Syllabus and Course Information

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Course Description

Excellent reference or information professionals have a great number of skills and talents including; an understanding of user needs, knowledge of information creation and preservation methods, information retrieval and access skills, communication and intermediation skills, information seeking skills, instruction, and management skills. These skills are coupled with knowledge of professional issues and concerns and relevant theoretical topics. The structure of the class will enable each student to consider all of these skills.

Course Objectives

1. To understand principles of information retrieval in access services.
2. To understand information needs, patterns of information seeking behavior and impacts of information use in society.
3. To understand the principles and techniques in access and retrieval systems.
4. To introduce the student to the different types of information resources and how to evaluate and use them in access services.
5. To develop query negotiation skills in order to identify and translate information needs.
6. To develop skills in searching databases in a variety of formats.
7. To understand intellectual, physical and technical issues in systems of access.
8. To understand issues related to the management and evaluation of information access and retrieval systems and services.

9. To understand selection, evaluation, maintenance and use of relevant information resources in all formats.

10. To introduce methods for identifying and analyzing future trends in the field.

Instructor

Yvonne J. Chandler, Associate Professor
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Home Phone: (940) 566-4830
Office Fax: (940) 565-3101
Cell: (940) 391-0555
Email: yvonne.chandler@unt.edu

Office Hours: TBA
You may contact Dr. Chandler anytime via Course Messages in Canvas, her UNT email address, or telephone (home, cell, or at work). Conferences may be arranged by calling (940) 565-2445 for an appointment.

Course Structure
There are three components to the course:

Institute
The UNT Department of Information Sciences created the Institute as a foundation for distance learning students beginning their Master’s degree study. The Institute consists of classroom instruction, technology training and social events over the course of two days. During the Institute, you will receive orientation both to the department and to INFO 5600. The day portion of the web institutes involves classroom instruction that covers both course content and technology training for the Web portion of the courses. Social events are held during some evenings so that students can get to know each other and the faculty.

Canvas
Canvas is the content delivery platform for UNT's Distance Learning System. Canvas is available online at https://unt.instructure.com/. UNT offers Canvas, which enables you to keep up with your classes through your iPhone, iPad, Android, or Blackberry device. Course Content is divided into content folders called "Modules". The course calendar outlines the release date for each week's module. Every module contains the course lectures, assigned readings, resources, and assignments for that week. Other sections in the course include Announcements, the Discussion Board, Course Messages, and My Grades. Announcements will display important course information. The
Discussion Board is a forum in which you can ask questions about the course or assignments, share course-related content, and complete your assigned discussion postings. Use Course Messages to communicate with the Teaching Team for any questions that pertain to your personal situation or are otherwise not appropriate for the Discussion Board. My Grades will display your graded assignments and keep a running total for your overall performance in the course. You will receive instruction and orientation to Canvas during the Web Institute.

Course Chats

UNT supports Zoom, a web conferencing platform that supports live interaction using voice, video, screen sharing, and text. Students are required to participate in several online chat sessions using Zoom throughout the semester. These chats calculate into your participation grade. Instructions on how to register will be covered during the Institute and registration invitations will also be sent via Course Messages prior to the first scheduled chat session.

Required Materials

Textbook

<table>
<thead>
<tr>
<th>Title: Reference and Information Services: An Introduction, 5th edition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authors: Smith, Linda C. &amp; Wong, Melissa A.</td>
</tr>
<tr>
<td>Publisher: Libraries Unlimited</td>
</tr>
</tbody>
</table>

Hardware

Computer Headset for chat sessions to be used with Go To Training to listen and participate in the chat. Just make sure to connect your headphones to your computer's headphone outlet.

Recommended

It is not necessary to purchase the APA Style Manual, but you will refer to it heavily for guidance on formatting and citing.
Grading

Grading Scale
A.....90-100
B.....80-89
C.....70-79
D.....60-69
F.....59 and below

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Hunts (13)</td>
<td>20%</td>
</tr>
<tr>
<td>Reading Summaries (13)</td>
<td>20%</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>15%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15%</td>
</tr>
<tr>
<td>Final Project</td>
<td>20%</td>
</tr>
<tr>
<td>Participation</td>
<td>10%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

Assignments

The information provided below is a general overview of each of the assignments. Detailed instructions are included with each assignment within the course content.

Information Hunts

Each module contains an Information Hunt assignment. Information Hunts are quizzes for which you will use the type of resource highlighted in each module. The purpose of
the Information Hunt assignment is to gain familiarity with a broad range of resources. Your main focus is not simply finding the answer, but to explore the resource to get to the answer. These exercises will offer you real practice developing and executing search strategies.

**Reading Summaries**

There are 13 Reading Summaries in the course. The first Reading Summary is for the Web Institute and will cover readings from the Selected Readings in the Welcome Module. For the remaining 12 Reading Summary assignments, graduate students will select four readings (undergraduates will select two) from the Selected Readings for each of the assigned modules and prepare one summary of the four readings.

Read the assignment instructions for important formatting guidelines and information about what to include.

**Midterm**

The midterm consists of a selection of 4 out of 8 essay questions (2 for undergraduate students), 15 short answer questions, and 5 bonus questions.

**Final Exam**

The final exam consists of 50 brief term/concept identification questions worth 2 pts each.

**Final Project**

The final project is essentially an Annotated Bibliography. Your final submission will include these three elements:

- Topic Description
- Search Description
- Annotated Bibliography

**Participation**

Students are expected to participate actively in the class. Participation grades will be calculated based on completion of your student profile and resource evaluations surveys as well as your attendance and active participation in course chats and in the discussion board.

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**Important Policies**

**UNT Policy on Plagiarism**

Plagiarism is a serious violation of UNT's code of academic conduct. The UNT Code of Student Conduct and Discipline, Policy Manual, Graduate Catalog, and Undergraduate
Catalog explains specific policies, penalties, and the appeals process. The UNT Policy on Academic Misconduct provides definitions of plagiarism and states that the instructor can assign penalties for violations of the policy.

