Course Syllabus

LI 838XI
Information Transfer and Government Resources

Summer Semester 2014

Faculty: Anne Liebst
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Primary Phone: (501) 569-3248
Online Course Login: canvas.emporia.edu
Credit Hours: 2
Meetings: Online

Important Dates for Summer 2014

5/19 First Day of Class
7/2 Last Day to Withdraw
5/26 Memorial Day (ESU closed)
7/4 Independence Day (ESU closed)
5/27 Last Day to Add/Drop
8/2 Last Day of Classes
8/12 Final Grades Due

Program Goal

The goal of the SLIM Master of Library Science program is to prepare creative problem solvers who will provide proactive client-centered services in information agencies.
Catalog Description

Study of government patterns at the international, national, and state levels for creating, producing, disseminating, organizing, diffusing, and utilizing information. Examples of government information resources are examined. (Approved 2/22/2010)

Course Learning Outcomes

<table>
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<tr>
<th>By the end of the semester, the student will:</th>
<th>Related class assignment(s)</th>
<th>MLS Program Outcomes</th>
<th>ALA Core Competence(s)</th>
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<tbody>
<tr>
<td>1. Be familiar with both historical and current production and dissemination of government information.</td>
<td>Reading assignments (Forte, Ch. 1-15, Morrison, Ch. 1, 5, 10, 13-16), Homework assignments (Poore, Ames, Checklist, MoCat)</td>
<td>PO2, PO3</td>
<td>1B – 1G, 2A – 2D</td>
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<td>2. Gain a working knowledge of the Superintendent of Documents (SuDocs) Classification System.</td>
<td>Reading assignments (Forte, Ch. 1-2, 15; and Morrison, Ch. 10), Homework assignments (Exercise on the SuDoc)</td>
<td>PO3</td>
<td>3A – 3C, 4B, 4D</td>
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<td>3. Gain an understanding and value of the information generated by the legislative, executive, and judicial processes and the methods of retrieving this information.</td>
<td>Reading assignments (Forte, Ch. 3-7; readings in Canvas) Homework assignments (Finding Legislation using Congress.gov; Finding Supreme Court decisions)</td>
<td>PO2, PO3, PO5</td>
<td>2A-2D, 3A-3C, 5A-5G, 6A-6C</td>
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<td>4. Learn strategies for using government information sources to respond to reference questions.</td>
<td>Reading assignments (Forte, Ch. 1-15, Morrison, Ch. 1, 5, 10, 13-16, readings in Canvas) Homework assignments (Two separate sets of reference questions to answer)</td>
<td>PO4, PO5</td>
<td>5A – 5G</td>
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Course Overview

This course will explore issues, policies, and resources in the area of government information. The structure of the U.S. government and the relationship to information generation, organization, dissemination and retrieval will be emphasized. The goal of this course is to provide a solid knowledge base for new librarians and information professionals working with government information in a reference setting or in a federal depository library.
Instructor Contact Information

Anne Liebst
Director of Technical Services and Technology
(501) 569-3248 (work) (785) 331-7148 (cell)
cliebst@emporia.edu

Required Readings


Recommended Readings


Learning Activities

Assignments

**Readings:** Students should complete all assigned readings. There will be numerous web sites to look at throughout the course.

**Class Participation:** Discussion via Canvas is an essential component of this course. You will be graded on your participation!

**Reference Problems and Exercises:** Several sets of reference-type questions and exercises regarding the use of government information sources will be posted throughout the time period of the class. **Students will provide answers to these questions and exercises and cite, using the APA Manual, the sources to locate the answers.** Discussion of the answers will follow on Canvas. **Work must be turned into the instructor on the posted due date.**

**Term Project:** The term project will enable students to develop an in-depth knowledge of a subject area of government information. Students will be asked to demonstrate this knowledge in the form of a typed paper or web-based project that will be due by July 25, 2014.

Students have two choices regarding the term project:

1. Identify five or more digital government publications relating to a topic of current interest, e.g. identity theft, energy policy, homeland security, etc. Cite the publications using APA; include links to the publications; and include an annotation for each of the publications. Include an introduction that explains the intended audience for the publications (Who are you writing this for? Who are your users?) and how it is designed to meet the information needs of the intended audience.

2. Create a LibGuide that assists users in the use of a series or titles found in government publications. For example, publications of Congress, legal publications or Census materials.

