

Syllabus

ENG 501: Information Literacy and Research (Online)

ENG 501 / LBST 501 | 3 Credit Hours | Fall I 2022: 8/22/22 – 10/7/22

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Online Meeting: By appointment
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Course Description

Drawing on sources from multiple disciplines, students will learn information literacy skills that are the basis for graduate-level research. Topics include formulating research questions, identifying appropriate research resources, utilizing effective search strategies in multiple media, assessing reliability and credibility of information sources, applying organizational theories to knowledge to effectively synthesize information, and presenting conclusions professionally. 3 hours.

Prerequisites

Admission to graduate studies or instructor permission.

Course Learning Objectives

Upon successful completion of this course, students will be able to:

- CO1. Define and apply principles of information literacy
- CO2. Critically evaluate information and its sources
- CO3. Determine the extent of information needed to formulate a viable research proposal
- CO4. Analyze search results to effectively and efficiently identify and access relevant information
- CO5. Analyze the economic, legal, and social issues surrounding the use of information

Program Learning Outcomes

All coursework in Master of Arts in Liberal Studies courses supports the development of the following skills:

1. **Effective Communication:** The ability to connect with a variety of audiences in a variety of contexts, with a variety of media.
2. **Information Literacy:** The ability to identify the need for information, locate reliable sources, and validate information and evidence applicable to specialized and broad-based topics.
3. **Data Literacy:** The ability to understand and communicate number-based information.
4. **Cultural Literacy:** The ability to recognize and act upon the impact of different cultural perspectives in a variety of situations or settings.

Communication Guidelines

Netiquette

All class communications and interactions with other students and the professor should follow common social standards for respect and courtesy. Learn about the [USI Netiquette Guidelines for Online Students](#) so that you can get the most out of your class.

Communication Expectation

Students are expected to regularly check their USI email accounts; and should use these accounts for all course correspondences. Questions about the course should be emailed directly to the instructor. You will receive a response within 48 hours. Instructor announcements will be sent out via Blackboard. Students will receive a copy of announcements to their USI email accounts. Announcements will also be viewable on the Announcements page in Blackboard. Submission and final grades will be posted through Blackboard. Feedback on submission will be posted in OneNote. Feedback and grades on assessments will be completed within 5 business days of submission.

Blackboard Course Site Overview

LBST 501 and the Blackboard Course Site are both organized into six modules. Each module aligns with a course objective and has its own discrete module objectives. Within the Blackboard folder for each module, you will find the assigned readings, required videos and lectures, and assignments for that unit. Course overview material such as the syllabus and calendar are available in the Getting Started section. Additional technical support and supplementary materials are available under the Resources area of the Blackboard content menu.

Course Requirements

Textbooks and/or Course Materials

All curricular materials necessary for successful completion of LBST 501 will be provided through the course Blackboard site.

Technical Requirements*

- **A Reliable Computer:** a dedicated computer with an updated operating system, such as Windows 7 or later, or Mac OSX.
- **High-Speed Internet Connection:** (e.g. DSL or Cable). All USI online students are required to have a stable high-speed Internet connection.
- **Microsoft Office 365:** Available from [Information Technology](#) (USI login needed)
- **PDF Reader:** Such as [Adobe Acrobat Reader](#)
- **Supported Web Browser:** [Firefox](#), [Google Chrome](#), or [Safari](#).
- **Microphone**

* More information on the system requirements for taking online courses can be found at [USI Online Learning System Requirements](#)

- Webcam

Minimum Technical Skills

As a student in an online graduate program, you are expected to have basic technical skills, such as:

- Accessing and navigating the internet
- Accessing and navigating USI websites, including Blackboard
- Communicating via email
- Saving, editing, and uploading files

Technical support and supplementary materials specific to this course are available under the Resources area of the Blackboard.

Minimum Digital Information Literacy Skills

This course is designed to provide the foundation for digital information literacy skills that you will develop and utilize throughout the MALS program. Each module will introduce basic theory and practices that will enable you to succeed regardless of your current abilities.