INFO 5600/4600 Policy on Plagiarism

Plagiarism is copying: retyping, cutting and pasting, or paraphrasing. All students in this course are warned as follows:

- Do not quote or paraphrase published sources, including assigned readings and Web-based sources, without explicit reference to the original work. Credit the source using appropriate citation style according to one of the required academic style manuals listed in the syllabus.

- Do not insert parts of class lectures, online modules, or tutorials, including examples, into your own work. These are published by the instructors, who properly cite the sources of any external published sources.

- Do not insert parts of previous students' work into your own work. The previous students have given written permission for their work to be displayed for illustrative purposes only. A warning about plagiarism precedes each example.

- Do not insert parts of current students' work into your own work. If the current student is your project draft exchange partner, that student trusts you to respect his/her intellectual product.

You are expected to study and learn from the materials provided, then to use your own words in your assignments, or clearly credit sources using appropriate citation style. It is wrong to blindly copy another person's intellectual content or syntax. It is particularly shortsighted--and glaringly obvious--when a student copies another student's errors. You do not have to police every word you write, just be aware of your sources. It is not necessary to credit sources for definitions of basic concepts that are general knowledge in the field, but it is wise to reword them.

INFO 5600/4600 Penalties for Plagiarism

Plagiarism is illegal, unethical, and unacceptable. Any instances of plagiarism in student work will result in the following penalties:

- First offense: Final course grade reduced by one complete grade

- Second offense: Assignment of F (Fail) for final course grade
Academic Misconduct

Cheating and disciplinary action for cheating is defined by the UNT Policy Manual Code of Student Conduct and Discipline. Cheating is an act of academic dishonesty. It is defined and will be handled as follows:

"Plagiarism and cheating refer to the use of unauthorized books, notes, or otherwise securing help in a test; copying tests, assignments, reports, or term papers; representing the work of another as one's own; collaborating, without authority, with another student during an examination or in preparing academic work; or otherwise practicing scholastic dishonesty."

"Academic dishonesty matters may first be considered by the faculty member who may assign penalties such as failing, reduction or changing of a grade in a test, course, assignment, or other academic work, denial of a degree and/or performing additional academic work not required of other students in the course. If the student does not accept the decision of the faculty member, he/she may have his/her case heard by the academic department chairperson or head for review of his/her case. If the student does not accept the decision of the academic department chairperson, he/she may then follow the normal appeal procedures listed in Disciplinary Procedures."

Telephones

Telephones and pagers must be turned off during Institute class periods. This equipment may only be used in case of emergency and with the prior approval of the Professor.

Statement on ADA Compliance Policy

The Department of Information Sciences is committed to full academic access for all qualified students, including those with disabilities. In keeping with this commitment and in order to facilitate equality of educational access, faculty members in the department Department of Information Sciences will make reasonable accommodations for qualified students with a disability, such as appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies when doing so does not fundamentally alter the course.

If you have a disability, it is your responsibility to obtain verifying information from the Office of Disability Accommodation (ODA) and to inform me of your need for an accommodation. Requests for accommodation must be given to me no later than the first week of classes for students registered with the ODA as of the beginning of the current semester. If you register with the ODA after the first week of classes, your accommodation requests will be considered after this deadline. Grades assigned before an accommodation is provided will not be changed.
### Institute Schedule

<table>
<thead>
<tr>
<th>Class Session</th>
<th>Topics &amp; Lectures</th>
<th>Required Reading to Prepare for the Institute</th>
<th>Activities</th>
</tr>
</thead>
</table>
| Prior to Institute | Complete Pre-Institute Assignments  
- Upload Picture  
- Create Student Profile  
- Submit Profile to Assignment Dropbox  
- Post Profile to Student Profile Discussion Board | Smith & Wong  
- Chapter 1: History and Functions of Reference Service p. 3 – 26  
- Chapter 3: The Reference Interview p. 63 – 97  
- Chapter 6: Models of Reference Services p. 155 –178  
- Chapter 13: Selection and Evaluation of Reference Sources p. 367 – 395 |  
- Read Course Materials  
- Student Profile |
| **January 20**  
8am – 12pm | **TOPICS**  
- Introduction to 5600 Information Access & Knowledge Retrieval  
- Course Syllabus Review and Introductions  
- Semester Questions & Answers | Smith & Wong, Chap.1: History and Functions of Reference p. 3-26  
Smith & Wong, Chap. 13: Selection and Evaluation of Reference Sources p. 367 – 395 | **CLASS ACTIVITY**  
- Discuss Annotated Bibliography  
**HOMEWORK**  
- Web Institute Preparation Reading Summary  
- Due 1/27/19 |
| January 20 | LECTURES | Smith & Wong, Chap. 3: The Reference Interview p. 63-97 |
| 1pm – 5pm  | – Search and Retrieval Strategy | – Search Strategies for Online Resources p. 413-436 |
|           | – Database Design | |
|           | – Access Tools: Guides | |
|           | – Access Tools: Evaluation | |
|           | – Semester Questions & Answers | |
|           | | |
|           | CLASS ACTIVITY | |
|           | – Criteria for Evaluation of Resources | |
|           | – Resource Evaluation: Guides | |
|           | – Information Hunt: Guides | |
|           | – Search Strategy and Terms Exercise | |
# Spring 2019 Class Schedule
## INFO 5600.009