**Topics for the Term Project must be approved in advance.**

**Grading:**

- Term Project – 30%
- Class Participation – 20%
- Reference Problems and Exercises – 50%

TOTAL = 100%
Tentative Course Outline

Schedule is subject to change.

Monday, May 19 through Wednesday, May 28, 2014 –
Introduction to course, goals, objectives and requirements
Discussion of Term Project
Definitions of government publications
Laws affecting dissemination of government publication
Readings – Morrison: Chapters 1, 5
Forte, Hartnett & Sevetson: Chapters 1-2, 15

Discussion/Information to be posted on Canvas

Thursday, May 29 through Friday, June 6, 2014 –
Introduction to SuDoc Classification System
History of U.S. government publications and distribution
Information transfer model of government publications
Paper indexes to government publications (old and new)
Electronic databases to government publications
Know the structure to find the information!
Readings – Morrison: Chapter 10
Forte, Hartnett & Sevetson: Chapters 1-2, 15 continued

Discussion/Information to be posted on Canvas

Assignment – Exercise on the SuDoc Classification System – due Friday, June 6, 2014


Monday, June 9 through Friday, June 20, 2014 –
Legislative information resources
  Types of legislation
  How our laws are made
  Congress.gov
Information produced by Congress
Readings – Forte, Hartnett & Sevetson: Chapter 3

Discussion/Information to be posted on Canvas

Assignment – Exercise on finding legislation using Congress.gov – due Friday, June 20, 2014
Monday, June 23 through Friday, June 27, 2014 –
Executive information resources
   Core publications
   Administrative law
   Federal regulations and the regulatory process
E-government
GPO Access
FirstGov
Electronic access to government information
Readings – Forte, Hartnett & Sevetson: Chapter 4

Discussion/Information to be posted on Canvas

Assignment – Reference questions – due Friday, June 27, 2014

Monday, June 30 through Thursday, July 3, 2014
Presidential documents and the Executive Office of the President
Readings – Forte, Hartnett & Sevetson: Chapters 6-7

No assignments due

Monday, July 7 through Wednesday, July 16, 2014 –
Judicial information sources
U.N. publications
State and local publications
Readings – Morrison: Chapters 13-16
   Forte, Hartnett & Sevetson: Chapter 5

Discussion/Information to be posted on Canvas

Assignment – Exercise on finding Supreme Court decisions – due Wednesday, July 18, 2014

Monday, July 21 through Friday, July 25, 2014 –
Statistical information from the federal government
Science and technology information from the federal government
Other areas of useful federal government information
Readings – Forte, Hartnett & Sevetson: Chapters 8-14

Discussion/Information to be posted on Blackboard

Assignment – Reference questions – due Friday, July 25, 2014
Monday, July 28 through Friday, August 1, 2014

The Modern GPO and FDLP
  FDLP Desktop
  FDLP Requirements
  FDsys

So, you want to be a depository librarian?
Wrap up
Readings – Morrison: Chapters 2, 7-9

Discussion/Information to be posted on Canvas

Term Project due, Friday, July 25, 2014

SLIM Grading Scale

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>96 - 100</td>
<td>A</td>
</tr>
<tr>
<td>90 - 95</td>
<td>A-</td>
</tr>
<tr>
<td>87 - 89</td>
<td>B+</td>
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<tr>
<td>84 - 86</td>
<td>B</td>
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<tr>
<td>80 - 83</td>
<td>B-</td>
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<tr>
<td>77 - 79</td>
<td>C+</td>
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<tr>
<td>74 - 76</td>
<td>C</td>
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<tr>
<td>70 - 73</td>
<td>D</td>
</tr>
<tr>
<td>0 - 69</td>
<td>F</td>
</tr>
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SLIM Grade Policy

All graduate courses required in the university-approved curricula of SLIM’s master’s programs, certificate programs, academic concentrations, and doctoral program--or their approved substitutions--must be passed with a final grade of B- or better to receive academic credit. If a student does not receive a final grade of B- or better in any or all of SLIM’s required classes, then the student will be given an academic warning and the student will be notified by SLIM administration that he or she must retake that course or those courses.

