Instructor: Ann Graf  
Office: NWQB 6492  
E-mail: anngraf@uwm.edu  
Office Hours: by appointment in person or via Skype or email

Meeting Times & Location: The course will be conducted online via D2L

CATALOG DESCRIPTION:
Introduction to research processes necessary for effective, college-level, library research. Emphasizes analysis of research questions, development of search strategies, and critical evaluation of materials.

PREREQUISITES: None

OBJECTIVES/OUTCOMES:
Upon completion of this course, each student will demonstrate the ability to:

1. Formulate a research question
2. Develop an information gathering strategy
3. Effectively search for information related to the research topic using the wide variety of electronic and print materials available
4. Understand how information resources differ and how to critically evaluate them
5. Analyze and interpret research findings
6. Appropriately and ethically use and document information resources

METHOD: Lecture, discussion, exercises, final project

Students requiring special accommodations should contact the instructor as early as possible for accommodations. See the complete policies at the end of the syllabus.

READINGS:
Secondary Textbook: The Information Literacy User’s Guide, is an online, freely available text that is available on the D2L site.
Other readings will be posted or linked to on D2L in the Content section. If you have trouble accessing any of them, please let me know.

GENERAL COURSE POLICIES

ACADEMIC MISCONDUCT:
Rules of academic conduct require that you not use the work of others without clearly indicating it as such. You may not resubmit work that has already been used in fulfillment of the requirement of this or any other course. Academic misconduct may result in a lowered grade, no credit for a given assignment, failure of or removal from the course.

MY RESPONSIBILITIES:
We will be able to work meaningfully and successfully together if we create an environment conducive to learning and collaboration. Please:
1. Respect the opinions of others in your words and actions.
2. Be an active participant in class discussions and small group activities.
3. Take responsibility for your own learning by seeking help and asking questions when needed.

As your instructor, I consider it my responsibility to:
1. Prepare material for each week’s lesson and deliver it as clearly as I can.
2. Make myself available to answer your questions within discussion forums or through e-mail.
3. Return assignments in a timely fashion.

E-MAIL:
Please feel free to contact me with questions via email. I try to respond quickly during normal work hours, but may take longer on nights and weekends. Please be professional and identify yourself and the course in any email correspondence. Failure to do so will result in a delay in my response.

WORK LOAD:
Although you will be assessed on your performance, a minimum of 144 hours of work is expected for this course. This time will be met by completing the course readings, assignments, and in-class work. This workload is an estimate; students are assessed on their performance, not on the time put into the course.

ASSIGNMENT POLICIES:
All assignments (except Critical Thinking Exercises) must be completed and submitted to D2L by the due date at 11:59 p.m. Assignments (except Critical Thinking Exercises) may be submitted up to 3 days late, but for each day late, I will reduce your grade by 10%. For example, if an assignment is worth 10 points and turned in a day late, the most you would receive is 9. After 3 days NO WORK will be accepted for a grade. Once an assignment has been graded, it cannot be re-submitted for a better grade.
I will make reasonable accommodation for family and personal emergencies, sometimes requiring documentation, but you must contact me as soon as possible if requesting an extension. If you just let things slide until the end of the semester you will fail the course.

**D2L:**
This class will be delivered in its entirety via D2L. Any announcements will be posted there, along with all the lectures, readings, and assignments. Discussions will be held regularly and assignments will be turned in to the appropriate dropboxes. You will also be able to view your grades and feedback on assignments. Please let me know if you have any issues accessing or using D2L. Any changes to the schedule below or assignments will be announced and noted on D2L.

**ASSIGNMENT DESCRIPTIONS**

**Weekly Discussions**
You are expected to be prepared for the beginning of each week by having done the readings and being ready to participate in discussion. You will earn one point for participation in discussions each week, up to a maximum of 15 points. Points can only be earned by participating in discussions with posts of substance (not “I agree with you” or “that’s interesting” posts) that demonstrate you have read the readings.

**Critical Thinking Exercises (Due Mondays at noon throughout semester)**

In order to make sure you understand the readings and come prepared to class, critical thinking exercises are assigned each week. Each one is worth 2.5 points (1 point for completion on time and 1.5 points for satisfactory response) for a maximum of 25 points for the semester. Critical thinking exercises are to be turned in to the D2L dropbox BEFORE noon on Mondays. Submissions are allowed throughout the day on Mondays up until 11:59pm, but you will lose one point if submitted after the noon deadline. Scores from the top 10 exercises will count towards your grade. The critical thinking exercises for each week are posted in a document on D2L.

**Database Discovery Project Presentation (Due March 13)**

This project will be completed in small groups. Each group will be assigned a database to explore and introduce the rest of the class to the database through a short presentation. You will be assigned to your small group in D2L as the time for the assignment approaches.