<table>
<thead>
<tr>
<th>Module/Dates</th>
<th>Module Topics &amp; Readings</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/20</td>
<td>INSTITUTE: INFO 5600 Four Points by Sheraton – Emeryville, CA</td>
<td></td>
</tr>
<tr>
<td>1/21</td>
<td>Martin Luther King Day- HOLIDAY</td>
<td></td>
</tr>
<tr>
<td>1/24</td>
<td>Course Chat, 8:00PM – 10:00PM PST TOPIC(S): Course Overview and Final Project Introduction</td>
<td>Mandatory Course Chat (Chats recorded in Zoom)</td>
</tr>
<tr>
<td>1/27</td>
<td>Institute Preparation Reading Summary DUE @ 11:59 PM CT</td>
<td>• Web Institute Preparation Reading Summary</td>
</tr>
<tr>
<td>Institute Modules 1/20 – 2/3</td>
<td>RESOURCES TOPIC(S): Guides; Search Engines; Indexes and Abstracts READINGS: Smith &amp; Wong, Chapters 13 &amp; 17; Lectures in Module</td>
<td>• Information Hunts (3) • Resource Evaluations (3) • Student Profile</td>
</tr>
<tr>
<td>Module 1 1/20-2/10</td>
<td>INFORMATION SERVICES TOPIC: The Internet and Reference Services READINGS: Smith &amp; Wong, Chapter 17 and 29 Lectures in Module</td>
<td>• Reading Summary</td>
</tr>
<tr>
<td>Module 2 2/3-2/17</td>
<td>INFORMATION SERVICES TOPIC(S): Users and Information Seeking Behavior; RESOURCES TOPIC: Bibliographies and Catalogs READINGS: Smith &amp; Wong, Chapter 16; Lectures in Module</td>
<td>• Information Hunt • Reading Summary</td>
</tr>
<tr>
<td>2/7</td>
<td>Course Chat, 8:00PM – 10:00PM PST TOPIC(S): User Information Behavior; Bibliographies and Catalogs; Dictionaries; and Review Annotated Bibliography Project Questions</td>
<td>Mandatory Course Chat (Chats recorded in Zoom)</td>
</tr>
<tr>
<td>Module 3 2/10-2/24</td>
<td>INFORMATION SERVICES TOPIC(S): Serving Diverse Users; RESOURCES TOPIC: Dictionaries READINGS: Smith &amp; Wong, Chapters 11, 12 &amp; 19; Lectures in Module</td>
<td>• Information Hunt • Reading Summary</td>
</tr>
<tr>
<td>Module</td>
<td>Dates</td>
<td>Information Services Topic(s):</td>
</tr>
<tr>
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</tr>
</tbody>
</table>
| 4      | 2/17-3/3    | Ethics and Information Service; Resources Topic: Encyclopedias | - Information Hunt  
- Reading Summary  
- Wikipedia Assignment |
|        |             | READINGS: Smith & Wong, Chapter 2; Lectures in Module |                        |
|        | 2/21        | Course Chat, 8:00PM – 10:00PM PST | Mandatory Course Chat  
(Chats recorded in Zoom) |
|        |             | TOPIC(S): Serving Diverse Users; Ethics; Encyclopedias; and Directories. Review Annotated Bibliography Project Questions |                        |
| 5      | 2/24-3/10   | INFORMATION SERVICES TOPIC(S): Reference Interviewing | - Information Hunt  
- Reading Summary |
|        |             | RESOURCE TOPIC: Directories |                        |
|        |             | READINGS: Smith & Wong, Chapters 3 & 25; Lectures in Module |                        |
|        | 2/24 – 3/24 | MIDTERM EXAM OPENS @ 8:00 AM CT | DUE 3/24 |
|        |             | MIDTERM EXAM CLOSES @11:59 PM CT |                        |
| 6      | 3/3-3/17    | INFORMATION SERVICES TOPIC(S): Search Strategy; Database Design | - Reading Summary |
|        |             | READINGS: Smith & Wong, Chapter 15; Lectures in Module |                        |
|        | 3/7         | INFORMATION SERVICES TOPIC(S): Search Strategy; Database Design | Mandatory Course Chat  
(Chats recorded in Zoom) |
| 7      | 3/10-3/31   | INFORMATION SERVICES TOPIC(S): Bibliographic Instruction and Information Literacy | - Information Hunt  
- Reading Summary |
|        |             | RESOURCE TOPIC: Government Documents |                        |
|        |             | READINGS: Smith & Wong, Chapters 4, 22, 23, 26 & 28; Lectures in Module |                        |
|        | 3/11 -3/15  | Spring Break  
March 11 to March 15 |                        |
| 8      | 3/21        | Course Chat, 8:00PM – 10:00PM PST | Mandatory Course Chat  
(Chats recorded in Zoom) |
|        |             | TOPIC(S): Bibliographic Instruction and Information Literacy; Government Documents |                        |
|        | 3/24 – 4/7  | INFORMATION SERVICES TOPIC(S): Copyright | - Information Hunt  
- Reading Summary |
<p>|        |             | RESOURCE TOPIC: Serials |                        |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Topic(s)</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/4</td>
<td>Course Chat, 8:00PM – 10:00PM</td>
<td>TOPIC(S): Copyright; Serials and Collection Development</td>
<td>Mandatory Course Chat (Chats recorded in Zoom)</td>
</tr>
<tr>
<td>4/7</td>
<td>Annotated Bibliography Topic Proposal – MUST BE SUBMITTED FOR APPROVAL</td>
<td>DUE @ 11:59 PM CT</td>
<td>Annotated Bibliography Topic Proposal</td>
</tr>
<tr>
<td>Module 9 3/31-4/14</td>
<td>INFORMATION SERVICES TOPIC(S): Collection Development and Licensing of Information Sources</td>
<td>RESOURCES TOPIC: Handbooks and Manuals</td>
<td>Information Hunt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>READINGS: Smith &amp; Wong, Chapters 5, 14, 18 &amp; 24; Lectures in Module</td>
<td>Reading Summary</td>
</tr>
<tr>
<td>Module 10 4/7-4/21</td>
<td>INFORMATION SERVICES TOPIC(S): Administering and Evaluating Reference Services</td>
<td>RESOURCES TOPIC: Almanacs and Yearbooks</td>
<td>Information Hunt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>READINGS: Smith &amp; Wong, Chapters 7, 8, 9 &amp; 29; Lectures in Module</td>
<td>Reading Summary</td>
</tr>
<tr>
<td>4/11</td>
<td>Course Chat, 8:00PM – 10:00PM PST</td>
<td>TOPIC(S): Administering and Evaluating Reference Services; Almanacs and Yearbooks; Handbooks and Manuals, and Final Project Questions</td>
<td>Mandatory Course Chat (Chats recorded in Zoom)</td>
</tr>
<tr>
<td>Module 11 4/14-4/28</td>
<td>INFORMATION SERVICES TOPIC(S): Public Relations and Marketing</td>
<td>RESOURCES TOPIC: Biographical Sources</td>
<td>Information Hunt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>READINGS: Smith &amp; Wong, Chapters 10 &amp; 21; Lectures in Module</td>
<td>Reading Summary</td>
</tr>
<tr>
<td>Module 12 4/21-5/5</td>
<td>INFORMATION SERVICES TOPIC(S): Digital Libraries</td>
<td>RESOURCES TOPIC: Geographical Sources</td>
<td>Information Hunt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>READINGS: Smith &amp; Wong, Chapter 20 &amp; 29; Lectures in Module</td>
<td>Reading Summary</td>
</tr>
<tr>
<td>4/25</td>
<td>Course Chat, 8:00PM – 10:00PM PST</td>
<td>TOPIC(S): Public Relations and Marketing; Digital Libraries; RESOURCES TOPIC: Geographical Sources Elevator Exercise and Final Project Questions</td>
<td>Mandatory Course Chat (Chats recorded in Zoom)</td>
</tr>
<tr>
<td>5/8</td>
<td></td>
<td>FINAL PROJECT</td>
<td>DUE @ 11:59 PM CT</td>
</tr>
<tr>
<td>5/9</td>
<td>Course Chat, 8:00PM – 10:00PM</td>
<td>TOPIC(S): Final Project Presentations</td>
<td>Mandatory Course Chat (Chats recorded in Zoom)</td>
</tr>
<tr>
<td>Opens 4/14 Due 5/10</td>
<td></td>
<td>FINAL EXAM</td>
<td>DUE 5/10 @ 11:59 PM CT</td>
</tr>
</tbody>
</table>
### CLASS CHATS
(All students should have read lectures & required readings to prepare for chat sessions)

