

Course Syllabus



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Office Hours	By appointment
Class day/time	Tuesday 7:30 – 9:30 PM
Location	EDUC 272 plus regional campus locations

1. Course overview and objectives

This course provides an introduction to finding and sharing information and resources from traditional print and electronic sources. We will also examine technology you typically find in libraries and play with online applications useful to school librarians and teachers. Specific topics in the class are information literacy, informed learning, generating questions, the online library catalog, search engines, online databases, and online searching, the reference process and related reference sources.

How can we help people find the information they need?

As pointed out by Riedling (2005), the desire to know is one of the most basic human needs. In the information age that we live in knowing where and how to find information is priceless. As a school librarian your role is to provide information as well as to teach students how to find, access, process, evaluate, organize and use this information.

We live in exciting times, in an increasingly flattened world, where the ability for people to assimilate information they find into coherent personal strategies is perhaps the critical modern survival skill. (Johnson, 2009, p. 601)

As we learned in ITLS5000/6000, one of the roles of a school librarian is information specialist. As part of this role "The school librarian introduces and models emerging technologies, as well as strategies for finding, assessing, and using information" (AASL, 2009, p. 17). This semester we will work on turning you into a first-rate information specialist with new knowledge and skills in information searching, information management, instructional technology, information literacy instruction, and reference. Even if you are not going for your school library media endorsement, this course will provide you with a strong foundation to be successful professionally and academically in the 21st Century.

After completing this course you will be able to:

- locate information efficiently and effectively in books, online catalogs, library databases, and on the web using search engines
- understand the role of information literacy and informed learning in creating 21st Century Learners
- conduct a reference interview
- connect reference questions to references sources
- utilize various [learning 2.0 technologies](http://itls5030.wikispaces.com/) (<http://itls5030.wikispaces.com/>) in the library, your teaching, and your own professional development
- create and actively maintain a library blog and library website (or wiki)

References cited above

American Association of School Librarians (2009). Empowering learners : guidelines for school library programs. Chicago, Ill.: American Association of School Librarians.

Johnson, D. J. (2009). An impressionistic mapping of information behavior with special attention to contexts, rationality, and ignorance. *Information Processing & Management*, 45(5), 593-604.

Riedling, A. M. (2005). Reference and the School Library: An Overview Reference Skills for the School Library Media Specialist : Tools and Tips. Worthington, Ohio: Linworth Books.

2. Course materials

The following textbook is required for this class:

Riedling, A. M., Shake, L., & Houston, C. (2013). *Reference skills for the school librarian : tools and tips*. 3rd Ed. Santa Barbara, California: Linworth. ISBN-13: 978-1586835286

If you are serious about becoming a school librarian you might also want to get the following text for background reading. This book will be required for ITLS5040/6040 so you may consider getting it now. *Administering the School Library Media Center (Fifth Edition)* / Betty J. Morris. Hardcover: ISBN 978-1-59158-685-2; Paperback: ISBN 978-1-59158-689-0.

We are learning new technologies online using the following learning module: **Learning 2.0** : <http://itls5030.wikispaces.com/> [\(http://inst5030.wikispaces.com/\)](http://inst5030.wikispaces.com/)

All other materials can be found on the online learning management system called Canvas: <http://canvas.usu.edu> [.\(http://canvas.usu.edu\)](http://canvas.usu.edu) (login with your A# and password).

3. Assessment

The course provides an introduction to finding information and resources using print and electronic sources. It emphasizes reference services, knowledge of the reference process and basic reference/information sources; information literacy and informed learning, and finding and using information from various information sources. In addition the course offers an introduction to information technology relevant to a school library. The assignments for this course are intended to facilitate learning in these areas in by allowing you to a) discuss what you have learned in class with fellow students, b) get your feet wet and play with and report on new technologies, c) create a library website or wiki, d) go through the information search process, and e) become familiar with a search engine or two.

All assignments including discussions are due on Sundays by midnight. Plan ahead!

When participating in an online discussion, please start early in the week to facilitate a lively exchange of information during that week. Everyone posts once and responds at least twice to other students. These posts and responses are part of your final grade. **Please realize that with your participation in this class you are contributing to your fellow students' learning as well as your own.**

See also section 4.6 on grading.

