to learning a new database interface*
- *Determine special features of specific databases (formats included, searchable fields, availability of full text, etc.)*
- *Construct a keyword search strategy (learned in Workshop 1) for a periodical database*
- *Demonstrate keyword and field-specific search strategies in a periodical database*
- *Limit or refine results in a periodical database*
- *Determine availability of print and electronic periodical articles*
- *List strategies for retrieving articles not immediately available as full text*
- *Determine the length of time required to request articles through Interlibrary Loan*
- *Use technologies available in periodical databases to manage the information retrieved (print, save, email, etc.)*

Workshop 4: Internet Tools for Academic Research:

- *Determine what kind of entity is responsible for a website based on the URL*
- *Determine the protocol and domain of a website based on the URL*
- *Determine the depth of a website based on the site's URL*
- *Distinguish between the Internet and the World Wide Web*
- *Distinguish between the Internet and a database*
- *Distinguish between an Internet search engine and a database*
- *Identify qualities and list examples of the deep web / invisible web*
- *Demonstrate advanced search strategies in the Google search engine*
- *Distinguish characteristics of search engines, meta-search engines, and subject directories*
- *Distinguish characteristics of Web 2.0 tools (blogs, wikis, RSS, social bookmarking)*

Required Texts

There are no required textbooks for the workshops.

Additional Resources: Discussions in Springboard

There are two discussion threads in Springboard for students who may be experiencing technical problems or may be unclear about the workshop content. Students may post their questions or concerns using the “Technical Problems & Solutions” or “Muddiest Points” discussions in Springboard.

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Discussion posts will not be anonymous and will be able to be viewed by any enrolled students. If you know a solution to another student's problem, please share your advice. The Library staff will monitor these discussions throughout the course so that everyone is on track.

Any posts that are determined to be inappropriate will be deleted by the Library staff. Please refer to the Etiquette guidelines below.

Accessibility Statement

Any student who has a disability that substantially limits learning in a higher education setting may contact Wayne College's Accessibility Services for information regarding eligibility for reasonable accommodations. Contact Julie Hartzler, Disability Specialist and Service Coordinator at (330) 684-8923 (Voice) or julie21@uakron.edu (email), or visit the website: <http://wayne.uakron.edu/learning-center/accessibility-services/>.

Instructor Contact and Reply Policy

If you have any questions regarding this course contact Maureen Lerch during normal office hours. You can expect a response within 24 hours.

If you need immediate assistance and Maureen is out of the office, try contacting the Library information desk: (330) 684-8789 or waynelibrary@uakron.edu. Chat and SMS text services are also available during normal Library hours of operation.

- *Contact the Library staff (including chat and text):*
<https://wayne.uakron.edu/library/contact-us.dot>
- *Library hours of operation:* <https://wayne.uakron.edu/library/about.dot#hours>

Every quiz is individually graded by Library staff. Quizzes are normally graded within 24 hours Monday through Friday, but we need more time to grade over the weekend. If you turn in a quiz on a Friday evening it may not be graded until the afternoon of the following Monday. We at times receive hundreds of quiz submissions over the weekend so please allow us some time to get them graded.

A good rule of thumb: Allow three days for all quizzes to be graded (but we will try to get them graded as soon as possible!)

Springboard Help

- *If you are not enrolled in the Library's current online classroom in Springboard, contact Maureen Lerch at (330) 684-8951 or mleerch@uakron.edu immediately. If Maureen is out of the office contact the Library Information Desk at (330) 684-8789 or waynelibrary@uakron.edu. *Zip Support or Wayne College Technical Support Services will not be able to add you to the Library's classroom.*
- *If you have technical Springboard questions, please contact Zip Support at (330-972-6888) or email to support@uakron.edu.*
- *The Zip Support Help Desk website can be found at <http://www.uakron.edu/support-desk/>*

- *Springboard self-help guides can be found here:*
http://www.uakron.edu/it/instructional_services/dds/springboard/springboard-student_resources.dot

Are you completing the workshops online?

Online Learning Commitment Expectations

Online learning is different from face-to-face classes. The biggest difference is that you will be responsible for your own time management and organization. This requires discipline and attention to detail. The role of your instructor in an online course is to make the information for learning available to you and your role is to follow through with the structures put in place to help you learn. You must read all directions, follow all deadlines, and ask questions when you are unsure of what to do. You need to log into the course and check your university e-mail on a regular basis (daily is best) to ensure that you have the most up to date information. You need to locate and understand all instructions, follow through on all assignments, and stay on track with due dates. You are also responsible for the technical requirements necessary for your course. This means that if you have computer or connectivity problems you are not guaranteed an extension; you must have backup systems available at all times.

Be aware that the workshop quiz deadlines are set by Maureen, not individual course instructors. You may have earlier or later deadlines set by your course instructors. After the Library's deadline has passed, you will no longer be able to access each quiz. Extensions will not be granted.