**Attendance at all chats is MANDATORY – CHATS WILL BE RECORDED ON ZOOM FOR MISSED CLASSES AND EMERGENCIES**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
</tr>
</thead>
</table>
| 1/24 | Course Chat, 8:00PM – 10:00PM PST  
TOPIC(S): Course Overview and Final Project Introduction | Mandatory Course Chat |
| 2/7  | Course Chat, 8:00PM – 10:00PM PST  
TOPIC(S): User Information Behavior; Bibliographies and Catalogs; Dictionaries; and Review Annotated Bibliography Project Questions | Mandatory Course Chat |
| 2/21 | Course Chat, 8:00PM – 10:00PM PST  
TOPIC(S): Serving Diverse Users; Ethics; Encyclopedias; and Directories. Review Annotated Bibliography Project Questions | Mandatory Course Chat |
| 3/7  | INFORMATION SERVICES TOPIC(S): Search Strategy; Database Design | Mandatory Course Chat |
| 3/21 | Course Chat, 8:00PM – 10:00PM PST  
TOPIC(S): Bibliographic Instruction and Information Literacy; Government Documents | Mandatory Course Chat |
| 4/4  | Course Chat, 8:00PM – 10:00PM PST  
TOPIC(S): Copyright; Serials and Collection Development | Mandatory Course Chat |
| 4/11 | Course Chat, 8:00PM – 10:00PM PST  
TOPIC(S): Administering and Evaluating Reference Services; Almanacs and Yearbooks; Handbooks and Manuals, and Final Project Questions | Mandatory Course Chat |
| 4/25 | Course Chat, 8:00PM – 10:00PM PST  
TOPIC(S): Public Relations and Marketing; Digital Libraries; RESOURCES TOPIC: Geographical Sources Elevator Exercise and Final Project Questions | Mandatory Course Chat |
| 5/9  | Course Chat, 8:00PM – 10:00PM PST  
TOPIC(S): Final Project Presentations | Mandatory Course Chat |
Description of Assignments

The Description of Assignments provides detailed descriptions of each of the assignments you will complete in this course. For each learning module in the course an information services topic and a type of information resource will be reviewed and discussed. The assignments to be completed in each module are as follows:

- **Reading Summary Assignment**: For each information service topic your assignment will be assigned a reading summary to review and summarize professional and scholarly journal articles about the subject.

- **Information Hunt**: For each type of information source you will be assigned an information hunt quiz that you will use those resources to answer scavenger hunt questions.

- **Midterm Examination**: The midterm will be based on the required textbook readings, discussion topics, lectures and class discussions.

- **Final Project**: For this project, you will develop a multi-level guide that is intended to let you:
  - Develop an understanding of resources and services for a particular audience.
  - Practice your information seeking skills.
  - Practice your critical evaluation of resources.

- **Final Examination**: The Final exam will test your knowledge of titles and selection of information resources to answer research and ready reference questions from your clients or users. The exam will be based on the required textbook readings, discussion topics, lectures and class discussions.
Reading Summary Assignment (20%)

There will be discussion topics posted to Blackboard during each Module concerning issues in information service provision; such as reference service for diverse users, adaptive technologies for information services, information inter mediation, role of the Internet in the provision of information services. The reading assignments are organized according to the discussion topics that will be addressed weekly on the web modules. The discussion topics correspond to the lecture topics each week. There are required readings for each discussion topic that all students must read. For each discussion topic, students will select four readings from the Selected Readings and prepare one summary of the four readings (undergraduate students but - not leveling graduate students should select two readings). Some weeks special reading assignments will be noted on the reading list by the professor.

Select four readings (undergraduates will select two) from the Selected Readings below and prepare one summary of the readings. You may discuss the articles separately or discuss all of the readings together.

