LSCI 125: RESEARCH IN THE INFORMATION AGE

COURSE AND INSTRUCTOR INFORMATION

Welcome to Research in the Information Age!

- **Instructor:** Cheryl Hoover, MLS
- **Email:** choover@msubillings.edu or via D2L email
- **Phone:** 406-657-1691
- **Office Hours:** Contact me for an appointment or drop by the library where I work full-time Mon-Fri. My office is LI 219.

LEARNING OUTCOMES:

Upon completing LSCI 125, students will be able to:

- Develop a set of skills needed to find, retrieve, analyze, evaluate, organize, and use or communicate information from multiple sources to express your ideas.
- Access and use information ethically and legally while understanding the economic, legal, and social issues surrounding the use of information.
- Use information gathered to effectively present the information in oral or written form.

COURSE SYLLABUS

READINGS

No required textbook. Check the content area for weekly readings.

COURSE POLICIES & PROCEDURES:

Class Participation:

I expect to see you active within the threaded discussions and to complete assignments in a timely manner. Communicating and engaging in the discussions will improve your class
experience. Modules open on Mondays at midnight. Please don’t hesitate to ask me any questions you might have.

Class Etiquette:

Be respectful of others. Montana State University Billings expects all students to conduct themselves as honest, responsible, and law-abiding members of the academic community and to respect the rights of all students, faculty, staff, and the public. There will be no caustic or snide remarks or foul language permitted in the online classroom. All opinions are worthy of respectful discussion.

Response to Emails & Phone Calls:

I check email and phone messages frequently every day Monday through Friday and respond as quickly as possible, within 24 hours. You can expect a response to a weekend inquiry on the following Monday. If you are concerned about not getting a reply to one of your messages, please contact me again.

Academic Misconduct:

Please refer to the MSU Billings Online Student Handbook, page 23: Student Handbook

Academic misconduct includes things like cheating, plagiarism, fabrication, and misrepresentation. This is how I will enforce instances of Academic Misconduct in my class:

- 1st offense: Zero on the assignment/quiz/test without warning from the instructor.
- 2nd offense: Receive an F in the class and referral for institutional adjudication.

Due Dates:

- Module assignments are due on Sundays by 11 pm MST. (**Exception is Module 4 due to Spring Break)
- Threaded discussions are open Monday through Wednesday of the week in which we have one. Every student is required to post an original response to the discussion question and be active replying to classmates all 3 days of the discussion time period in order to receive full credit. You will see exact discussion due dates for each discussion in the assignment information and an assessment rubric, which shows how I base my grading.
- This document shows ALL assignment due dates and point values: Assignment Due Dates

Late Assignments:

You are allowed ONE free pass on ONE late assignment (excluding discussion posts, midterm or final exam, or the Power Point presentation). The free pass gives you a 48 hour extension to turn in a missed assignment without penalty and without obtaining prior approval from
instructor. Any work submitted after the 48 hour extension will be penalized and may not be accepted. If you use the free pass, don’t forget to tell me so that I won’t penalize your grade.

If you have already used your free pass and have extenuating circumstances that prevent you from turning in an assignment on time, contact me before the due date for a possible extension. Waiting until the last moment to submit assignments is usually an invitation for the dreaded technical problem and not a good reason to ask for an extension. Allow yourself plenty of time to overcome potential problems.

**THREADED DISCUSSIONS**

Discussions are worth a max of 10 points each (see the discussion grading rubric). Your responses should be well thought out and written in complete sentences that are grammatically correct. Your responses should make a relevant contribution to the discussion. "Yup" or "I agree" are not sufficient. Suggestions of things to include when crafting your discussion post include: 1) Refer to the readings or lectures to make a connection between the discussion and what we have read, 2) State whether the content affirmed or dis-affirmed your current beliefs and why, 3) Provide examples from your own experiences. **Threaded discussions are only visible and open for 3 days (Mon-Wed) of the week in which we have one so be sure to watch for these. Be active in the discussion all 3 days in order to receive full credit.**

**ORAL PRESENTATIONS**

We are required to have an oral component since this class fulfills a general education requirement. We will use the Power Point program for our oral presentation. You will create a presentation and record your voice narrating the slides using either a built-in microphone or a separate microphone. I will place a mic on reserve at the library’s circulation desk in case you need to borrow one. More information will be available later in the course.

- PowerPoint Proposal - **MARCH 25, 2018**
- Final PowerPoint Presentation - **APRIL 22, 2018**

**EXAMINATIONS**

This course has two examinations: a mid-term and a final. Most of the questions are multiple choice. The final exam is cumulative, including material covered during the entire course. Both exams are open book and open notes.

- Midterm examination - **MARCH 2, 2018**
GRADING POLICY & CRITERIA

Your grade for the class will be based on the following criteria:

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<tbody>
<tr>
<td>Threaded Discussion</td>
<td>50</td>
</tr>
<tr>
<td>Module Assignments</td>
<td>250</td>
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<tr>
<td>Midterm</td>
<td>50</td>
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<tr>
<td>PowerPoint Presentation</td>
<td>100</td>
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<td>Final Exam</td>
<td>100</td>
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<tr>
<td>Bonus Points</td>
<td>max of 20</td>
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**Total Possible Points** 550 (excluding bonus)

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<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
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<tbody>
<tr>
<td>A</td>
<td>93%-100%</td>
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<tr>
<td>A-</td>
<td>90%-92%</td>
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<tr>
<td>B+</td>
<td>87%-89%</td>
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<tr>
<td>B</td>
<td>83%-86%</td>
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<tr>
<td>B-</td>
<td>80%-82%</td>
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<tr>
<td>C+</td>
<td>77%-79%</td>
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<tr>
<td>C</td>
<td>75%-76%</td>
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<tr>
<td>C-</td>
<td>72%-74%</td>
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<tr>
<td>D+</td>
<td>68%-69%</td>
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<tr>
<td>D</td>
<td>65%-67%</td>
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<tr>
<td>D-</td>
<td>62%-64%</td>
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<td>F</td>
<td>59% and below</td>
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OTHER IMPORTANT INFORMATION

Technology Problems:

Try to have patience and a sense of humor with technology problems because they do occur. Remember that waiting until the last minute to submit an assignment is a recipe for trouble. Students who submit assignments to the dropbox well in advance of the deadline seem to have fewer technical problems than those who wait until the last moment. If you encounter problems, try using a different browser (i.e. Firefox, Chrome, Internet Explorer, Safari). For D2L technical help, contact the Student Help Desk at 406-247-5755.

Students with Disabilities:
MSU Billings is committed to providing equal access. If you anticipate barriers related to the format or requirements of this course, please meet with me so we can discuss ways to ensure your full participation in the course. If you determine that disability-related accommodations are necessary, please contact Disability Support Services (406-657-2283). We can then plan how best to coordinate your accommodations.

**Writing Tutors and Online Writing Lab:**

MSU Billings provides online tutoring to students, which is pre-paid as part of your student fees. For more information, look at the Academic Support Center website at:
http://www.msubillings.edu/asc/

*By seeking and blundering we learn.* —Johann Wolfgang Von Goethe

*Research in the Information Age*