4. Course policies

4.1 Our classroom

To make learning worthwhile for you and others in our ITLS5030/6030 learning community it is important that you actively engage with your fellow students, your teacher, and the materials presented both inside and outside of class.

A prerequisite to student learning is a classroom in which students feel comfortable. This comfort has to be achieved at multiple levels: students need to be comfortable with their peers and their professor and the material needs to be presented in a non-intimidating manner with an understanding of the students' existing expertise. Students are welcome to come to me with problems and questions and are always treated with respect. You can reach me through various channels of communication including email and in person. I encourage students to ask questions in class, email, or on Canvas and to take charge of their own learning.

In our classroom we do not harass or discriminate against anyone on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, veteran status, or marital or parental status; the presence of any sensory, physical or mental disability or handicap; nor for any other reason.

4.2. The Honor System

Each student has the right and duty to pursue his or her academic experience free of dishonesty. The Honor System is designed to establish the higher level of conduct expected and required of all Utah State University students.

The Honor Pledge: To enhance the learning environment at Utah State University and to develop student academic integrity, each student agrees to the following Honor Pledge: "I pledge, on my honor, to conduct myself with the foremost level of academic integrity." A student who lives by the Honor Pledge is a student who does more than not cheat, falsify, or plagiarize.

A student who lives by the Honor Pledge:

- Espouses academic integrity as an underlying and essential principle of the Utah State University community;
- Understands that each act of academic dishonesty devalues every degree that is awarded by this institution; and
- Is a welcomed and valued member of Utah State University.

(See Article VI of the student code (University Regulations Regarding Academic Integrity) - <http://www.usu.edu/student-services/studentcode/article6.cfm> [.\(http://www.usu.edu/student-services/studentcode/article6.cfm\)](http://www.usu.edu/student-services/studentcode/article6.cfm).)

4.3. Plagiarism

Plagiarism includes knowingly "representing, by paraphrase or direct quotation, the published or unpublished work of another person as one's own in any academic exercise or activity without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials." The penalties for plagiarism are severe. They include warning or reprimand, grade adjustment, probation, suspension, expulsion, withholding of transcripts, denial or revocation of degrees, and referral to psychological counseling. (See Article VI of the student code: <http://www.usu.edu/student-services/studentcode/article6.cfm> [.\(http://www.usu.edu/student-services/studentcode/article6.cfm\)](http://www.usu.edu/student-services/studentcode/article6.cfm).)

Please note that Canvas has a new automated feature to detect plagiarism called **Turnitin** [.\(http://turnitin.com/\)](http://turnitin.com/). Please also note that professors in the Instructional Technology and Learning Sciences Department are required to officially report ANY case of plagiarism, no exceptions.

4.4. Sexual harassment

Sexual harassment is defined by the Affirmative Action/Equal Employment Opportunity Commission as any "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." If you feel you are a victim of sexual harassment, you may talk to or file a complaint with the Affirmative

Action/Equal Employment Opportunity Office located in Old Main, Room 161, or call the AA/EEO Office at 797-1266.

4.5. Students with disabilities

The Americans with Disabilities Act states: "Reasonable accommodation will be provided for all persons with disabilities in order to ensure equal participation within the program. If a student has a disability that will likely require some accommodation by the instructor, the student must contact the instructor and document the disability through the Disability Resource Center (797-2444), preferably during the first week of the course. Any request for special consideration relating to attendance, pedagogy, taking of examinations, etc., must be discussed with and approved by the instructor. In cooperation with the Disability Resource Center, course materials can be provided in alternative format, large print, audio, diskette, or Braille."

4.6. Grading

Your consistent and active participation will be the key to doing well in this class.

Your grade will be based on the university grading scale:

A	100-93%,	A-	92-90%	B+	89-87%	B	86-83%,
B-	82-80%	C+	79-77%	C	76-73%	C-	72-70%
D	69-60%	F	59-0%				

Please note that to earn an A- or A grade, the assignment must go beyond the minimum expected in terms of quality (e.g. insight, creativity, analysis, thoroughness, synthesis).

Without exception, plagiarized work results in an F and automatically revokes the opportunity to redo that assignment.