Quiz deadlines are on Sundays at 11:59 p.m. Be sure to complete your work, save your answers, and submit your quizzes early enough so technological problems don't interfere with your deadlines. In order to take advantage of additional quiz submission opportunities, it's in your best interest to complete the quizzes as early as possible.

Etiquette

When communicating with the Library staff online or with other students in the discussion forums, please observe the following "Netiquette" guidelines specific for these workshops:

- 1. **Avoid language that may come across as strong or offensive.** Language can be easily misinterpreted in written communication. If a point must be stressed, review the statement to make sure that an outsider reading it would not be offended; then post the statement. Humor and sarcasm may easily be misinterpreted as well, so try to be as matter-of-fact and professional as possible.*
- 2. **Read first, write later.** It is important to read all posts or comments of students and instructors within the course discussion before personally commenting to prevent repeating commentary or asking questions that have already been answered.*
- 3. **An online classroom is still a classroom.** Though these workshops may be online, appropriate classroom behavior is still mandatory. Respect for fellow classmates and the instructor is as important as ever.*
- 4. **You are not anonymous.** Discussion forum posts and survey responses will include your name. Springboard records all of your activity (and the length of time dedicated to online*

content) as you complete the content. Keep this in mind when you communicate with fellow students, your individual course instructors, and the Library staff.

5. **Do your own work.** Library staff will not provide answers to quiz questions, even when they are cleverly disguised as reference questions. You are expected to work on the content and quizzes on your own (see the section on Academic Dishonesty below). Do not ask the Library staff or other students for quiz question answers in the discussion forums.

Evaluation and Assessment:

Grading Scale

Library workshop quizzes are considered “Pass/Fail.” 80% or better is considered to be a passing score that demonstrates the lowest acceptable level of proficiency for the desired learning outcomes. Anything lower than an 80% is considered to be a failing score.

Why is lower than an 80% considered a failing score? There are several questions at the start of every quiz that the Library staff asks for statistical reasons that have automatic points assigned. These “free” points result in a curve in the grade.

The good news: We allow students to complete the quiz as many times as needed (up to the quiz deadline) to achieve the desired score. After a quiz attempt is graded students should review the feedback provided by the Library staff then revisit any of the course materials needed to do better on the next quiz submission. The goal is to be successful on the stated student learning outcomes and sometimes students need a couple tries to do this. Just keep in mind that the Library staff require up to 3 days to grade each attempt, so leave plenty of time to take advantage of multiple quiz submissions.

Final Grades

In the end it’s up to individual course instructors how they want to award credit for completing the workshops. This syllabus outlines the Library’s recommendations, but individual course instructors are free to set their own grading as it affects their courses. Check with your individual course instructors to find out how your information literacy quiz scores will affect your grade in that course.

Your highest quiz score for each workshop will be listed under the “Grades” section in Springboard. Print out this summary page and present your grades to your individual course instructors. Be sure to format the page so that your name prints out with your grade summary.

Previous semester quiz scores are available to you. Check with your individual course instructors to see how far back they will accept quiz scores.

Assessments

Your ability to meet the stated workshop outcomes will be assessed using the associated workshop quizzes.

Workshop Requirements and Student Expectations

As an adult learner you most likely have multiple roles and commitments to juggle. In addition to being a student, you may be an employee, a parent, a community leader, or a caregiver to a family member. If you are a full-time student, you are working to learn a wide variety of new skills and to meet the expectations for multiple courses. Online courses make it possible to manage your learning around these other roles, but you must carefully plan your education to make this work.

Responsible workshop completion means that you will plan your schedule so that you can meet workshop requirements and manage your time so that you can complete the content and your quizzes on or before the date they are due. The deadlines for each workshop are posted in Springboard and on this syllabus.

Your responsibilities are as follows:

- *You must attend a live workshop or review the corresponding workshop content posted to the Content tab in Springboard unless that content is clearly labeled as optional. If an item is not labeled as optional, you can assume it is required.*
- *You must log in regularly and read all “News” items posted on the course home page. This is how the Library staff will communicate important updates regarding cancellations, database outages, planned network outages, or anything else that might impact your ability to complete the workshops.*
- *If you have a technical difficulties you should review the “Technical Problems and Solutions” discussion posts to see if your issue has already been addressed and a solution has been posted.*
- *Print out and take notes on the handout provided for each workshop. The handouts are designed to highlight the important points from the workshops / tutorials and will assist you when you complete the quiz. When asking for help from the Library staff you should bring your completed handout.*
- *You are responsible for completing all quizzes before the due date.*
- *Technical challenges are not an acceptable excuse for missing deadlines. You must ensure that you have access to a working computer at all times. Please do not wait until the deadline to submit quizzes. If you do experience any technical issues, please contact Zip Support and ensure that the issue is tracked through the Footprints ticketing system.*

If you have any questions or concerns about any of the content, quizzes, or your performance, please contact the Library staff immediately. Do not wait until the quiz deadline or the performance cannot be rectified.

