# INLS151:  Retrieving and Analyzing Information

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| Instructor | Heather Lisa Maneiro | E-mail | hmaneiro@live.unc.edu<br>*preferred method of communication – resend if no response within 24 hours |
| Office Hours | *by appointment | Cell | 701-367-3385 (with texting) |
| | | Chat Option: | Sakai |
| 3 Credits | | Meeting Times: | M/W:  7:00-8:15 PM<br>Manning Room 0014 |

**Course Prerequisites:**

None

**Resources:**

Bobish, G., Jacobson, T. E., Bernnard, D., Hecker, J., Holden, I. I., Hosier, A., Loney, T., & Bullis, D. R. (2014). The Information LIteracy User's Guide: An Open Online Textbook.

Additional readings will be made available through Sakai, library reserves, or library resources.

**Course Catalog Description:**

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. (The Bulletin, 2014-2015)

**Course Objectives:**

By the end of the 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

**Requirements:**

Additional details for each assignment available in Sakai Resources. The following is a breakdown of the percentages:

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| Weekly Discussion Participation and Class Activities | 15 |
| Due: Each Class Session | |

Reading Reflections (Private Blog Entries in Sakai)          10
          Due: 5 PM each Monday prior to each Monday class session
          Monday, January 22
          Monday, January 29
          Monday, February 11
          Monday, February 18
          Monday, February 25
          Monday, March 18
          Monday, March 25
          Monday, April 1
          Monday, April 8

Information is Biased Book Review
          PROPOSAL: Wednesday, October 3          5
          Due: Wednesday, March 6          10

All But the Paper Project
          Research Question          5
                    Due: Monday, February 4
          Working References          5
                    Due: Monday, March 4
          Annotated Bibliography
                    DRAFT: Wednesday, April 3          5
                    Due: Wednesday, April 10          10
          Project Poster          15
                    Due: Monday, April 22
          Research Reflection          5
                    Due: Monday, April 15
          Completed Binder with TOC          5
                    Due: Wednesday, April 24
          Presentations          <u>10</u>
                    Due:     Wednesday, April 17
Total All But the Paper Project          60          <u>60</u>
Total for Course          100

**NOTE:**  Save all of your work and your revisions so you have proof of authorship if it is needed.  This instructor reserves the right to submit student work to databases such as turnitin.com to authenticate originality of writing (as needed).


**Resources**:

The UNC Libraries

Ask a librarian for help with your research in this class (or any class). You can drop by the library's Research/IT desk at any location to ask any question you have, at any point in your process. Librarians help students find and evaluate articles, books, websites, statistics, data, government documents, and more. For more information on hours and librarians, visit the library's website at the following URL:  http://library.unc.edu


The Writing Center

If you are having issues with communicating your thoughts in writing, do not hesitate to make an appointment with the writing center.  Additional information including schedules and contact information is located at the following URL:  http://writingcenter.unc.edu/


UNC Accessibility Resources & Service

Students with disabilities who believe they may need any accommodation in this class are encouraged to arrange accommodations as soon as possible to ensure that these accommodations are implemented in a timely fashion.

All accommodations are coordinated through the Accessibility Resources and Service Office. Please visit their website http://accessibility.unc.edu, Tel:- 919-962-8300 or Email;- accessibility@unc.edu

**Evaluation:**

Grading Scale:

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.

([Office of the University Registrar 2015](#))

93-100%=A

90-92%=A-

87-89%=B+

83-86%=B

80-82%=B-

77-79%=C+

73-76%=C

70-72%=C-

67-69%=D+

60-66%=D

59% and less=F

Turning in assignments:  Please turn in your assignments via the digital drop box in Sakai.  This method ensures that you have sent the assignment and that I have received it.

Also, please save all of your assignments into a folder on your computer, in case I miss something you send.  Please save your assignment files using the following pattern: LastName_INLS151_AssignmentName.extension (e.g. Maneiro_INLS151_ResearchQuestion.doc) Please clearly label your assignments with your name and the name of the assignment (i.e. "Research Question")…Also, include your name at the top.

Please use the citation style preferred in your major's discipline.  If you have not yet declared a major, APA, MLA, and Chicago/Turabian are the most common styles.

Late Assignments:  Due dates for all assignments are included in the syllabus.  Since the due date for written assignments is known from the outset of class, there is little reason why the assignments cannot be completed on time.  Therefore, all late assignments will be penalized one grade per day (including weekends) late.

**Policies**

Diversity
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*
(http://sils.unc.edu/about/diversity)

Class 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 (outlined at the following URL: http://www.unc.edu/ugradbulletin/procedures1.html#class_attendance) or religious observances required by the student's faith. If a student misses three consecutive class meetings, or misses more classes than the course instructor deems advisable, the course instructor may report the facts to the student's academic dean. (The Bulletin, 2014-2015)

Students' Commitment to Honor Code
Carolina students pledge to maintain ideals of academic honesty, personal integrity, and responsible citizenship. These ideals are embodied in the Honor Code as set forth in the Instrument, with the support of students, faculty, and staff. When a student applies to Carolina, they commit to the principles embodied in the Honor Code.

Adverse/Inclement Weather
To determine the current adverse weather status of the University, call the Adverse Weather and Emergency Phone Line at 919-843-1234 for a recorded message. During adverse weather incidents, status updates will also be communicated on the University's homepage at http://www.unc.edu