Assignments that are handed in past the due date cannot be redone. Late assignments will be marked down.

All assignments need to be submitted through Canvas Assignments or they will not be accepted.

Assignments that clearly do not follow directions are returned without review.

Final assignments cannot be redone due to time constraints. Final assignment drafts are accepted for review until one week before the final assignment deadline. Plan ahead!

If you wish to discuss a grade, hand in a written explanation of your argument and arrange for a private meeting. Except for unusual circumstances, no appeal for an individual assignment or project will be considered more than two weeks after the grade has been posted.

The following course components will contribute to your grade:

Assignments	5030	6030	Due dates-before midnight on:
Class Participation and Canvas Discussions	15%	10%	Sundays
Search Engine Assignment	10%	10%	February 23, 2014
Information Literacy Module	25%	20%	Bi-weekly
Learning 2.0 Assignment	25%	20%	Weekly
Library Website Assignment	25%	20%	March 2 (outline); April 6 (draft); April 27 (final)
PLN Plan Assignment	0%	20%	April 30, 2014

NOTE that:

Canvas might not calculate your final grade correctly because grades are calculated differently for ITLS5030 than ITLS6030. Canvas is set up to calculate grades for ITLS5030 only. Use the percentages above to calculate your final grade.

4.7. Absence from class

Students are responsible for attending class every week. If students cannot attend class they are required to notify the instructor ahead of time of their expected absence. Students who miss a class have to submit a one-page summary (around 500 words) of the missed class based on the class slides (if available) or notes from fellow classmates. This summary needs to be submitted before the start of the next class. Not submitting the summary or submitting the summary late will lead to a reduction in your class participation grade.

4.8. Withdrawals and incompletes

USU students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student may be unable to complete all of the coursework because of extenuating circumstances, but not due to poor performance or to retain financial aid. The term 'extenuating' circumstances includes: (1) incapacitating illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter a work schedule to secure employment, (4) change in work schedule as required by an employer, or (5) other emergencies deemed appropriate by the instructor.

4.9. Grievance process

Students who feel they have been unfairly treated [in matters other than (i) discipline or (ii) admission, residency, employment, traffic, and parking - which are addressed by procedures separate and independent from the Student Code] may file a grievance through the channels and procedures described in Article VII in the Student Code: <http://www.usu.edu/student-services/student-code/article7.cfm> (<http://www.usu.edu/student-services/student-code/article7.cfm>).

5. Course schedule

Note: the course schedule is subject to change, that is, it is a plan rather than a contract. You will be notified in Canvas about any changes to the schedule or existing content.

The course schedule is incorporated into [the Modules page \(https://usu.instructure.com/courses/361244/modules\)](https://usu.instructure.com/courses/361244/modules) where you can find our weekly topics and what assignments are due.