Withdrawal Policy

If you decide to withdraw from the course that required the Library workshops you may inform the Library staff if you decide to be un-enrolled in the Library’s Springboard classroom.

Student Ethics:

Academic Honesty

Students at The University of Akron are an essential part of the academic community, and enjoy substantial freedom within the framework of the educational objectives of the institution. The freedom necessary for learning in a community so rich in diversity and achieving success toward our educational objectives requires high standards of academic integrity. Academic dishonesty has no place in an institution of advanced learning. The University community is governed by the policies and regulations contained with the Student Code of Conduct available in the Office of Student Judicial Affairs, Student Union 216, (330) 972-2524, <http://www.uakron.edu/dotAsset/1393279.pdf>.

The University of Akron considers academic integrity an essential component of each student's personal and intellectual growth. Instances of academic dishonesty are addressed consistently. All members of the community contribute actively to building a strong reputation of academic excellence and integrity at The University of Akron.

It is each student's responsibility to know what constitutes academic dishonesty and to seek clarification directly from the instructor if necessary. Students completing the Information Literacy Workshops are expected to honor the Student Code of Conduct.

Examples of academic dishonesty (as it applies to the Information Literacy Workshops) include, but are not limited to:

- *Working on quizzes with another student.*
- *Sharing quiz answers with a classmate.*
- *Allowing another student to copy from your quiz.*
- *Copying, in part or in whole, from someone else's quiz.*
- *Printing quizzes or quiz results with the intent to distribute to or share with other students.*
- *Altering or interfering with grading.*

Consequences of Academic Misconduct while completing the Library workshops, tutorials, and related quizzes may include:

- *The student will receive a zero on the quiz.*
- *The misconduct may be reported to the course instructor.*
- *The misconduct may be reported to the Senior Director of Student Life & Enrollment Management for further investigation.*

Live Workshop Calendar and Quiz Deadlines:

Workshop 1: Basics of Online Research

Quiz Deadline: Sunday, September 22, 2013 at Midnight

Monday, September 9: 9:00 – 10:00 a.m.	Wednesday, September 11: 5:00–6:00 p.m.
Monday, September 9: 5:00 – 6:00 p.m.	Thursday, September 12: 10:00 – 11:00 a.m.
Tuesday, September 10: 3:30– 4:30 p.m.	Friday, September 13: 1:00 – 2:00 p.m.
Tuesday, September 10: 6:00 – 7:00 p.m.	Saturday, September 14: 11:00 – 12:00 p.m.
Wednesday, September 11: 11:00 – 12:00 p.m.	<u>Quiz deadline:</u> Sunday, September 22, Midnight

Workshop 2: Research Databases 101

Quiz Deadline: Sunday, September 29, 2013 at Midnight

Monday, September 16: 9:00 – 10:00 a.m.	Wednesday, September 18: 5:00–6:00 p.m.
Monday, September 16: 5:00 – 6:00 p.m.	Thursday, September 19: 10:00 – 11:00 a.m.
Tuesday, September 17: 3:30– 4:30 p.m.	Friday, September 20: 1:00 – 2:00 p.m.
Tuesday, September 17: 6:00 – 7:00 p.m.	Saturday, September 21: 11:00 – 12:00 p.m.
Wednesday, September 18: 11:00 – 12:00 p.m.	<u>Quiz deadline:</u> Sunday, September 29, Midnight

Workshop 3: Research Databases 102

Quiz Deadline: Sunday, October 6, 2013 at Midnight

Monday, September 23: 9:00 – 10:00 a.m.	Wednesday, September 25: 5:00–6:00 p.m.
Monday, September 23: 5:00 – 6:00 p.m.	Thursday, September 26: 10:00 – 11:00 a.m.
Tuesday, September 24: 3:30– 4:30 p.m.	Friday, September 27: 1:00 – 2:00 p.m.
Tuesday, September 24: 6:00 – 7:00 p.m.	Saturday, September 28: 11:00 – 12:00 a.m.
Wednesday, September 25: 11:00 – 12:00 p.m.	<u>Quiz deadline:</u> Sunday, October 6, Midnight

Workshop 4: Internet Tools for Academic Research

Quiz Deadline: Sunday, October 13, 2013 at Midnight

Monday, September 30: 9:00 – 10:00 a.m.	Wednesday, October 2: 5:00–6:00 p.m.
Monday, September 30: 5:00 – 6:00 p.m.	Thursday, October 3: 10:00 – 11:00 a.m.
Tuesday, October 1: 3:30– 4:30 p.m.	Friday, October 4: 1:00 – 2:00 p.m.
Tuesday, October 1: 6:00 – 7:00 p.m.	Saturday, October 5: 11:00 – 12:00 p.m.
Wednesday, October 2: 11:00 – 12:00 p.m.	<u>Quiz deadline:</u> Sunday, October 13, Midnight