Please include the following elements in your summary:

- Key points from the article
- A summary of the article
- The author's viewpoint
- Your brief impression (not in first person)
- Regarding formatting:
  - Your summary should not exceed 1500 words.
  - Reading Summaries must be double-spaced in 12 pt. font.
  - Your name and assignment title should be included in the running header (ex: Yvonne Chandler - Module 01 Reading Summary)
  - Include the page number in the footer
  - Citations for the articles need to be on the first page, then your summary content should start on page 2.
  - Use the APA style guide for all your formatting and citations.

REMEMBER: Your summary should include two parts

- Summary of the major points discussed in the reading
• Reaction - your opinion and thoughts on the discussion in the reading

• Please View this example of a Reading Summary Assignment to see what is expected: SLIS 5600 - Reading Summary Example.docx or INFO 5600 Reading Summary Example.pdf

• Save your completed reading summary with the following filename format: LastName_Module01.docx (example: Chandler_Module01.docx).

Submitting Your Assignment

1. To submit your assignment, click on the name of this assignment at the top of this section. It is a link to the assignments tool.

2. On the assignment page, click "Browse my computer" and navigate to your reading summary file. Then click "Submit".

3. All of the readings are available online on the Internet or from the UNT Libraries Electronic Resources

4. For the Institute Preparation Reading Summary, you will select eight readings and prepare one summary between 2000-2500 words.

DUE: WEEKLY on Sunday Evenings before 11:59 p.m.

Accessing Selected Readings

All of the readings are available online through the Internet or from the UNT Libraries Databases and e-Journals: http://iii.library.unt.edu/search/y (Links to an external site.) Links to an external site. Some readings may also be available through Library Literature Full Text or Science Direct.

Those readings available through EBSCOHost or Library Literature will be indicated by the following: (UNT Databases & e-Journals-EbscoHost- Academic Search Complete) or (UNT Databases & e-Journals - Library & Information Science Source; Library & Information Science Abstracts; Library Literature & Information Science Retrospective 1905-1983) or (Science Direct).

To access the EBSCO Host - Academic Search Complete database follow the directions below:

• Go to the UNT Libraries website URL: http://www.library.unt.edu/ (Links to an external site.) Links to an external site.

• Under Start Your Research - Select Databases to search for databases on this topic – you have three choices

  1. Type in the title of the database in the box labeled “Search for a Database”

  2. Select the title from the dropdown menu titled “Go Directly to:

  3. Select a database from the Browse Subjects dropdown menu. the topic that you can select a database title and read an abstract about the resource. The direct link is: http://iii.library.unt.edu/search/?searchtype=f&searcharg=Library+and+Information+Sciences (Links to an external site.) Links to an external site.)
4. Databases include:

- **EBSCOhost** (Links to an external site.) acts as a "one stop shop" by providing access to over 91 EBSCO databases which can all be searched simultaneously. Dates covered range from 1997 to present day. Academic Search Complete, Library and Information Science Source, Library Literature & Information Science Full Text, Library Literature & Information Science Retrospective, Library, and Information Science & Technology Abstracts with Full Text are all good resources for SLIS students.

- **Library & Information Science Source (LISS)** (Links to an external site.) formed by the merger of Library Literature & Information Science Full Text and LISTA Full text. Indexes articles and book reviews from English and foreign-language library and information science journals. Also indexes books, chapters in conference proceedings, library school theses, and more. Contains full-text books. Covers librarianship, classification, cataloging, censorship, children's literature, copyright, bibliometrics, online information retrieval, information management preservation, reference, web sites and more.

- **Information Science & Technology Abstracts** (Links to an external site.) is a leading database in the areas of information science. ISTA indexes journal articles from more than 450 publications plus books, research reports, and conference proceedings and patents, with ongoing comprehensive coverage of the most important periodicals in this field. Coverage dates back to the mid 1960s.

- **LISA: Library & Information Sciences Abstracts** (Links to an external site.) is the International abstracting and indexing tool designed for library professionals and other information specialists. The database covers Library and information technology, management, use and users. LISA currently abstracts over 440 periodicals from more than 68 countries and in more than 20 different languages. Many full-text documents are available through article and e-journal links. Coverage begins with 1969 and is provided through CSA Internet Database Service.

- **ACM Digital Library** has bibliographic citations, abstracts, reviews, and full text for articles published in ACM proceedings and periodicals, covering computer science and engineering, as well as more general computing topics. Dates of Coverage include 1954 - Present.

- **DeGruyter Online** is a scholarly publishing house specializing in academic literature. De Gruyter Online includes information on more than 60,000 books, journals, and electronic products, as well as millions of entries from electronic journals, eBooks and databases, and subject coverage which includes architecture, chemistry, computer sciences, engineering, history, mathematics, physics, and social sciences, among others.

- **ECO Electronic Collections Online** is a database hosted by OCLC, with over 5,000 journals spanning a number of academic disciplines, such as agriculture, business, education, history, philosophy, science, among others.

- **Information Science and Technology Abstracts** is an electronic database

- **Library Science database** provides full-text access to titles and topics relevant to the theoretical and applied literature of library and information sciences. It includes trade publications and scholarly journals. Subject coverage includes, but is not limited to, artificial intelligence, book reviews,
information science, information technology, knowledge management, library management, library use and users, online information retrieval, records management, and telecommunications.

- ScienceDirect connects researchers, teachers, and students to a broad array of high quality journal articles, book chapters, and supplementary data; users can access over 2,000 academic journals and more than 33,000 books. ScienceDirect offers content from four major subject areas: physical sciences and engineering, life sciences, health sciences, and social sciences and humanities. ScienceDirect also hosts a number of open-access journals.

- Social Science Premium Collection provides a range of full-text and index resources across social science disciplines. Abstracts, indexing, and full-text coverage of journal articles, books, dissertations, government publications, and more are included. Coverage includes applied social sciences, criminal justice, education, linguistics, language behavior, political science, sociology, and more. Research from across regions, countries, markets, and disciplines with titles from around the world are brought together in this database.