6. Course assignments

Date	Details	
Sun Jan 11, 2015	Course Quiz (https://usu.instructure.com/courses/361244/assignments/1814330)	due by 11:59pm
	D1: Student Introductions (https://usu.instructure.com/courses/361244/assignments/1814331)	due by 11:59pm
Sun Jan 18, 2015	D2: Blog addresses (https://usu.instructure.com/courses/361244/assignments/1814332)	due by 11:59pm
	ILM - Activity 1 (https://usu.instructure.com/courses/361244/assignments/1814333)	due by 11:59pm
Sun Jan 25, 2015	Learning 2.0 Assignment: Weeks 1 - 3 (https://usu.instructure.com/courses/361244/assignments/1818282)	due by 11:59pm
Sun Feb 1, 2015	D4: Wiki Addresses (https://usu.instructure.com/courses/361244/assignments/1814368)	due by 11:59pm
	ILM - Activity 2 (https://usu.instructure.com/courses/361244/assignments/1814371)	due by 11:59pm
Sun Feb 8, 2015	D5: Skype names (https://usu.instructure.com/courses/361244/assignments/1814369)	due by 11:59pm
Sun Feb 15, 2015	ILM - Activity 3 (https://usu.instructure.com/courses/361244/assignments/1814372)	due by 11:59pm
Sun Feb 22, 2015	D7: Search Engine Reviews (https://usu.instructure.com/courses/361244/assignments/1814370)	due by 11:59pm
	Search Engine Assignment (https://usu.instructure.com/courses/361244/assignments/1814377)	due by 11:59pm
Sun Mar 1, 2015	ILM - Activity 4 (https://usu.instructure.com/courses/361244/assignments/1814373)	due by 11:59pm
Sun Mar 8, 2015	Learning 2.0 Assignment: Weeks 4 - 9 (https://usu.instructure.com/courses/361244/assignments/1818284)	due by 11:59pm
	LWA - Outline (https://usu.instructure.com/courses/361244/assignments/1814378)	due by 11:59pm
	ILM - Activity 5 (https://usu.instructure.com/courses/361244/assignments/1814374)	due by 11:59pm
Sun Mar 22, 2015	ILM - Activity 6 (https://usu.instructure.com/courses/361244/assignments/1814375)	due by 11:59pm
Sun Mar 29, 2015	LWA - Draft (https://usu.instructure.com/courses/361244/assignments/1814379)	due by 11:59pm
Sun Apr 5, 2015	ILM - Activity 7 (ITLS6030) (https://usu.instructure.com/courses/361244/assignments/1814376)	due by 11:59pm
Sun Apr 12, 2015	Learning 2.0 Assignment: Weeks 11 - 15 (https://usu.instructure.com/courses/361244/assignments/1814381)	due by 11:59pm
	Class attendance and participation (https://usu.instructure.com/courses/361244/assignments/1819447)	due by 11:59pm
Sun Apr 19, 2015	LWA - Final (https://usu.instructure.com/courses/361244/assignments/1814380)	due by 11:59pm
Fri Apr 24, 2015	Professional Learning Network Plan Assignment Due April 30 (https://usu.instructure.com/courses/361244/assignments/1814382)	due by 11:59pm
	Professional Learning Network Plan Assignment Due April 30 (https://usu.instructure.com/courses/361244/assignments/1814382)	due by 11:59pm
Sun Apr 26, 2015		
Wed Apr 29, 2015		

[View Progress](#)

[+ Module](#)

☰ **Week 1: Monday January 5 - Sunday January 11 : Course Introduction** ✓



☰ [Introduction](#) ✓



☰ [Course Quiz](#) Jan 11 10 pts ✓



☰ [D1: Student Introductions](#) Jan 11 10 pts ✓



☰ [Learning 2.0 Week 1: Life Long Learning](#) ✓



☰ **Week 2: Monday January 12 - Sunday January 18 : Information Literacy** ✓



☰ [Information Literacy & Informed Learning](#) ✓



☰ [Learning 2.0 Week 2: Blogging](#) ✓



☰ [D2: Blog addresses](#) Jan 18 5 pts ✓



☰ [ILM - Activity 1](#) Jan 18 10 pts ✓



☰ **Week 3: Monday January 19 - Sunday January 25 : Generating Questions, Searching to Learn** ✓



☰ [Searching to Learn](#) ✓



☰ [Week 3 Learning 2.0: Photos and Images](#) ✓



☰ [Learning 2.0 Assignment: Weeks 1 - 3](#) Jan 25 10 pts ✓



☰ **Week 4: Monday January 26 - Sunday February 1 : The Library Catalog** ✓



☰ [The Library Catalog](#) ✓



☰ 🔗 Week 4 Learning 2.0 : Wikis		✔️	⚙️
☰ 💬 D4: Wiki Addresses	Feb 1 5 pts	✔️	⚙️
☰ 📄 ILM - Activity 2	Feb 1 10 pts	✔️	⚙️

☰ **Week 5: Monday February 2 - Sunday February 8 : Search Engines and Search** ✔️ + ⚙️

☰ 📄 Search Engines and Search Strategies		☁️	⚙️
☰ 🔗 Week 5 Learning 2.0: Skype		☁️	⚙️
☰ 💬 D5: Skype names	Feb 8 5 pts	☁️	⚙️

☰ **Week 6: Monday February 9 - Sunday February 15: Databases** ✔️ + ⚙️

☰ 📄 Databases		☁️	⚙️
☰ 🔗 Week 6 Learning 2.0: Play!		☁️	⚙️
☰ 📄 ILM - Activity 3	Feb 15 10 pts	☁️	⚙️