**Research Exercises**
Throughout the semester there will be 5 exercises that are designed to help you work through choosing a topic, finding sources, and writing your final project. Exercises will be explained each week and detailed instructions will also be available on D2L. Each research exercise is worth 5 points.
1. Topic Selection (Due Feb. 8)
2. Search Strategy (Due Feb. 15)
3. Popular vs. Scholarly Source (Due March 1)
4. Annotated Bibliography (Due April 12)
5. Mini-lit review (Due April 26)

**Final Project: Literature Review and Research Question (Due May 13)**

A literature review is an evaluative account of what has been written on a topic to establish a foundation for your own research question. For your final project, you will be completing a literature review on a topic of your choice. Along with your review you will be posing a research question that you could use for a formal research project/paper. The literature review will be based on 10 sources that you identify and will be 6-9 pages long (not including bibliography). The exercises mentioned above will help guide you through the steps for completing the literature review, and time will be devoted in class to discuss more of this project.

**EVALUATION:**

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<thead>
<tr>
<th>Discussion (15 @ 1 pt. each)</th>
<th>15 pts</th>
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<tbody>
<tr>
<td>Research Exercises (5 @ 5 pts each)</td>
<td>25 pts</td>
</tr>
<tr>
<td>Critical Thinking Exercises (10 @ 2.5 points each)</td>
<td>25 pts</td>
</tr>
<tr>
<td>Database Discovery Project</td>
<td>10 pts</td>
</tr>
<tr>
<td>Final Project: Lit Review and Research Question</td>
<td>25 pts</td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>100 pts.</strong></td>
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**GRADING SCALE:**

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<td>59 or below</td>
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**COURSE SCHEDULE:**

*Note:* Readings are to help you understand the material and give you a basis for participating in class and the critical thinking exercises. They should be completed BEFORE the class week begins, and critical thinking exercises are always due on Mondays by noon.
<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Topic (Objective)</th>
<th>Readings and Assignments</th>
</tr>
</thead>
</table>
| Week 1 1/23 | Course Introduction Defining Research (2) | Syllabus  
Read *Information Now* Introduction and Ch. 1 |
| Week 2 1/30 | Topic Exploration (1) Type & Scope of Information Sources (2-4) | Read *Information Literacy User's Guide* Ch. 1-2 and “How to Write a Literature Review” |
| Week 3 2/6 | Search Strategies (2-3) | Read *Information Now* Ch. 2 and 3  
Complete Information Literacy Tutorial: Modules 1 and 2  
**Due Feb. 8: Research Exercise #1** |
| Week 4 2/13 | Finding Health Information (4-5) | Read “Drinking: An Information Story”  
**Due Feb 15: Research Exercise #2** |
| Week 5 2/20 | Science Literacy and Open Access (4-5) Understanding and Finding Scholarly Research (3-4) | Read “The Dog Effect” and “How to (seriously) read a scientific paper”  
Read “The Wisdom of a Crowd of Experts” |
Read *Information Now* Ch. 6  
**Due 3/1: Research Exercise #3** |
| Week 7 3/6 | Library and Databases (2-3) Database Discovery Project work | Read *Information Now* Ch. 4  
Complete Information Literacy Tutorial: Modules 3-4 |
| Week 8 3/13 | Search Engines and the Deep Web (3) | Read “How Search Engines Work” & *Information Now* Ch. 5  
**Due 3/13: Database Discovery Project** |
| 3/20 | NO CLASS—Spring Break | |
| Week 9 3/27 | Advanced Google Searching (2-3) | |
| Week 10 4/2 | Understanding paper styles and citations (6) Creating citations (6) | Read “Everything Changes, or Why MLA Isn’t (Always) Right” (I have the pdf)  
Review Purdue OWL Citation Guide for style you’ll be using for final project |
| Week 11 4/10 | Using Information Ethically: Understanding Plagiarism and Copyright (6) Using Information Legally: Using Sources and Avoiding Plagiarism (6) | Read *Information Now* Ch. 7  
Read “Listening to Sources, Talking to Sources”  
**Due 4/12: Research Exercise #4** |
| Week 12 4/17 | Primary Sources (2-4) Data and Statistical Sources (3-5) | View “Finding, Evaluating, and Using Primary Sources Guide”  
View “How to Find Data and Statistics Guide” |
| Week 13 4/24 | Audio and Visual Sources (6) News Sources (3-4) Social Media (3-4) | Read *Information Literacy User's Guide* Ch. 8  
Read “Death by a thousand likes: How Facebooks and Twitter are killing the open web” |
| Week 14 5/1 | Final research question and literature review (1, 6) | Read “Writing a Good Research Question” |
| Week 15 5/8 | Finding Reviews Online (3-4) | Read “Five Stars! Four Girls and Free Brunch” |
| Final 5/13 | Final Project: Lit Review and Research Question Due |

**UWM AND SOIS ACADEMIC POLICIES**

The following link will take you to UWM pages/links that contain university policies affecting all UWM students.
http://www.uwm.edu/Dept/SecU/SyllabusLinks.pdf

Undergraduates may also find the **Panther Planner and Undergraduate Student Handbook** useful (http://www4.uwm.edu/dos/student-handbook.cfm). For graduate students, there are additional guidelines from the Graduate School (http://www.graduateschool.uwm.edu/students/current/), including those found in the **Graduate Student and Faculty Handbook**: http://www.graduateschool.uwm.edu/students/policies/expanded/.

The following link will take you to pages/links which contain SOIS policies affecting all SOIS students.
http://www4.uwm.edu/sois/resources/formpol/policies.cfm