

# IOWA STATE UNIVERSITY

## Library 160

Fall 2022

### Course Description

Lib160 is a 1 credit, half-semester course required for undergraduate degree at ISU. The course provides a solid foundation for undergraduate research skills with emphasis on finding, evaluating, and using scholarly information; the ethical and legal framework related to information use.

**Prerequisite:** For students whose native language is not English, completion of ENGL 101 is required.

### Course Learning Objectives

This course takes a step-by-step approach to the research process and orients you to the information literacy skills you need for college-level research. The skills introduced in this course are highly transferable and can be applied to every discipline. You will learn how scholarly information is produced, organized, and accessed; how to construct and use effective strategies in a variety of search tools; how to evaluate information resources for relevance and reputability; and how to use information ethically as you complete college assignments.

#### Course-level Objectives (CO)

Upon successfully completing Library 160, you will be able to:

- CO 1 - Identify information needs for your research projects
- CO 2 - Develop relevant search terms from a research question
- CO 3 - Utilize strategies for locating information within a variety of search tools
- CO 4 - Evaluate information critically in your coursework and daily lives
- CO 5 - Apply best practices for using information ethically
- CO 6 - Identify the resources and support available through the library

### Course Textbook

Lib 160 uses a free, online textbook for all course sections.

Elder, A.K., Marupova, R., Stacy-Bates, K., Stone, C.B., & Thomas, E. (2021). *Library 160: Introduction to college-level research*. Ames, IA: Iowa State University Digital Press. DOI: [10.31274/isudp.2021.72](https://doi.org/10.31274/isudp.2021.72)

The textbook is available in a few different formats to better meet your needs:

- You can access it directly through this link: [Library 160: Introduction to College- Level Research](#) (recommended)
- You can access it by using the individual links to chapters provided on the Modules page.

- You can download a .pdf, .epub, or .mobi version of the book from the textbook homepage.
- If you'd like to study the book in print, just download a copy and print it.

## Required Technology

Canvas is used for all course content and assignments, for communicating with your instructor, and for checking your course progress. To complete the required coursework, you must have a computer with a reliable Internet connection.

Students in this course should have the following skills:

- Using Canvas to access course materials and complete the quizzes
- Performing basic Internet searches and navigation
- Using online search tools to locate information
- Posting to discussion boards and uploading/downloading files
- Using email with attachments
- Downloading and installing the necessary software

Review the [Canvas@ISU](#) student page to become familiar with ISU's learning management system.

## Learning in Our Course

In our course, each module will feature an assigned chapter reading that you'll find in our textbook. Readings include exercises or links to related content of interest. After you have completed the assigned readings, you will submit the weekly quiz. On our quizzes, you will find questions that test different kinds of knowledge:

- **Factual knowledge** - address terminology and definitions introduced in the course readings. Learning in this category is often based on remembering or recognizing.
- **Conceptual knowledge** - test your ability to interpret and apply principles introduced in course materials. Learning in this category is often focused on understanding, comparing, or inferring.
- **Procedural knowledge** - address how and when to use procedures introduced in the unit. Learning in this category is often focused on applying or carrying out a process.

Don't expect to find literal answers in our readings for all these types of questions! Many of these knowledge categories involve your own critical thinking and active application of related skills. You will need to read each chapter reflectively by stopping to think and asking yourself questions.

## Communication

Instructors use Canvas announcements, emails, and other means to communicate with students. Be sure to read your ISU email regularly to stay on top of course updates, and other issues.

It is important to communicate with your instructor whenever you have questions about the course. There are a number of ways you can contact your instructor:

- **Student hours** - drop-in consultation times available to students with no appointment needed; times are listed on your Canvas course pages.
- **By appointment** - instructors are also available to students via scheduled individual appointments. Contact your instructor to arrange a meeting.
- **Email** - communicate with your instructor by email and resolve any questions that way.

## Weekly Assignments

In the course, there are five modules and a final exam. Each weekly module includes chapter readings, any additional content posted by your instructor, and a quiz. Each module begins and ends on your section's scheduled day. Check Canvas for your section's schedule. You can read ahead, but each quiz will be available only during the scheduled week for that module.

It is important that you manage your time well to meet assignment due dates and take responsibility for your own learning. You should expect to spend about two hours each week on the coursework for this class.

## How Quizzes Work

Quizzes are sequential. You must pass each quiz to be able to access the next one. You must also pass every quiz to gain access to the final exam.

- Each quiz has 20 points, you must earn a minimum of **16.0 points (80%)** to pass the quiz.
- Each quiz allows a maximum of **3 attempts** before its due date to achieve the minimum passing score.
- Quizzes are timed. You will have **60 minutes** to complete a quiz attempt.
- Quizzes are due by **11:59 pm on their due date**, after which time they are locked. It is very important to stay on track with quiz due dates and submit your work on time.

## Final Exam Information

Final exams will be open book, open note, online in Canvas. More information on dates/times can be found in Canvas.

- You need to take the final exam during its availability period. Your specific exam day and times will be posted in Canvas.
- To access the final exam, **you need to have passed all five quizzes**.
- There is only **one attempt** on the final exam, and it must be completed in a single sitting.
- Your passing score on the final exam depends on how well you did on your five quizzes.

## Grading

This course is graded on a **Satisfactory/Fail (S/F)** basis ([grading system](#)). Your final grade will be based on the results of five required quizzes and the final exam.

- **Quizzes** - **20%** of your total course grade.
- **Final exam** - **80%** of your total course grade.
- **Passing score** - **60%** of total (quizzes and the final exam.)

