INLS 151.003: Retrieving and Analyzing Information
Spring 2017 - Syllabus

Instructor: Sarah Arnold
Email: sjarnold@email.unc.edu (preferred)
Phone: 706-540-8683

Meeting Times: Tuesdays/Thursdays, 9:30-10:45am
Classroom Location: Manning Hall, Room 117

Office: Davis 124 (see Sakai for directions)
Office hours: Thursdays 8-9:15am and by appointment

Course site for all class related materials: Sakai, sakai.unc.edu

Course description from Bulletin:
Introduction to and application of the processes that can be used in seeking information, evaluating the quality of the information retrieved, and synthesizing the information into a useful form.

Course description:
The purpose of this course is to guide you in the development of information and search literacy skills that can be applied beyond these classroom walls. In this course, you will learn to explain and refine your information needs, select appropriate information sources to meet these needs, evaluate and use the information you have accessed in order to contribute to your own personal knowledge or the knowledge of others.

Course objectives:
By the end of this course, you will be able to:
1. Consider and reflect upon the meanings and roles of information and human information interaction.
2. Understand information retrieval systems and principles.
3. Expand and enhance information and search literacy skills:
    a. identify and select information sources appropriate for answering research and personal information questions;
    b. use search tools effectively and be able to clarify and refine queries and strategies based on real-time feedback received from search systems;
    c. critically evaluate information resources for quality, accuracy, and authority; and
    d. analyze and incorporate new information in response to your original information need.
4. Synthesize and articulate results into forms that others with similar information needs can use as a resource.
5. Learn about and understand issues of ethics and integrity surrounding the use of information

Course materials:
There is no required textbook for this course. Readings and videos for class can be found through the Lessons tab on our Sakai site. You can also see a listing on the class schedule under Resources.

Course grades:
All grades are in accord with UNC University policy:

A - Mastery of course content at the highest level of attainment that can reasonably be expected of students at a given stage of development. The A grade states clearly that the student has shown such outstanding promise in the aspect of the discipline under study that he or she may be strongly encouraged to continue.

B - Strong performance demonstrating a high level of attainment for a student at a given stage of development. The B grade states that the student has shown solid promise in the aspect of the discipline under study.

C - A totally acceptable performance demonstrating an adequate level of attainment for a student at a given stage of development. The C grade states that, while not yet showing any unusual promise, the student may continue to study in the discipline with reasonable hope of intellectual development.

D - A marginal performance in the required exercises demonstrating a minimal passing level of attainment for a student at a given stage of development. The D grade states that the student has given no evidence of prospective growth in the discipline; an accumulation of D grades should be taken to mean that the student would be well advised not to continue in the academic field.

F - For whatever reasons, an unacceptable performance. The F grade indicates that the student's performance in the required exercises has revealed almost no understanding of the course content. A grade of F should warrant an adviser's questioning whether the student may suitably register for further study in the discipline before remedial work is undertaken.

For more information, visit registrar.unc.edu/academic-services/grades/explanation-of-grading-system

Grading rubric:

A = 94-100 points	B = 84-86 points	C = 74-76 points	D = 64-66 points
A- = 90-93 points	B- = 80-83 points	C- = 70-73 points	D- = 60-63 points
B+ = 87-89 points	C+ = 77-79 points	D+ = 67-69points	F = 0-59 points

Assignments:
Additional details for each assignment will be discussed in class and available on our class Sakai site.
Your total grade will be based on the following components:

Assignment	Description	Due Date	Total Points = 100
Class Participation	In support of the diverse topics we will discuss in class, we will be reading a variety of works, watching several videos, and doing group or individual exercises in and out of class. You are responsible for completing all of these as assigned. Your participation is critical to the success of this class. Contributing your ideas, reactions, and questions to each topic will build your skills and comfort with presenting your thoughts verbally. We all benefit from dialogue that includes diverse and even occasionally conflicting perceptions. Be courteous to your classmates and instructor by not talking with others during class lectures. Turn off cell phones and other devices that might disrupt class. Use laptops and other devices to support current course activities only. **During the 1 hour and 15 minutes you are in class, your attention should be completely devoted to the course**. Your participation grade is based on my perception of your participation in and out of class. Class participation consists of doing the following: attending class, arriving to class on time, being prepared for class, making observations about the readings and videos, asking questions, taking notes, working on exercises in and out of class, and actively listening. If an unexpected problem arises for you during the course of the semester (serious illness, etc.), please let me know *immediately* so that we can discuss an appropriate schedule for you.	**Every class period**	10
Homework (15 points total)	Finding the Best Information: Your Job May Depend on It	**Jan. 19**	3
	Plagiarism Quiz	**Mar. 21**	3
	Finding U.S. Government-Supplied Statistics	**Mar. 23**	3
	1-page reflection on visit to Wilson Library	**Mar. 30**	3
	Usability Assessment of a Library Tool	**Apr. 11**	3
Database Discovery	Groups of two to three students will be assigned a library database to demonstrate to the rest of the class in a short 6-minute presentation.	**Mar. 7**	10