- Web of Knowledge provides access to the world's leading scholarly literature in the sciences, social sciences, arts and humanities by aggregating the contents of multiple databases (including Web of Science, BIOSIS Previews, Zoological Record and Journal Citation Reports). WOK covers over 23,000 high-impact scholarly journals, 23 million patents, 9,000 web sites and 148,000 conference proceedings; it provides exhaustive citation indexes for tracking topics or authors through time as well as links to additional external resources. Access to full-text of some resources is provided.

**Directions for Formatting your Summary**

1. The summary must be double-spaced in 12pt font.
2. Your summary should be no more than 1500 words
3. Put your name and the assignment title in a running header. (ex: Yvonne Chandler - Module 01 Reading Summary)
4. Include the page number in the footer of the assignment.
5. Citations for the articles need to be on the first page. Your summary content should start on page 2.
6. Use the APA style guide for formatting all your citations. Include complete APA citations for your chosen articles on the first page.
7. A DOI should be found and provided for each citation if one is available. When DOIs are available, you include them for both print and electronic sources. The DOI is typically located on the first page of the electronic journal article, near the copyright notice. The DOI can also be found on the database landing page for the article.

**APA Citation Manuals and Help Guides**

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APA Tutorials and Help Sheets

- **APA Style**
  - The Basics of APA Style [https://www.apastyle.org/learn/tutorials/basics-tutorial](https://www.apastyle.org/learn/tutorials/basics-tutorial) (Links to an external site.)


- APA Formatting and Style Guide - Purdue Online Writing Lab [https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html) (Links to an external site.)
  - [http://owl.english.purdue.edu/owl/resource/560/01/](http://owl.english.purdue.edu/owl/resource/560/01/) (Links to an external site.)

- Reference List -Electronic Sources (Web Publications) [https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list電子資料源.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list電子資料源.html) (Links to an external site.)

- University of North Texas Libraries - Scholarly and Professional Style Manuals - Citations & Style Guide [https://guides.library.unt.edu/citations-style-guides](https://guides.library.unt.edu/citations-style-guides) (Links to an external site.)
  - APA Style (Sciences) [https://guides.library.unt.edu/citations-style-guides/apa](https://guides.library.unt.edu/citations-style-guides/apa) (Links to an external site.)

**DOI - What is a digital object identifier, or DOI?**
[https://www.apastyle.org/learn/faqs/what-is-doi](https://www.apastyle.org/learn/faqs/what-is-doi) (Links to an external site.)

A digital object identifier (DOI) is a unique alphanumeric string assigned by a registration agency (the International DOI Foundation) to identify content and provide a persistent link to its location on the Internet. The publisher assigns a DOI when your article is published and made available electronically. The source to identify a DOI is Crossref.org
CrossRef Metadata
https://search.crossref.org/ (Links to an external site.)
Search the metadata of 96,911,958 journal articles, books, standards, datasets & more. The digital object identifier (DOI) prefix (10.1037, in the case of APA journals) is a unique number of four or more digits assigned to organizations; the suffix (rmh0000008) is assigned by the publisher and identifies the journal and individual article. The DOI is like a digital fingerprint: Each article receives a unique one at birth, and it can be used to identify the article throughout its lifespan, no matter where it goes. The DOI System provides a way to guarantee that digital copies of articles can remain accessible even if a journal changes its domain name or ceases publishing. DOIs are assigned and maintained by registration agencies such as CrossRef. The recommended format for DOIs since 2011 is an active link, so if your DOI starts with http://, simply paste it into your web browser. This will usually lead you to a journal publisher’s page for the article. Pre-2011, DOIs started with the number 10 (and some are still formatted this way). You can turn any DOI into a URL by adding http://dx.doi.org/ before the DOI. For example, http://dx.doi.org/10.3352/jeehp.2013.10.3 (Links to an external site.)

How to Use the New DOI Format in APA Style
https://blog.apastyle.org/apastyle/2014/07/how-to-use-the-new-doi-format-in-apa-style.html (Links to an external site.)

DOI Display Guidelines Update (March 2017)

Attachments

INFO 5600 - Reading Summary Example.pdf
TIPS FOR CITATIONS PROQUEST_EBSCOHOST DATABASES.pdf
Information Hunt Assignments (20%)

The purpose of the Information Hunting assignment is to familiarize the student with a broad range of information resources in a variety of formats that they are introduced to during the class sessions and course modules. These exercises will offer you real practice developing and executing search strategies.

During the weekly modules, a resources topic will be discussed through lecture slides and notes. Each module will have a link to the Information Hunt (called an assessment in Blackboard) for the week's resource topic. The assessment contains questions and answer boxes with the questions pre-filled in the answer box.

The form should be completed using the following guidelines.

1. Do not use any type of resource other than the type that we are using for each modules Information Hunt (assessment) to answer the questions. If you use any other type of resource you will receive no credit (zero points). For example, during module 6, only use encyclopedias to answer the information hunt questions for that module.

2. Do not use search engines (Google, etc.) or the following resources (Ask.com, Answers.com, Wikipedia, etc.) to find any of your answers for the Information Hunts (quizzes)

3. Be sure to type the answer beside the appropriate question in the answer box.

4. Do not copy and paste information directly from the Internet. Unless you indicate a direct quote, copying is considered plagiarism. Summarize the information in your own words.

5. You do not have to use complete sentences.

6. You must give complete bibliographic information for the source of your answer to the hunt question. Do not put your bibliographic information in the format of any style manual, particularly not MLA.

7. Do not give an indirect URL or JavaScript URL as your citation when you use a database. Each search generates a new script so just give the direct link or URL to the database or resource. Look for a persistent or permanent link or URL for your bibliographic information.

8. Always click the Save the Answer button to save your answer to WebCT.

9. To submit the quiz, click the Finish button.
Note: you do not have to answer all the questions in one session. You may close the quiz and re-open it as many times as necessary up until the due date. The quiz will not be submitted for grading until you click the Finish button.

To complete these assignments, you should plan to go to any large library (university, college, or public library) that has most of the commonly used reference materials and tools.

