

VI
Instructor: Elizabeth Price
Assistant Professor/Research & Instruction Librarian
for the Arthur J. Bauernfeind College of Business

Student questions are always welcome. Here's how you can get in touch with me:

Phone: (270) 809-3530

Email: eprice4@murraystate.edu

Office hours (207C Business North): Mondays 2-4:30 p.m.; Thursdays 10 a.m.-noon.

Office hours (216A Waterfield Library): Wednesdays 8-10 a.m.

* *Other times available by appointment, please email, call or leave note on door.*

Class meets: Tuesday and Thursday 3:30-4:45 p.m. in Waterfield Library classroom 211

I. Title: Research in the Information Age (service learning course)

II. Course Description: A course designed to explore the phenomena, activities, and issues surrounding the development, gathering, organization, and use of information and resources in a global community. Designed to acquaint students with best practices in information-seeking behavior for various situational, civic, and scholarly purposes, with specific attention given to the ethics of using and creating information.

III. Course Objectives:

INF 101, Research in the Information Age, is designed to illustrate best practices in information-seeking behavior for all types of contemporary information resources.

Upon completion of this course, students will be able to demonstrate:

- A. Effective translations of research questions or curiosity into queries
- B. Effective research strategies for various situational, civic, and scholarly purposes
- C. An understanding of the importance of using of a wide variety of information resources for different purposes
- D. An understanding of ethical practices in retrieving, using, and creating information.

IV. Content Outline:

See attached for the schedule of assignments and readings for the semester.

V. Instructional Activities:

- Lecture
- Discussion
- Independent Study
- Small Groups
- Written Assignments
- Service learning

VI. Field, Clinical, and/or Laboratory Experiences

Participation in a service learning project is required. *Optional:* Class time will be allocated for field work related to the service learning project when necessary.

VII. Text(s) and Resources:

Textbook: Various readings and videos will be supplied via Canvas. There is no textbook to purchase for this course.

Resources: MSU Library System, Canvas (alternative to Blackboard), and access to the Internet, a Murray State email account and access to Google Drive; and a 1- or 2- inch three-ring binder with tabs your final Paper Trail project.

This is a computer and internet heavy course. If you will have difficulty accessing a computer or using the programs and resources needed for the course, contact the professor as soon as possible.

VIII. Grading Procedures:

The final grade for the semester will be determined by the following elements:

Assignments (in-class and out-of-class) (Including journal entries, blog entries, presentations, group work, writing exercises, research tasks)	50 percent
Paper Trail project	20 percent
Attendance/participation	15 percent
Quizzes and Final exam (reading/concepts)	15 percent

IX. Attendance Policy:

Attendance will be taken and your grade will be affected by your regular attendance and punctuality. Missing class disrupts scheduled group activities and makes it difficult to keep up with class work. Students who are absent are responsible for checking Canvas for missed assignments. Note that completing missed assignments is not a substitute for class attendance. It is not always possible to make up work that was done in class while you were absent.

You will fail the course if you miss four or more classes. However, those who prioritize attendance will be rewarded:

- Students with **zero** unexcused absences will have 3% added to their final grade.
- Students with **one** unexcused absence will have 2% added to their final grade.
- Students with **two** unexcused absences will have 1% added to their final grade.

Tardiness Policy

The door to the classroom will be shut at the start of each class, and it will not be reopened for late students.

Make-up Exams and Late Assignments

Students may make up exams if they have given prior notice to the instructor a week before the exam. Only illness with a doctor's note or school activities with a note from the instructor or coach will be allowed. Make up exams will be scheduled at the instructor's convenience. Students should turn in their assignments on the specified due date, but they may turn in assignments up to a week late with a letter grade docked from the total. Late assignments will NOT be accepted after one week.

X. Academic Honesty Policy:

Murray State University takes seriously its moral and educational obligation to maintain high standards of academic honesty and ethical behavior. Instructors are expected to evaluate students' academic achievements accurately, as well as ascertain that work submitted by students is authentic and the result of their own efforts, and consistent with established academic standards. Students are obligated to respect and abide by the basic standards of personal and professional integrity.

Violations of Academic Honesty include:

Cheating - Intentionally using or attempting to use unauthorized information such as books, notes, study aids, or other electronic, online, or digital devices in any academic exercise; as well as unauthorized communication of information by any means to or from others during any academic exercise.

Fabrication and Falsification - Intentional alteration or invention of any information or citation in an academic exercise. Falsification involves changing information whereas fabrication involves inventing or counterfeiting information.

Multiple Submission - The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the instructor.

Plagiarism - Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one's own in any academic exercise, without due and proper acknowledgement.

The consequences for academic dishonesty and other unethical behavior shall be one or more of the following:

- A. Zero for the assignment with no make-up for any work where cheating is detected.
- B. Lowering the final grade by one or more letter grades.
- C. Grade of E for the course.

If the disciplinary action results in the awarding of a grade of E in the course, the student(s) may not drop the course.

Faculty reserve the right to invalidate any exercise or other evaluative measures if substantial evidence exists that the integrity of the exercise has been compromised.

A student may appeal the decision of the faculty member with the department chair in writing within five working days. Note: If, at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State University Non-Discrimination Statement, this process must be suspended and the matter be directed to the Office of Equal Opportunity. Any appeal will be forwarded to the appropriate university committee as determined by the Provost.

XI. Non-Discrimination Policy Statement:

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities. For more information, contact the Executive Director of Institutional Diversity, Equity and Access, 103 Wells Hall, (270) 809-3155 (voice), (270) 809-3361 (TDD).

Students with Disabilities: Students requiring special assistance due to a disability should visit the Office of Student Disability Services immediately for assistance with accommodations. For more information, students should contact the Office of Student Disability Services, 423 Wells Hall, Murray, KY 42071. 270-809-2018 (voice) 270-809-5889(TDD).

XII. Service learning

Option 1: Service learning is an educational approach that combines learning objectives with service objectives in order to deepen a student's understanding in a specific discipline. It's a form of experiential education, where students participate in community service projects that fulfill an actual community need. An important part of academic service learning is reflection, during which the student sees how the community service experience ties in with what he or she learns in class. Reflection can be carried out through reading, writing, doing, or telling. The ultimate goal is to apply the knowledge gained through reflection to real-life situations.

Option 2: This course includes a service learning experience. As a result, this course has the SL (service learning) Designation. You will gain valuable experience putting theory into practice into the community. Due to the fact that Service Learning broadens perspectives, enhances critical thinking skills, and improves communication skills, graduate schools and employers are increasingly seeking students with experience in service learning and community engagement.

Option 3: Use both statements.