Assessments

Research Journal

Each student will build a research journal in OneNote throughout the course. Each module will include assignments for the journal, building toward a final literature review. Submission and final grades will be posted through Blackboard. Feedback on submission will be posted in OneNote.

Reframing the Framework

Students will work in small groups to create VoiceThread presentations that discuss various aspects and applications of the ACRL Framework for Information Literacy in Higher Education. Submission and final grades will be posted through Blackboard. Feedback on submission will be posted in VoiceThread.

Individual Reflections

Based on provided prompts, students will reflect on their learning in each module. Submission and final grades will be posted through Blackboard. Feedback on submission will be posted in OneNote.

Grading Methods

Research Journal

Topic	Due Date	Point Value	Point Percentage
Module 1	Sunday, August 28	10	4.6%
Module 2	Sunday, September 4	10	4.6%
Module 3	Sunday, September 11	10	4.6%
Module 4	Sunday, September 18	10	4.6%
Module 5	Sunday, October 2	25	11.6%

Module 6	Friday, October 7	30	14%
<i>Assessment Total</i>		95	44%

Reframing the Framework

Topic	Due Date	Point Value	Point Percentage
Authority is Constructed and Contextual	Sunday, September 11	10	4.6%
Information Creation as a Process	Sunday, September 11	10	4.6%
Research as Inquiry	Sunday, September 18	10	4.6%
Searching as Strategic Exploration	Sunday, September 18	10	4.6%
Information has value	Sunday, October 2	10	4.6%
Scholarship as conversation	Sunday, October 2	10	4.6%
<i>Assessment Total</i>		60	28%

Individual Reflection

Topic	Due Date	Point Value	Point Percentage
Module 1	Sunday, August 28	10	4.6%
Module 2	Sunday, September 4	10	4.6%
Module 3	Sunday, September 11	10	4.6%
Module 4	Sunday, September 18	10	4.6%
Module 5	Sunday, October 2	10	4.6%
Module 6	Friday, October 7	10	4.6%
<i>Assessment Total</i>		60	28%

	A	B+	B	C+	C	F
Points	193-215	185-192	172-184	163-171	150-162	0-149
Percentage	90-100%	86-89.9%	80-85.9%	76-79.9%	70-75.9%	Below 70%

Course & University Policies

Academic Continuity

In the event of an announced campus closure or emergency, it may be necessary for the university to suspend normal operations. During this time, the university may opt to continue instruction through online or alternative modes of delivery. Each student is responsible to monitor the USI homepage at www.USI.edu and their USI email for important general information and instructions regarding classes. Please also view the guidance on [emergency procedures](#) and information.

Late Assignment Policy

Assignment submission is available from the first day of the module in which it is assigned. As busy students, you will need to plan carefully from the start of the semester and take care to submit work early if known conflicts exist with assignment deadlines.

Blackboard will automatically close assignment submission at 11:59 pm CT on the day each assignment is due. Students will be given one “day late” opportunity in the class where they can email the instructors directly within 24 hours of an assignment deadline and that one assignment will be accepted late and graded without penalty. The “day late” opportunity applies to only one assignment one time throughout the course. Once the 24-hour notification period has passed and/or the “day late” opportunity has already been utilized by a student, late work will not be accepted or graded.

Academic Integrity

Academic integrity is the hallmark of truth and honesty in an engaged university community. Students have the right and responsibility to pursue their educational goals with academic integrity. All members of the university are accountable for their actions in maintaining high standards of academic integrity. Students are responsible for completing academic requirements without action and/or material that violates academic integrity. Please view the [Academic Integrity Policies and Procedures](#).

