

**INFO 4685/INFO 5685**  
**Information Resources and Services in**  
**Culturally Diverse Communities**  
**Spring 2017**

**INSTRUCTOR**

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**COURSE FORMAT**

Online course accessible through UNT Blackboard Learn website ([learn.unt.edu](http://learn.unt.edu)). Eight learning modules are used to organize and deliver online course materials to students. Learning modules are available on course Blackboard Learn site. Blackboard Accessibility Statement - <http://www.blackboard.com/accessibility.aspx>

**COURSE DESCRIPTION**

5685/4685. Information Resources and Services in Culturally Diverse Communities. 3 hours. Seminar in information resources and services for ethnic cultural minorities. Issues in the provision of information services to ethnic cultural minority communities. Study of the needs and cultural milieu of these communities. Materials and methods for serving these groups.

**INFO 4685 and INFO 5685 are taught together.** Please see the course assignments to see the expectations for both graduates and undergraduates.

**COURSE GOALS**

This course is designed to meet the needs of working reference librarians in school, public and academic libraries as well as students interested in the information services and best bibliographic sources of information about ethnic minorities with whom one is likely to come in contact in the reference work; specifically Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander, Hispanic American, and other populations. The course also reflects on the information services for immigrants and serving multilingual communities. The reference interview is emphasized.

**TEXTS**

There are no required textbooks for this course. Course material is provided in the Course Content in Blackboard.

## Citation Style Manual:

American Psychological Association (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.

## COURSE ASSIGNMENTS

Various discussion forum assignments, Reference Questions, Midterm, and Final Term assignments. Please see the detailed description and guidelines about the course assignment in the **Assignment Instructions** file in the course content in Blackboard. See the Course Calendar for assignment due dates.

INFO 4685 and INFO 5685 are taught together. **Please pay attention that course assignment requirements for INFO 4685 and INFO 5685 may vary. Please see the Assignment Instructions in the course in Blackboard to see the expectations for both graduates and undergraduates.**

## COURSE OBJECTIVES

Upon completion of this course, the students should be able to:

1. Discuss in a critical manner information resources and services for minorities, including the effect of major phenomena present in American society (Topic 1-5).
2. Describe information resources and services for ethnic minorities from both historical and contemporary perspectives (Topics 1-10).
3. Describe and evaluate the different types of information resources and services for cultural and ethnic minorities in terms of the best bibliographical sources of information about ethnic minorities (Topics 5-10).
4. Describe the library services for ethnic cultural minorities' information resources from both historical and contemporary perspectives (Topics 1, 3-10).
5. Describe and evaluate the different types of ethnic cultural minorities' information resources and services in terms of the best bibliographical sources of information (Topics 5-10).
6. Conduct successful reference interviews with ethnic cultural minority users (Topics 1, 6-10).
7. Communicate successfully in general with ethnic cultural minority users (Topics 1, 6-12).
8. Evaluate various types of resources for application in information services to diverse cultural and ethnic groups of users. (Topics 6-14).
9. Research and organize materials on the topics of the course (Topics 1-14).

## METHODOLOGY

Selected periodicals published by and about these special groups will be covered as well as the best general and specific reference sources with which one needs to be familiar to serve them.

Services to these groups will also be considered, as they may need special consideration and understanding. Articles for critiquing in the reference interview section are used as demonstrations of consideration and understanding of these groups.

The course will use Blackboard Learn as an organizational structure, as a mechanism in which to post assignments, and as a place for class discussions. Students **MUST** have access to the Web and a browser (Explorer, Chrome, Firefox, Safari, etc.).

### STUDENT INFORMATION NOTIFICATION

Blackboard Learn enables faculty to track whether and when students visit various areas of the course site, times of first and last logins, and number of postings. This information may be used, in part, to determine the grade for the course.

### GRADING

All the course assignments must be submitted by/on the due dates indicated in the course Schedule of Activities. Generally, you will receive feedback on assignments within a week of the due date. However, if that time frame is to be altered, you will be informed of the change as soon as possible.

Grades are determined on a 100-point scale with 10 points per grade (90-100 = A, 80-89 = B, etc.). The grade distribution determines how much each assignment grade counts toward the final grade for the course, as follows:

Assignment	%%
Class Participation	5%
Reference Questions for 5 cultural areas	25%
Reflections Discussions	10%
Discussion Questions	10%
Research assignment	10%
Evaluation of Classmates' research assignments	5%
Exercise	10%
Midterm assignment	15%
Final Term assignment	10%
<b>Total</b>	<b>100%</b>

Grading Scale	
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

### Grade options

**Extra credit:** Assignments for extra credit will **not** be made under any circumstances. If you are having trouble with regular assignments, consult the instructor as soon as possible.

**Incomplete:** See *UNT Graduate Catalog* for policies and UNT semester schedule for deadlines. A grade of incomplete (I) will be given only for a justifiable reason and only if you are passing the course. It is your responsibility to contact the instructor to request an incomplete and discuss requirements for completing the course. If you do not remove the incomplete within one calendar year, you will receive a grade of F.

**Withdrawal:** See *UNT Graduate Catalog* for policies and UNT semester schedule for deadlines. A grade of withdraw (W) or withdraw-failing (WF) will be given depending on your participation and grades to date.

If you simply disappear and do not file a formal UNT withdrawal form, you may receive a grade of F.