DUE: Weekly Modules - Submit as quiz on Sunday evenings before 11:59 p.m.
Midterm Exam

The midterm will be based on the required textbook readings, discussion topics, lectures and class discussions. The midterm will open February 24, 2019. You must upload it to the corresponding Drop box by March 24, 2019.

Formatting Your Midterm Paper

1. Be sure to include your name on the first page of your paper.

2. Put a page header including page numbers on your paper. [The header should be on every page of the assignment and must include your name, the name of the assignment, and page numbers.]

3. Name your file for the midterm as follows: Yourlastname_midterm.doc or Yourlastname_midterm.rtf

4. Include complete bibliographic information.

5. Use a style manual to compile your bibliographic citations for each assignment. The required style manual is:

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ISBN: 978-1-4338-0562-2 - spiral bound

APA Tutorials and Help Sheets

- APA Style
Using APA Format - Texas A&M University Libraries

- APA Formatting and Style Guide - Purdue Online Writing Lab
  https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/genera l_format.html or http://owl.english.purdue.edu/owl/resource/560/01/.


- University of North Texas Libraries - Scholarly and Professional Style Manuals - Citations & Style Guide
  https://guides.library.unt.edu/citations-style-guides.

- APA Style (Sciences) https://guides.library.unt.edu/citations-style-guides/apa.

OPENS: Sunday, February 24, 2019
DUE: Sunday, March 24, 2019 - Submit to the Drop box
Final Project (20%)

For the final project, you will develop a multi-level guide that is intended to let you:

- Develop an understanding of resources and services for a particular audience.
- Practice your information seeking skills.
- Practice your critical evaluation of resources.

You may develop a guide for the library or information-based organization in which you work. It is appropriate to develop a guide that specifically capitalizes on your knowledge and to create a product of value for your organization as long as it meets the assignment’s requirements. BUT - the titles in the bibliography are not to be limited to only titles from that collection. The point of the assignment is to create a bibliography of the BEST resources for a topic, not the most convenient. The audience for your project can not be individuals at your work, but must be designed for a general audience.

Sample projects are located on the Student Profile and Final Projects page on the class homepage. Your topics will be posted on this page.

The Annotated Bibliography Topic must be submitted to your professor - Dr. Chandler for approval by April 7, 2019. You should post your topic with a brief description of the topic and your audience to the Annotated Bibliography Topic Description in the Web Conference (Discussions Forum). Dr. Chandler will approve your topic.

You should post your topic and audience in this format:
Topic and Description: (a brief description of the topic)
Audience Description: (a brief description of your audience)

Annotated Bibliography Topic Due: April 7, 2019. You should Upload and Publish the Annotated Bibliography to Canvas by Wednesday, May 8, 2019.

Final Project – Annotated Bibliography

1. Topic Description: A description of the topic area and the intended audience for your resource guide. The topic description should comprehensively describe and explain the topic.

   The description of the audience should draw upon the literature to evaluate some of the unique needs of your intended audience. You must include 3-4 research journal articles, books, reports, or other studies journal articles that discuss the audience or client group. These sources must describe
the information needs of your audience and/or discuss the information seeking behaviors of your audience or client group. For example, if you are developing a guide for children, you should include citations and information from 3-4 journal articles that discuss the special issues involved in selecting children's literature for the age of your identified user group. You should find research articles, books, reports, or other studies on the information needs of children, what kind of materials and resources they are most likely to use, and what behaviors they display when looking for information. These examples can be translated to any other audience. Where appropriate, a chapter from a book may be substituted for one of the journal articles. This description should be approximately 3-4 pages, double-spaced and in 12-point font.

2. Search Description: A description of the search process you are using to gather materials for your guide. The search process description may take the form of a list with brief annotations. This section should include appropriate lists of keywords and LC indexing terms, brief descriptions of indexes/catalogs used, and examples of useful Boolean combinations you found in your search process. You should report 5-10 useful resources for an individual who may wish to find additional information on the topic area. The annotations should include the following information:

   - The names of the encyclopedias, indexes, search engines, almanacs, manuals, abstracts, databases, directories, etc. that you used to identify the resources that you examined and selected for the bibliography, why you selected the resource to research in and how were they useful. You must use appropriate resources, indexes, and databases for the subject matter and explain why it was selected and useful.

   - If you are including Internet resources, the name of the search engine used and the strategy you employed (DO NOT exclusively use search engines for this project).

   - Some of the same titles in Part Two – Search Description may also be listed in Part Three – Annotated Bibliography. For example, if you are doing research on teaching and integrating children's literature resources for k-4 into the classroom, you might use the Children's Literature Web Guide to find information for your topic, but you also would probably include it in you annotated bibliography.

3. Annotated Bibliography: A selected annotated bibliography of resources for your topic area. The resources (books, articles, databases, government documents, web sites, etc.) that are in your bibliography in Part Three are the results of your searching the subject area in Part Two.

4. This section will include not only the full citation of the resource, but also your evaluation of the resource based upon the course discussion and readings on how to evaluate sources. It is more important to consider the quality of your source evaluations and the usefulness of your final product
for the intended user defined in Part One of the project. The Criteria for Evaluation of Information Resources used in the residency evaluations assignment should be followed. Each annotation should discuss the authority of the resource and the author/creator, format, scope, etc. as defined by the Criteria for Evaluation of Information Resources.

5. Annotations should be explanatory and provide evaluation of the resource. They should be 1-2 paragraphs, single-spaced with double spacing between the paragraphs.

6. The bibliography should include 20 resources for graduate students and leveling students (10 for undergraduate students).
   - The URL should be included in all Internet citations.
   - The bibliography should be approximately 10-15 pages.
   - The bibliographic guide must include both paper and electronic resources. This is not a webliography. Selection of 20 internet sites will cause an automatic failure grade. No more than 10 internet resources (5 internet resources for undergraduate students) may be included in your bibliography.

Example of an Annotated Bibliography Listing: This is an example of an annotation for a project on children's literature.


