

FACULTY OF INFORMATION AND MEDIA STUDIES
GRADLIS 9003L-650 – Information Sources and Services
Summer 2020

Instructor: Scott A. MacDonald, MMus

Teaching Assistant: TBA

Class Meeting time: Online, asynchronously

Place: OWL

Instructor's Office Hours: Wednesday 10am-12pm, in Microsoft Teams, OR by appointment (Microsoft Teams, Skype/FaceTime, telephone)

Teaching Assistant's Office Hours: TBD

Instructor's Email: smacd65@uwo.ca

Teaching Assistant's Email: TBA

Course Website: <https://owl.uwo.ca/portal/>

Course description

Theory and practice of finding and using basic information sources and question negotiating techniques in information providing contexts, including libraries and information centres. Appropriate and effective ways of providing personal assistance to users in pursuit of information. Introduction to the principles and practices of searching.

Course objectives

1. To introduce students to the theory and practice of using basic information sources in information providing contexts, including libraries and information centres;
2. To introduce students to appropriate and effective ways of helping both individuals and groups with their information needs by providing personal assistance to users and by giving instructional presentations to groups;
3. To provide students with an opportunity to practice the techniques of negotiating questions, finding appropriate sources, and answering questions;
4. To introduce students to the principles and practices of searching various types of resources.

Course-level Learning Outcomes

Upon successful completion of readings, assignments, and class participation, students will be able to:

1. apply a critical awareness of professional values, standards and ethics in the context of reference services (Program-level learning outcomes 1, 2, 3, 5);
2. prioritize from among a wide range of techniques to assess, recommend and create access to information in a variety of formats (Program-level learning outcomes 2, 4, 6, 8)
3. define the needs of particular user groups and develop collections, services, programs and policies to meet these needs (Program-level learning outcomes 3, 5, 8, 9);
4. prepare, write and deliver effective professional reports and presentations, independently and/or cooperatively with others (Program-level learning outcomes 4, 7, 9).

Course Policies

Correspondence/Email - In accordance with university policy, all correspondence pertaining to this course will be through UWO email accounts, so it is a good idea to check it regularly, or have it forwarded to your preferred email address. Please include “LIS 9003L-650” in your email subject line, as I screen my emails for priority responses. You should expect a response to email inquiries within 48 hours (*not* including weekends), although it will often be much quicker. If you do not hear back from me within 48 hours, send me a follow-up message. I read and respond to email during set blocks of time on Monday, Wednesday, and Thursday. I typically do not read or respond to email on Saturday or Sunday. I reserve Tuesday and Friday for research and writing therefore my response time will vary on those days.

The ***best way*** to discuss the assignments or anything related to the course is to book a time during my office hours OR schedule an appointment and we can discuss course related issues over Microsoft Teams, Skype/FaceTime or via a telephone conversation. I will not discuss course related issues over text message.

*Please Note: I **do not and will not** use Zoom because of ongoing security and privacy issues.*

Course Delivery & Schedule - Classes will be conducted asynchronously online using OWL, Western’s learning management system; login at <https://owl.uwo.ca/portal/>. While the course is mainly asynchronous, some synchronous sessions ***may be*** scheduled, depending on the students’ availability.

Students are expected to prepare for each week’s topic by reading, and reflecting on, posted content and recommended literature, and to participate actively in weekly group discussions and other learning activities through OWL. Each course week runs from Monday at 1:30pm EST (Eastern Standard Time) to Monday at 12:00pm EST the following week.

Each week’s lecture is released to students between 12:00pm EST and 1:00pm on the first day of the course week, unless otherwise directed by the course instructor. Once released, lectures will remain accessible for the entirety of the course.

Discussion forums are opened for posting by students at 1:30pm EST on the first day of the course week, unless otherwise directed by the instructor. Once the questions for that week have been released, discussion forums remain open for reading and posting for a period of approximately two weeks. However, this does not mean you are not permitted to re-commence discussion on a previously closed topic, as I will re-open the topics over Research Week (you will NOT be required to post during this week, however, some of you may find you have time and/or may want an opportunity to post). Both myself and the TA will engage in the discussion approximately 2-3 times a week.

Readings – There is no assigned text for this course. Assigned readings will be available on the course site under ‘Readings’ on the OWL site.

Assignments - Assignments are to:

- Be submitted in .pdf format
- Begin with a cover sheet that includes assignment title; and at the lower right hand corner: your name, course name and number, instructor's and teaching assistant's name, and assignment title, and date (I will provide you with a template on OWL).
- Be written using APA citation style, as LIS is a Social Science, and this is the preferred style for many courses at FIMS.
- Be double-spaced with a 12-point font (Times New Roman preferred), double-spaced, paginated, with a 1-inch margin all around.
- Include your last name and the assignment name in the filename (i.e. Marriner-F2F.pdf)
- Be uploaded to the OWL site by 11:59am on the due date (usually a Monday). If you are unable to upload to OWL, due to the site being down, you should email me the assignment.

Grading – Grading will conform to the guidelines published in the MLIS Graduate Student Handbook (http://intra.fims.uwo.ca/students/handbooks/mlis/mlis-handbook-04.htm#P269_25111).

Late papers – Late papers will receive a 10% deduction per day (including weekends) starting after 11:59am on the due date unless you have medical/compassionate reasons OR for reasons you have discussed with me in advance of the due date. However, as we are experiencing something unprecedented, life happens. You may be granted an extension as long as you contact me at minimum a day before the assignment is due. Together we will plan a new due date.

Plagiarism - Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy Section 10 in the School of Graduate and Postdoctoral Studies Academic Calendar at <http://grad.uwo.ca/calendar.htm>).

Statement on Academic Offences - Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site: http://www.uwo.ca/univsec/handbook/appeals/scholastic_discipline_grad.pdf.

Support Services - Students who are in emotional/mental distress should refer to Mental Health@Western (<http://www.uwo.ca/uwocom/mentalhealth/>) for a complete list of options about how to obtain help.

Evaluation

<u>Assignment</u>	<u>Due Date</u>	<u>Grade</u>
Discussion Board Participation	<i>Ongoing</i>	20%
Reference Worksheets (8 sheets @5% each)	<i>Ongoing</i>	40%
F2F Reference Question	June 22 th	20%
Information Seeking Behaviour Essay	July 27 th	20%
		100%