You must earn **16 points** or higher on each of the five quizzes. Scoring higher on each of your quizzes will enhance your chances to pass the final exam and the course.

- If you scored minimum on each of your quizzes, you must score at least 28 points on the final exam to pass the course.
- If you scored maximum on each of your quizzes, your minimum passing score on the final exam is 25 points.

After taking the final exam, your final grade will be calculated and posted in Canvas. When you pass the class, an S will be posted in Canvas as your final grade. If you fail, an F will be posted in Canvas, on your ISU transcript, and calculated into your ISU GPA.

### Late Assignments

If you miss a quiz due date or otherwise do not pass a quiz by its due date, contact your instructor immediately. An adjusted due date for a quiz may be possible but is not guaranteed. An instructor may adjust a quiz due date one time only. Your instructor may also require a meeting with you to discuss your situation.

### Extenuating Circumstances

Contact your instructor immediately if you have extenuating circumstances such as serious illness or family emergency that prevent you from completing your coursework successfully or on time. You will need to provide formal documentation of this in a timely manner.

If you have a serious illness or extended emergency absence from classes, you should contact your advisor and consider contacting the Dean of Students Office ([dso-sas@iastate.edu](mailto:dso-sas@iastate.edu)) as that office can contact all your instructors for you. Accommodations may be possible only if your specific circumstance and formal documentation are verified and accepted by the Library 160 Office.

### Free Expression

Iowa State University supports and upholds the [First Amendment protection of freedom of speech](#) and the [principle of academic freedom](#) in order to foster a learning environment where open inquiry and the vigorous debate of a diversity of ideas are encouraged. Students will not be penalized for the content or viewpoints of their speech as long as student expression in a class context is germane to the subject matter of the class and conveyed in an appropriate manner.

### Academic Dishonesty

The class will follow Iowa State University's policy on academic dishonesty. Anyone suspected of academic dishonesty will be reported to the [Dean of Students Office](#).

### Accessibility

Iowa State University is committed to assuring that all educational activities are free from discrimination and harassment based on disability status. Students requesting accommodations

for a documented disability are required to work directly with staff in Student Accessibility Services (SAS) to establish eligibility and learn about related processes before accommodations will be identified. After eligibility is established, SAS staff will create and issue a Notification Letter for each course listing approved reasonable accommodations. This document will be made available to the student and instructor either electronically or in hard-copy every semester. Students and instructors are encouraged to review the contents of the Notification Letters as early in the semester as possible to identify a specific, timely plan to deliver/receive the indicated accommodations. Reasonable accommodations are not retroactive in nature and are not intended to be an unfair advantage. Additional information or assistance is available online at <http://www.sas.dso.iastate.edu>, by contacting SAS staff by email at [accessibility@iastate.edu](mailto:accessibility@iastate.edu), or by calling 515-294-7220. Student Accessibility Services is a unit in the Dean of Students Office located at 1076 Student Services Building.

### Discrimination and Harassment

Iowa State University does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. Veteran. Inquiries regarding non-discrimination policies may be directed to Office of Equal Opportunity, 3410 Beardshear Hall, 515 Morrill Road, Ames, Iowa 50011, Tel. 515-294-7612, Hotline 515-294-1222, email [eooffice@iastate.edu](mailto:eooffice@iastate.edu).

### Prep Week

This class follows the Iowa State University Prep Week policy as noted the ISU Policy Library; as well as section 10.6.4 of the Faculty Handbook. Visit the [ISU Policy Library website](http://www.policy.iastate.edu/) (<http://www.policy.iastate.edu/>) for policy wording.

### Religious Accommodations

Iowa State University welcomes diversity of religious beliefs and practices, recognizing the contributions differing experiences and viewpoints can bring to the community. There may be times when an academic requirement conflicts with religious observances and practices. If that happens, students may request reasonable accommodation for religious practices. In all cases, you must put your request in writing. The instructor will review the situation in an effort to provide a reasonable accommodation when possible to do so without fundamentally altering a course. For students, you should first discuss the conflict and your requested accommodation with your professor at the earliest possible time. You or your instructor may also seek assistance from the [Dean of Students Office website](http://dso.iastate.edu/) (<http://dso.iastate.edu/>) or via phone 515-294-1020 or the [Office of Equal Opportunity website](https://www.eoc.iastate.edu/) (<https://www.eoc.iastate.edu/>) or via phone 515- 294-7612.

### Contact Information for Academic Issues

If you are experiencing, or have experienced, a problem with any of the above statements, email [academicissues@iastate.edu](mailto:academicissues@iastate.edu).

### Face Masks Encouraged

All students, faculty, staff, and visitors to campus are encouraged to wear face masks in all indoor spaces when around others. Unvaccinated individuals are encouraged to wear a face mask anywhere they are around others, and to practice physical distancing when possible:

<https://web.iastate.edu/safety/updates/covid19>.

### Vaccinations Encouraged

All students are encouraged to receive a vaccination against COVID-19. Multiple locations are available on campus for free, convenient vaccination. Further information is available on [ISU's Covid-19 Vaccinations](https://web.iastate.edu/safety/updates/covid19/vaccinations) (<https://web.iastate.edu/safety/updates/covid19/vaccinations>).

Vaccinations may also be obtained from health care providers and pharmacies.

### Physical Distancing Encouraged for Unvaccinated Individuals

Classrooms and other campus spaces are operating at normal capacities, and physical distancing by faculty, staff, students, and visitors to campus is not required. However, unvaccinated individuals are encouraged to continue to physically distance themselves from others when possible.