☰ **Week 7: Monday February 16 - Sunday February 22 : NO CLASS THIS WEEK** ✔️ + ⚙️

☰ 📄 NoClassButLearningContinues		☁️	⚙️
☰ 🔗 USU Academic Calendar 2014		☁️	⚙️
☰ 🔗 Week 7 Learning 2.0: Folksonomies and social bookmarking		☁️	⚙️
☰ 📄 Search Engine Assignment	Feb 22 10 pts	✔️	⚙️
☰ 💬 D7: Search Engine Reviews	Feb 22 10 pts	☁️	⚙️

☰ **Week 8: Monday February 23 - Sunday March 1 : Information Technology in the Library**

☰	📄 InfoTechInLibrary-I		☁️	⚙️	▾
☰	🔗 Week 8 Learning 2.0: RSS Feeds and Newsreaders		☁️	⚙️	▾
☰	📄 ILM - Activity 4	Mar 1 10 pts	☁️	⚙️	▾

☰ ▾ **Week 9: Monday March 2 - Sunday March 8 : Information Synthesis** ✔️ + ⚙️ ▾

☰	📄 InformationProcessing		☁️	⚙️	▾
☰	🔗 Week 9: Learning 2.0: Twitter		☁️	⚙️	▾
☰	📄 LWA - Outline	Mar 8 10 pts	✔️	⚙️	▾
☰	📄 Learning 2.0 Assignment: Weeks 4 - 9	Mar 8 10 pts	✔️	⚙️	▾

☰ ▾ **Week 10: Monday March 9 - Sunday March 15 : SPRING BREAK** ✔️ + ⚙️ ▾

☰	📄 SpringBreak		☁️	⚙️	▾
☰	🔗 USU Academic Calendar Spring 2014		☁️	⚙️	▾
☰	🔗 Week 10 Learning 2.0: Spring Break!		☁️	⚙️	▾

☰ ▾ **Week 11: Monday March 16 - March 22 : Reference Sources I: State and Local** ✔️ + ⚙️ ▾

☰	📄 ReferenceSourcesI		☁️	⚙️	▾
☰	🔗 Week 11 Learning 2.0: Online Video		☁️	⚙️	▾
☰	📄 ILM - Activity 5	Mar 22 10 pts	☁️	⚙️	▾

☰ ✔️ + ⚙️ ▾

▼ Week 12: Monday March 23 - Sunday March 29: Reference Sources II - Bibliographies, Indexes and Abstracts, Online Periodical Databases

☰  ReferenceSourcesII		 ▾
☰  Week 12 Learning 2.0: Podcasting		 ▾
☰  ILM - Activity 6	Mar 29 10 pts	  ▾

☰ ▼ Week 13: Monday March 30 - Sunday April 5 : Reference Sources III: Dictionaries, Encyclopedias; Geographical Resources  

☰  ReferenceSourcesIII		 ▾
☰  Week 13 Learning 2.0: Tag Clouds		 ▾
☰  LWA - Draft	Apr 5 1 pts 	 ▾

☰ ▼ Week 14: Monday April 6 - Sunday April 12 : Reference Sources IV: Directories, Annuaries, Yearbooks, Handbooks; Biographical Sources  

☰  ReferenceSourcesIV		 ▾
☰  Week 14 Learning 2.0: Google Docs		 ▾
☰  ILM - Activity 7 (ITLS6030)	Apr 12 10 pts	  ▾

☰ ▼ Week 15: Monday April 13 - Sunday April 19 : Reference Interview and Librarian  

☰  ReferenceInterview		 ▾
☰  Week 15 Learning 2.0: One Last Thing		 ▾
☰  Learning 2.0 Assignment: Weeks 11 - 15	Apr 19 10 pts 	 ▾

☰ Week 16: Monday April 20 - Sunday April 26 : Class Wrap-Up



☰  [LastClass](#)



☰  [Week 16 Learning 2.0: Future Exploration](#)



☰  [LWA - Final](#)

Apr 26 8 pts



☰ Week 17: Monday April 27 - Sunday May 3 : FINALS WEEK



☰  [Professional Learning Network Plan Assignment Due April 30](#)

Apr 29 10 pts