Civility Statement

The university is dedicated to a culture of civility among students, faculty, and staff. The university embraces and celebrates the many differences that exist among the members of a dynamic, intellectual and inclusive community, and strives to maintain an environment that respects differences and provides a sense of belonging and inclusion for everyone. Any form of unlawful discrimination will not be tolerated. Each student has the right to be free from discrimination, including harassment, on the basis of race, color, religion, sex, pregnancy, or marital status, national origin, age (40 or older), disability, genetic information, sexual orientation, gender identity, veteran status, or any other category protected by law or identified by the University as a protected class. If you have experienced discrimination, or know someone who has, you may seek help by contacting USI’s Interim Affirmative Action Office, Dameion Doss, at 812-464-1835 or at ddoss@usi.edu. Find more information in the [Student Rights and Responsibilities: Code of Student Behavior](#) and [Equal Opportunity and Non-Discrimination policy](#).

COVID-19 Safety

The University of Southern Indiana is committed to providing a safe, on-campus learning environment for students and employees. It is the responsibility of each person at USI to reduce the risk of COVID-19 transmission and contribute to the overall safety of the campus community.

As a student and a member of the USI community, you are required to:

1. Self-monitor for COVID-19 symptoms and report to a medical professional if you experience a fever of 100° F or higher, a dry cough, difficulty breathing, chills, fatigue, muscle pain, headache, sore throat, nausea or vomiting, diarrhea, or loss of taste or smell;
2. Use hand sanitizer when entering and leaving the classroom;
3. Clean your classroom desk area before and after class, and clean any materials and equipment you used as directed by your instructor;

4. Wear a face covering in the classroom and in university buildings, regardless of vaccination status, and until further notice. Please work with the Disability Resources office if accommodation is needed regarding wearing face coverings;
5. Maintain physical distancing of three feet or more whenever possible. This includes sitting in the spaces marked in the classroom.
6. Stay home if you feel ill or if you have been exposed to someone who is ill or has tested positive for COVID-19. Please email your instructor to make arrangements to complete missed classwork in these situations;
7. Inform the University through the [self-reporting form](#) if you test positive or are presumed positive for COVID-19. You will be contacted by a trained University employee regarding your next steps.

If a student or instructor tests positive for COVID-19, the University Safety Committee will work with the college dean, Dean of Students and/or Human Resources, and the Office of the Provost to determine the next steps for classroom instruction and other safety measures.

Disability Statement

If you have a disability for which you may require academic accommodations for this class, please contact Disability Resources at 812-464-1961 or email Disability Communications at usi1disres@usi.edu as soon as possible. Students who are approved for accommodations by Disability Resources should request their accommodation letter be emailed to them to forward to their online instructors. Due to the nature of online courses some accommodations approved for on campus courses may not apply. Please discuss this with Disability Resources to clarify as needed. Students who receive an accommodation letter from Disability Resources are encouraged to discuss the provisions of those accommodations with their professors before or during the first week of the semester. If you will be in an internship, field, clinical, student teaching, or other off-campus setting this semester please note that approved academic accommodations may not apply. Please contact Disability Resources as soon as possible to discuss accommodations needed for access while in this setting. For more information, please visit the Disability Resources website at <http://www.usi.edu/disabilities>.

Class Withdrawal & Incomplete Policy

It is the student's responsibility to officially drop/withdraw from any courses before the deadline. The university does not withdraw students from any classes. Please refer to the USI Academic Calendar (<https://www.usi.edu/registrar/academic-calendar>) for specific dates. For more information, please visit [Registrar's Office Schedule Changes](#)

Under special circumstances, students may petition for an incomplete grade. However, it is up to the course instructor to decide if an incomplete will be granted. Students receiving an incomplete grade will need to complete all course requirements by the agreed deadline to avoid an "F" grade.

