LIBS 150 7980 Introduction to Research (2168)

LIBS-150

Fall 2016  Section 7980  1 Credits  11/21/2016 to 12/18/2016

Faculty Contact

Bettina Peacemaker Bettina.Peacemaker@faculty.umuc.edu

Course Description

An introduction to the research process and methods for retrieving information in a library or through online sources. The aim is to identify an information need and locate, evaluate, and use appropriate resources in keeping with academic integrity and ethical standards. Focus is on implementing effective strategies for finding relevant information—including selecting appropriate print and electronic sources and effectively using web search engines and UMUC Information and Library Services' electronic resources to find information—and evaluating and correctly citing the information found. Students may not earn credit for LIBS 150 through challenge exam or portfolio credit and may receive credit for only one of the following courses: COMP 111, LIBS 100, or LIBS 150.

Course Introduction

In today’s information-driven society, it is necessary to have the skills to locate, evaluate, and use information effectively. In this course, you will gain an understanding of the steps involved in conducting research, including describing an information need, creating an effective search statement, selecting and accessing an appropriate research tool, evaluating the information found, and avoiding plagiarism by properly citing sources.

The skills you acquire from this course will be beneficial for your research projects and assignments in other courses at UMUC or at other academic institutions, as well as in your professional and personal activities.

This course is divided into the following broad categories.

- Week 1: Research Strategies
- Week 2: Research Sources
- Week 3: Evaluating Sources
- Week 4: Using Sources

Course Outcomes

After completing this course, you should be able to:

- Identify an information need and locate, evaluate, and use appropriate resources in keeping with academic integrity and ethical standards.

Course Materials

Click to access your course materials information (http://webapps.umuc.edu/UGcmBook/BPage.cfm?C=LIBS%20150&S=7980&Sem=2168)

Grading Information
<table>
<thead>
<tr>
<th>Assignment</th>
<th>Grading Method</th>
<th>% of Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quizzes</strong></td>
<td>Your score will be automatically entered into your portfolio.</td>
<td>40%</td>
</tr>
<tr>
<td>You are required to complete 8 quizzes for this course. You will access the quizzes through the commentary sections within each week.</td>
<td>(8 quizzes @ 5% each)</td>
<td></td>
</tr>
<tr>
<td><strong>Discussions</strong></td>
<td>Your instructor will assign you a grade for your discussion participation.</td>
<td>10%</td>
</tr>
<tr>
<td>You are required to participate actively in discussions for this course. You will access the discussions through the LIBS 150 online classroom in LEO.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Research Log Projects</strong></td>
<td>Your instructor will assign you a grade for your research log projects.</td>
<td>35%</td>
</tr>
<tr>
<td>You are required to complete 2 research log projects for this course. You will access the research log projects through the course content.</td>
<td>Part 1 = 10% Part 2 = 25%</td>
<td></td>
</tr>
<tr>
<td><strong>Final Exam</strong></td>
<td>Your score will be automatically entered into your portfolio.</td>
<td>15%</td>
</tr>
<tr>
<td>You are required to complete a final exam for this course, which you will access through the LIBS 150 online classroom Course Content in LEO.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

Project Descriptions

Research Log Project Parts 1 and 2

In this course, you are required to complete two research log projects. Timely submission of research log project part 1 is important to the successful completion of research log project part 2.

In completing the research log projects, you will detail the processes you follow to

- identify search terms
- conduct research
- find resources
- evaluate and properly cite resources

You can access the instructions for completing the research log projects in weeks 1 and 3.

Academic Policies

Academic Policies and Guidelines

ACADEMIC INTEGRITY
As a member of the University of Maryland University College (UMUC) academic community that honors integrity and respect for others you are expected to maintain a high level of personal integrity in your academic work at all times. Your work should be original and must not be reused in other courses.

CLASSROOM CIVILITY

Students are expected to work together cooperatively, and treat fellow students and faculty with respect, showing professionalism and courtesy in all interactions. Please review the Code of Civility for more guidance on interacting in UMUC classrooms: https://www.umuc.edu/students/support/studentlife/conduct/code.cfm.

POLICIES AND PROCEDURES

UMUC is committed to ensuring that all individuals are treated equally according to Policy 040.30 Affirmative Action, Equal Opportunity, and Sexual Harassment (https://www.umuc.edu/policies/adminpolicies/admin04030.cfm).

Students with disabilities who need accommodations in a course are encouraged to contact the Office of Accessibility Services (OAS) at accessibilityservices@umuc.edu, or call 800-888-UMUC (8682) or 240-684-2287.

The following academic policies and procedures apply to this course and your studies at UMUC.

150.25 Academic Dishonesty and Plagiarism (https://www.umuc.edu/policies/academicpolicies/aa15025.cfm) – UMUC defines academic dishonesty as the failure to maintain academic integrity. All charges of academic dishonesty will be brought in accordance with this Policy.