When a student has been given an academic warning, an administrative hold will be placed on the student’s record to block future enrollment. Before enrollment can be done, the student is required to meet with his or her academic advisor with the goal of developing an academic improvement plan. The administrative hold can only be released by the student’s academic advisor or by the SLIM dean. The administrative hold will be released once the student completes his or her next semester course(s) with a B- or above.

If a student has a semester GPA of less than 3.0 for two semesters or has been given an academic warning for two semesters, then the student’s academic progress will be reviewed in light of the academic improvement plan by the student’s program director and the SLIM dean. A decision will be made as to whether the student should be academically dismissed from the SLIM graduate program.

This SLIM Grade Policy applies to all students in SLIM’s master’s degree programs, certificate programs, the doctoral program, and academic concentrations. It also applies to all those who have passed into MLS or doctoral degree candidacy.
SLIM Incomplete Grade Policy

SLIM’s Incomplete Grade Policy upholds the Emporia State University Incomplete Grade Policy (for full policy, go to: http://www.emporia.edu/regist/trnscpt/grades.html).

SLIM’s Incomplete Grade Policy further stipulates that an incomplete request will not be considered approved without an Incomplete Request Form having been submitted by the instructor and approved by the SLIM dean within two weeks after the issuance of the incomplete. If the incomplete grade is being requested for reasons of health, then documentation must be submitted to the SLIM dean’s office before the final grade change is made.

If a SLIM student’s request for a single incomplete grade is approved by the instructor and dean, then the student will be limited to enrolling in six credit hours in the immediately succeeding semester. If a SLIM student requests more than one incomplete grade to be issued at the conclusion of a semester, then an administrative hold will be placed on the student’s record to block future enrollment until all incomplete grades are finished and the final grade changes have been submitted by the instructor(s), signed by the SLIM dean, and accepted by the ESU Registrar’s Office.

SLIM Netiquette Policy

This course will involve the exchange of ideas, questions, and comments in an online and/or blended learning community. In all of your class communications, please use the same tact and respect that you would if you were talking to classmates face to face. Remember that in online communication the visual and auditory aspects are missing, so be especially careful to ensure your emails and discussion postings accurately convey your meaning and are not open to misconstruction. Humor is especially difficult to convey in this environment, so take extra care with your writing. Please maintain your professionalism and courtesy at all times when interacting with others in the class.

Course Evaluations

SLIM uses the IDEA evaluation instrument to gather feedback from students on the effectiveness of each course. The data gathered is shared with instructors in aggregated form, and is used for both course and teaching improvement. Evaluation surveys are made available to students toward the end of each semester, and periodic email reminders are sent to encourage participation. The surveys are administered by The IDEA Center and student responses are anonymous (unless students share any identifying information in their comments). Instructors do not have access to individual student surveys at any time, and only receive aggregated data at least two weeks after final grades are submitted.
Faculty-initiated Student Withdrawal Procedure

SLIM instructors follow the university’s policy of faculty-initiated student withdrawal which states: If a student's absences from class, disruptive behavior, lack of prerequisites, or academic dishonesty become detrimental to the student's progress or that of other students in the class, the faculty member may advise the student to withdraw from the class. Withdrawal may also be advised if the student is inappropriately enrolled in the class. If the faculty member chooses to withdraw the student, he/she shall attempt to notify the student in writing that a faculty initiated withdrawal is in progress. This notification will be copied to the department chair and Academic Affairs office to serve as the request for withdrawal. If efforts to contact the student have been unsuccessful, or unacknowledged, the faculty member shall then seek the aid of the Academic Affairs office in contacting the student. The Academic Affairs office shall provide the student with information about the existing appeals procedures. Upon receiving a written request for withdrawal from the faculty member, the Academic Affairs office may initiate a student withdrawal from the class. None of the above implies or states that faculty members are required to initiate any student withdrawal. [Policy and Procedures Manual 4E.13]

Academic Dishonesty

At Emporia State University, academic dishonesty is a basis for disciplinary action. Academic dishonesty includes but is not limited to activities such as cheating and plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the source or sources.) The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question and may refer the case to other academic personnel for further action. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university.

Disabilities Policy

Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, the Office of Disability Services, and the professor will be strictly confidential.

Contact information for the Office of Disability Services:

Office of Disability Services
106 Plumb Hall
Emporia State University
1 Kellogg Dr. / Box 4023
Emporia, KS 66801
Phone: 620/341-6637
TTY: 620/341-6646
Email: disabser@emporia.edu