Everything but the Paper Project (50 points total)	Topic Idea	**Jan. 26**	**2**
	Research Statement & Question	**Feb. 2**	**10**
	Topic Background & Encyclopedia Assignment	**Feb. 16**	**10**
	Annotated Bibliography - Draft	**Apr. 4**	**5**
	Research Journal/Blog Posts	**Jan. 31** **Feb. 16** **Mar. 9** **Apr. 6** **Apr. 27**	**5**
	Annotated Bibliography of Useful and Less Useful Resources & Research Outline	**Apr. 25**	**15**
	Presentations	**Apr. 25** **Apr. 27**	**3**
Final Exam	Room: Manning 117	**May 5 8am**	**15**

Turning in Assignments:
Please turn in all assignments via Assignments on our class Sakai site. Each assignment should be turned in before the beginning of class on the day it is due unless instructed otherwise. This method ensures that you have sent the assignment and that I have received it.

Save and submit your assignment files using the following format:
LastName_INLS151_AssignmentName.extension (e.g. Arnold_INLS151_ResearchStatement.pdf). In addition to saving your assignments in this format, include your name and the assignment name at the top of each assignment.

Late Assignments:
Due dates for all assignments are included in this syllabus. Since the due dates for assignments are known from the first day of class, there is little reason why assignments cannot be completed on time. Therefore, **all late assignments will be penalized one point per day late (including weekend days)**.

Attendance:
"Regular class attendance is a student obligation, and a student is responsible for all the work, including tests and written work, of all class meetings. No right or privilege exists that permits a student to be absent from any class meetings except for excused absences for authorized University activities or religious observances required by the student's faith." **You will be penalized for more than 2 unexcused absences and tardiness.**

For more information, visit catalog.unc.edu/policies-procedures/attendance-grading-examination

SILS Diversity Statement:

In support of the University's diversity goals and the mission of the School of Information and Library Science, SILS embraces diversity as an ethical and societal value. We broadly define diversity to include race, gender, national origin, ethnicity, religion, social class, age, sexual orientation and physical and learning ability. As an academic community committed to preparing our graduates to be leaders in an increasingly multicultural and global society we strive to:

- Ensure inclusive leadership, policies and practices;
- Integrate diversity into the curriculum and research;
- Foster a mutually respectful intellectual environment in which diverse opinions are valued;
- Recruit traditionally underrepresented groups of students, faculty and staff; and
- Participate in outreach to underserved groups in the State.

The statement represents a commitment of resources to the development and maintenance of an academic environment that is open, representative, reflective and committed to the concepts of equity and fairness.

~The faculty of the School of Information and Library Science

For more information, visit sils.unc.edu/about/diversity and policies.unc.edu/files/2013/04/PPDHRM.pdf

UNC Honor Code:

My responsibilities as your instructor are to communicate communitywide expectations regarding academic integrity to each student; to ensure that each of you understand what is expected of you; to assist you in complying with your academic integrity responsibilities; to report any student misconduct to the appropriate parties; and to contribute to a strong, campus-wide understanding and commitment to academic integrity.

Your responsibilities as a student are to uphold UNC's Honor Code; to consult with me, another instructor, or a librarian if you have any questions or uncertainty about plagiarism, citation, and other related academic integrity issues; to "treat all members of the University community with respect"; and to report any instance in which a student has received aid on graded work or violated the Honor Code in some other way.

For more information, visit catalog.unc.edu/policies-procedures/honor-code and studentconduct.unc.edu/sites/studentconduct.unc.edu/files/documents/Instrument.pdf