Note: Your instructor may use Turnitin.com, an educational tool that helps identify and prevent plagiarism from Internet resources, by requiring you to submit assignments electronically. To learn more about the tool and options regarding the storage of your assignment in the Turnitin database go to: https://www.umuc.edu/library/libresources/turnitin.cfm.

151.00 Code of Student Conduct (https://www.umuc.edu/policies/studentpolicies/stud15100.cfm)

170.40 The following policies describe the requirements for the award of each degree:

170.41 Degree Completion Requirements for the Graduate School (https://www.umuc.edu/policies/academicpolicies/aa17040.cfm)

170.42 Degree Completion Requirements for a Bachelor's Degree (https://www.umuc.edu/policies/academicpolicies/aa17041.cfm)

170.42 Degree Completion Requirements for an Associate’s Degree (https://www.umuc.edu/policies/academicpolicies/aa17042.cfm)

170.71 Policy on Grade of Incomplete (https://www.umuc.edu/policies/academicpolicies/aa17071.cfm) - The grade of I is exceptional and only considered for students who have completed 60% of their coursework with a grade of B or better for graduate courses or C or better for undergraduate courses and request an I before the end of the term.

170.72 Course Withdrawal Policy (https://www.umuc.edu/policies/academicpolicies/aa17072.cfm) - Students must follow drop and withdrawal procedures and deadlines available at https://www.umuc.edu/ under Academic Calendar.

130.80 Procedures for Review of Alleged Arbitrary and Capricious Grading (https://www.umuc.edu/policies/academicpolicies/aa13080.cfm) – appeals may be made on final course grades as described herein.

205.06 Calculation Of Grade-Point Average (GPA) for Inclusion on Transcripts and Transcript Requests (https://www.umuc.edu/policies/academicpolicies/aa20506.cfm) – Note: Undergraduate and Graduate Schools have different Grading Policies (i.e. The Graduate School does not award the grade of D). See Course Syllabus for Grading Policies.

GRADING

According to UMUC’s grading policy, the following marks are used:
<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>A  90-100</td>
<td>90-100</td>
</tr>
<tr>
<td>B  80-89</td>
<td>80-89</td>
</tr>
<tr>
<td>C  70-79</td>
<td>70-79*</td>
</tr>
<tr>
<td>D  60-69</td>
<td>N/A**</td>
</tr>
<tr>
<td>F  59 or below</td>
<td>69 or below</td>
</tr>
<tr>
<td>FN Failure-Non attendance</td>
<td>Failure-Non attendance</td>
</tr>
<tr>
<td>G Grade Pending</td>
<td>Grade Pending</td>
</tr>
<tr>
<td>P Passing</td>
<td>Passing</td>
</tr>
<tr>
<td>S Satisfactory</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U Unsatisfactory</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>I Incomplete</td>
<td>Incomplete</td>
</tr>
<tr>
<td>AU Audit</td>
<td>Audit</td>
</tr>
<tr>
<td>W Withdrawn</td>
<td>Withdrawed</td>
</tr>
</tbody>
</table>

* The grade of "B" represents the benchmark for The Graduate School. Students must maintain a Grade Point Average (GPA) of 3.0 or higher. Classes where final grade of C or F places a student on Academic Probation must be repeated.

** The Graduate School does not award the grade of D.

COURSE EVALUATION SURVEY

UMUC values its students’ feedback. You will be asked to complete an online evaluation toward the end of the term. The primary purpose of this evaluation process is to assess the effectiveness of classroom instruction in order to provide the best learning experience possible and make continuous improvements to every class. Responses are kept confidential. Please take full advantage of this opportunity to provide your feedback.

LIBRARY SUPPORT

Extensive library resources and services are available online, 24 hours a day, seven days a week at [https://www.umuc.edu/library/index.cfm](https://www.umuc.edu/library/index.cfm) to support you in your studies. The UMUC Library provides research assistance in creating search strategies, selecting relevant databases, and evaluating and citing resources in a variety of formats via its Ask a Librarian service at [https://www.umuc.edu/library/libask/index.cfm](https://www.umuc.edu/library/libask/index.cfm).

LEARNING MANAGEMENT SYSTEM SUPPORT

To successfully navigate the online classroom new students are encouraged to view the Classroom Walkthrough under Help in the upper right menu of the LEO classroom. Those requiring technical assistance can access Help@UMUC Support directly in LEO under the Help menu. Additional technical support is available 24 hours a day, seven days a week via self-help and live chat at [https://www.umuc.edu/help](https://www.umuc.edu/help) or by phone toll-free at 888-360-UMUC (8682).

SYLLABUS CHANGES

All items on this syllabus are subject to change at the discretion of the Instructor and the Office of Academic Affairs.

Class & Assignment Schedule

Check the calendar for the schedule with due dates.