The Children's Literature Web Guide is an attempt to gather together and categorize Internet resources related to books for Children and Young Adults. It is organized and maintained by David K. Brown, Director, Doucette Library of Teaching Resources. He is an experienced librarian with several years of experience in children's materials and educational resources. This site does not provide the most comprehensive source of information about children's books, but does offer lists of award winners including: The Caldecott, Newberry, and King. The Web-Traveler's Toolkit: Essential Kid Lit Websites page is also an excellent resource that will be useful to librarians and teachers trying to select the best and most authoritative web sites for students to use. The Doucette Index provides access to books and websites that contain useful teaching suggestions related to books for children and young adults, and the creators of those books. The creator states that the site "is a tremendous resource, but it will never compete with a Children's Librarian with a purposeful gleam in the eye."

The project will be graded on a scale of 100 points.
The Annotated Bibliography Topic must be submitted to your professor - Dr. Chandler for approval by April 7, 2019. You should post your topic with a brief description of the topic and a description of your audience to the Annotated Bibliography Topic Description in the Web Conference (Discussions Forum). Dr. Chandler will approve your topic.

The Annotated Bibliography is due on Wednesday, May 8, 2019.

Formatting Your Final Project

1. Be sure to include your name on the first page of your paper. If your name is not on your paper you will automatically lose 25 points on the final project.

2. Parts one and two of your project should be double-spaced in 12-point bold font.

3. Your annotations should be 1-2 paragraphs in length, single-spaced with double spacing between the paragraphs. (Only part three - your annotated bibliography - the annotations should be single-spaced.)

4. The bibliography must include 20 resources for graduate students and leveling students (10 for undergraduate students)

5. Use a style manual to compile your bibliographic citations for each annotation. The required style manual is: APA

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APA Tutorials and Help Sheets

1. APA Style
   - The Basics of APA Style [Links to an external site.] Or [Links to an external site.]
   - What’s New in the Sixth Edition Tutorial [Links to an external site.]
• Corrections to First Printing of APA Manual 6th Edition
  http://supp.apa.org/style/pubman-reprint-corrections-for-2e.pdf (Links to an external site.)

• Using APA Format - Texas A&M University Libraries
  http://tamu.libguides.com/id.php?content_id=27493662 (Links to an external site.)

• APA Formatting and Style Guide - Purdue Online Writing Lab
  https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html (Links to an external site.)
  or
  http://owl.english.purdue.edu/owl/resource/560/01/ (Links to an external site.)

• Reference List - Electronic Sources (Web Publications)
  https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list電子 SOURCES.html (Links to an external site.)

• University of North Texas Libraries - Scholarly and Professional Style Manuals - Citations & Style Guide
  https://guides.library.unt.edu/citations-style-guides (Links to an external site.)

• APA Style (Sciences)
  https://guides.library.unt.edu/citations-style-guides/apa (Links to an external site.)

2. Complete bibliographic information in correct APA style formatting should be given for all sources.

3. The URL should be included in all Internet citations.

4. The bibliography should be approximately 10-15 pages.

5. The Final Project - Annotated Bibliography should be prepared as an HTML file. You will have to be sure that your formatting is correct after saving the word file as a webpage.

6. You should also submit together with your web files a separate word document of the project report. You don’t have to link the word document to the web files. The word document will be an additional report equivalent to the web files and is a backup in case there are problems with your web presentation.

Final Project Presentation and Publication
1. PUBLISHING YOUR FINAL PROJECT: Attach your Final Project on the Discussion Board for publication so that your classmates to see you Annotated Bibliography.

2. Remember to read the Final Project Instructions that are located in two places in the course
   - Course Syllabus - Description of Assignments
   - Course Content - Final Project Instructions and Annotated Bibliography Topics

3. Final Project Presentation
   For the Final Project Presentation here are suggestions to help with your presentation: You will be presenting your final projects during the chat. As professionals, you will have to make presentations and summarize multiple page reports and assignments on a regular basis. That is what this is about. NO! You will not be reading the 15 - 20 page Annotated Bibliographies. Summarize and be Brief - Have your notes/thoughts together. You should have a well prepared and organized presentation of the following:
   - Topic- You should be able to explain the topic, some history, why it is important, what the topic is about - BASICALLY the - Who, What, When, Where, and Why of your selected topic.
   - Audience - Your report provides research on the information seeking behavior and information needs of your audience - you should be prepared to present and discuss what the research states
   - Search Process - You should be prepared to discuss the major resources that you used to research your topic that you used to select the titles for your annotated bibliography. You should definitely present the list of the 5 - 10 resources that you identified as most useful.
   - Bibliography - You should identify some of the most important titles that you are recommending for the topic to your audience. Tell us about the title and explain why it is important, authoritative, useful, etc. for your topic.

You can do this in any form that you wish - make a powerpoint (no more than 4 slides - topic, audience, search, annotated bib.), use notes, prepare an outline, any way - Just be organized. Professionals must summarize and present to funders, administrators, conferences, meetings, classes, etc. on a regular basis. This part of the assignment is to provide you with an opportunity during your graduate education to make presentations and speak to the public. Summarize and Be Brief.

Annotated Bibliography Topic Due: April 7, 2019. You should Upload and Publish the Annotated Bibliography to Canvas by Wednesday, May 8, 2019.
Final Exam (10%)

The Final exam will test your knowledge of titles and selection of information resources to answer research and ready reference questions from your clients or users.

The final exam will be based on the required textbook readings, discussion topics, lectures and class discussions. The final exam will be based on the required textbook readings, discussion topics, lectures and class discussions. The exam will test your knowledge of titles and selection of information resources to answer research and ready reference questions from your clients or users. The final exam consists of 50 brief term/concept identification questions worth 2 pts.

The final exam will open on the Modules page as Module 13- Final Assignments and on the Assessments page on April 14, 2019.

Exam Opens: April 14, 2019

DUE: Friday, May 10, 2019 - Submit to the Assignments Submission Drop box