Title IX, Sexual Assault and Gender Violence Policy

USI does not tolerate acts of sexual misconduct, including sexual harassment and all forms of sexual violence. If you have experienced sexual misconduct, or know someone who has, the University can help. It is important to know that federal regulations and University policy require faculty to promptly report incidences of potential sexual misconduct known to them to the Title IX Coordinator to ensure that appropriate measures are taken and resources are made available. The University will work with

you to protect your privacy by sharing information with only those who need to know to ensure we can respond and assist. If you are seeking help and would like to speak to someone confidentially, you can make an appointment with a counselor in the University Counseling Center. Find more information about sexual violence, including campus and community resources at www.usi.edu/stopsexualassault

Technical Support

Help Desk Support

In addition to the technical support and supplementary materials available under the Resources area of the Blackboard, the instructors are available to assist you with technical questions related to course content and assignments. You may also contact the [Help Desk](#) at (812) 465-1080 or send an email to it@usi.edu. To learn more about the USI helpdesk, please visit [USI IT Help Desk](#)

Additional Training Documentation

- [Blackboard](#)
- [Zoom](#)
- [Panopto](#)
- VoiceThread
 - [USI Online Learning VoiceThread Tutorials](#)
 - [VoiceThread How To](#)

Privacy Policies & Accessibility Statements

For detailed information about the privacy policies and accessibility statements of the course technologies, please visit [USI Online Learning Support Services](#)

Academic Support Services

Academic Skills

<http://www.usi.edu/university-division/academic-skills/tutoring/>

This office offers tutoring and learning assistance to help you develop skills to succeed in your academic life. To contact them, please call 812/464-1743 or go to the website above to find the latest tutoring schedule. In addition to tutoring in math and other content areas in Academic Skills, please note that the Writers' Room (ED 1102) provides writing assistance in person and online. To use this service, please contact their office by calling 812/461-5359 or visit their website at <http://www.usi.edu/university-division/academic-skills/tutoring/writers-room>

Graduate Studies Student Resources

The Writer's Room (ED1102) has a Graduate Student Writing Consultant to help graduate students in all programs with any writing project for any class. The Graduate Writing Consultant will help graduate students in face-to-face and online sessions. Graduate students should expect to focus on developing effective writing strategies, engaging in dialogue with the consultant, and receiving feedback at various stages of their writing process. Graduate students are strongly advised to call at least 24 hours in advance to schedule an appointment: 812-461-5359. Students who make appointments 24 hours in advance may submit a draft for the consultant to review before the session by attaching it to an email sent to owl@usi.edu.

How to Cite Sources (APA, MLA, Chicago, Turabian, etc.)

<http://usi.libguides.com/citingsources>

Research Guides

Research assistance, subject guides, and useful resources compiled by your friendly librarians.

<http://usi.libguides.com/>

Disability, and ADA Support

<http://www.usi.edu/university-division/disabilities>

Student Grievances

<https://www.usi.edu/media/3402299/Grievance-and-Complaints-Procedures.pdf>

Additional Student Resources

The university provides a comprehensive range of support services and activities for students. Please refer to <http://www.usi.edu/students/> for detailed information regarding academic advising, registration, financial aid, student affairs, counseling, career services, etc.

Counseling Center

The Counseling Center is open every Monday through Friday from 8:00 am to 4:30 pm. You'll find the Counseling Center in the Orr Center, Room 1051; their phone number is 812/464-1867

<http://www.usi.edu/counselingcenter/>

University Health Center

The University Health Center is a full-service clinic offering medical services and health-related information to students, faculty, and staff. It located in the lower level of the Health Professions Center and is open Monday through Friday, 8 am to 4:30 pm. Click on this link to learn more about the [Health Services](#) offered at USI, or to make an appointment, please call 812/465-1250.

Financial Aid Office

Information about current or future financial aid (including the implications of withdrawal from courses) can be obtained from the University Financial Aid Office. The office open is every Monday through Friday from 8:00 am to 4:30 pm; phone 812/464-1767, or email them at finaid@usi.edu

Student Basic Needs

Students who have difficulty affording food on a regular basis or lack a safe place to live and believe this may affect their class performance are encouraged to contact the [Dean of Students Office](#). A list of resources can also be found at www.usi.edu/media/5612733/financial-wellness-resources.pdf.