**All assignments must be submitted by 11:59 PM CST on the due date indicated in the Course Calendar.**

1. It is expected that all assignments will be submitted when due. Any missing assignments will automatically result in an automatic grade letter deduction, up to and including a failing grade.
2. Use APA 6<sup>th</sup> edition citation formatting only. That means **no** MLA, Turabian, or Chicago formats.
3. Punctuation, spelling, and grammar are just as important as content.
4. Adhere to the word count limits to earn the maximum points for your assignment.

### Late Work

*If you have an emergency please contact the course instructor to obtain permission for a deadline extension. Otherwise **late submissions will not be accepted**. Consideration will be given on a case by case basis.*

During the first week of the semester, be sure to read the course syllabus and send to the course instructor an **email acknowledgement** about submitting of the course assignments (use the course email in Blackboard) that must include the following statement:

*"I have read the course syllabus and understand that I am expected to submit all assignments on the prescribed due dates/times. I am aware that each missing assignment will result in an automatic deduction of one grade level from the computed grade up to a failing grade."*

See the Course Calendar for the due date of the email.

## COMMUNICATION

Important course announcements will be posted in the "Announcements" page on Blackboard, and students are expected to monitor this area and read the posts.

Students will receive weekly Instructor's announcements about the current topic, assignments, instructions, and other updates.

Students are expected to check their Course E-mail regularly, as this is how the course faculty will get in touch with you individually.

The e-mails you send will be read as soon as possible, but please **DO NOT EXPECT** immediate answers. Every effort will be made to answer e-mails within 2 business days. **KEEP COPIES OF EVERYTHING YOU SUBMIT.**

The Blackboard Learn discussions area is a public domain that will be seen by all students. If you have questions or concerns that you do not want made public, please direct them to the course faculty in the Course E-mail.

This course is taught completely online. Students are encouraged to follow netiquette or appropriate online behavior. Please review the netiquette guidelines available from the following websites: <http://www.centenarycollege.edu/cms/en/academic-services/blackboard-guidelines/online-etiquette/> and <http://www.albion.com/netiquette/corerules.htm>

## Writing

In your course work, both a substantive content and quality of writing are considered. Substantive content includes demonstrated knowledge of appropriate concepts, completeness, strong supporting material, and reasonable conclusions. Quality of writing covers organization and clarity of expression, appropriate use of references, and correct grammar, punctuation, and spelling. References must be in APA style.

## ACADEMIC INTEGRITY

**The Department of Information Science has zero tolerance for academic dishonesty.** The instructors may choose to submit any student work to *Turnitin* for verification of originality. **Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam. Additionally, the incident will be reported to the Dean of Students, who may impose further penalty.**

The UNT Students Standards of Academic Integrity are available at the Provost's office website:

<http://vpaa.unt.edu/academic-integrity.htm>.

The University Policy Office (<http://policy.unt.edu/policy/06-003>)

#### *Student Standards of Academic Integrity*

([http://policy.unt.edu/sites/default/files/06.003\\_AcademicIntegrity\\_2009\\_0.pdf](http://policy.unt.edu/sites/default/files/06.003_AcademicIntegrity_2009_0.pdf)) define six categories of academic dishonesty: cheating, plagiarism, forgery, fabrication, facilitating academic dishonesty, and sabotage.

According to the UNT catalog, the term "***cheating***" includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage.

The term "***plagiarism***" is defined as follows: "Use of another's thoughts or words without proper attribution in any academic exercise, regardless of the student's intent, including but not limited to: (1) the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation; (2) the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials."

Enrollment in any INFO course is considered implicit acceptance of all LIS and UNT student policies. **It is the responsibility of the student to understand and adhere to these policies.**

#### **Add/Drop Policy**

Please refer to the [UNT Registrar's Office website](#) regarding the Add/Drop Policy.

Code of Conduct: Please refer to the [UNT Dean of Students Office website](#) regarding the Student Code of Conduct Policy. The UNT Code of Student Conduct (<http://policy.unt.edu/policy/07-012>)

#### **Statement on ADA Compliance Policy**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation.

Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class.

Procedures are explained in the UNT Disability Accommodation Policy for Students and Academic Units (<http://policy.unt.edu/policy/18-1-14>). For additional information, see the Office of Disability Accommodation website at <http://disability.unt.edu>. You may also contact them by phone at (940) 565-4323.

### **Important Notice for F-1 Students taking Distance Education Courses:**

#### **Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website at <http://ecfr.gpoaccess.gov>. The specific portion concerning distance education courses is located at "Title 8 CFR 214.2 Paragraph (f)(6)(i)(G)" and can be found buried within this document: <http://frwebgate.access.gpo.gov/cgi-bin/get-cfr.cgi?TITLE=8&PART=214&SECTION=2&TYPE=TEXT>

The paragraph reads:

(G) For F–1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F–1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

#### **University of North Texas Compliance**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact

the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email [internationaladvising@unt.edu](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.

### **Student Technical Support**

The University of North Texas Blackboard Helpdesk provides student technical support in the use of Blackboard and supported resources. The student helpdesk may be reached at:

Email: [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

Phone: 940.565-2324

Regular hours are maintained to provide support to students. Please refer to the website (<http://www.unt.edu/helpdesk/hours.htm>) for updated hours.

### **ACKNOWLEDGEMENT**

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