Course Syllabus

LI838XI

Government Resources

Summer Semester 2018

Faculty: Carmen Orth-Alfie
E-mail: corthalf@emporia.edu
Primary Phone: 
Online Course Login: canvas.emporia.edu
Credit Hours: 2
Meetings: Internet begins 6/18

Important Dates for Summer 2018

6/18 First Day of Class 6/22 Last Day to Add/Drop 7/23 Last Day to Withdraw
8/10 Last Day of Classes 8/14 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 within information agencies.
Catalog Description

Students study government patterns for creating, producing, disseminating, organizing, diffusing, and utilizing information at the international, national, and state levels. Examples of government information resources are examined, as well as tools for government information retrieval.

(Approved 3/9/2015)

Course Learning Outcomes

<table>
<thead>
<tr>
<th>By the end of the course, students will be able to:</th>
<th>Program Outcomes</th>
<th>Professional Values</th>
<th>ALA Core Competence(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Describe historical and current production and dissemination of government information.</td>
<td>2, 3</td>
<td></td>
<td>1B, 1C, 1D, 1E, 1F, 1G, 2A, 2B, 2C, 2D</td>
</tr>
<tr>
<td>2 Use the Superintendent of Documents (SuDocs) Classification System.</td>
<td>3</td>
<td></td>
<td>3A, 3B, 3C, 4B</td>
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<tr>
<td>3 Explain the value of the information generated by the legislative, executive, and judicial processes.</td>
<td>2, 3, 5</td>
<td></td>
<td>2A, 2B, 2C, 2D, 3A, 3B, 3C, 5A, 5B, 5C, 5D, 5E, 5F, 5G</td>
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<td>4 Employ a variety of strategies for using government information sources to respond to reference questions.</td>
<td>4, 5</td>
<td>1</td>
<td>5A, 5B, 5C, 5D, 5E, 5F, 5G</td>
</tr>
</tbody>
</table>

Approved 8/27/2014

Instructor Contact Information

Virtual office hours will be held by appointment and also every Tuesday, starting June 19 and continuing for 8 weeks. My office hours are set aside exclusively for communicating with you; however, please feel free to contact me at any time.

- Weekly Office Hours: Tuesdays June 19-August 7, 4:00 to 5:30 pm CT. Please indicate if you plan to contact me during this time to agree upon the virtual meeting space.
- The Canvas email function is the best, first step to contact to set up an appointment or ask questions/make comments.
- Virtual meetings can be via the Canvas “Chat” function or via other agreement upon platform.
- If my availability changes at all, it will be noted in Canvas under Start Here.
Beyond the office hours and scheduled appointments, I will make every effort to respond to you within 48 hours. While I may not reply immediately, my goal is to be as accessible and responsive to you as possible.

**Required Readings**


Selected required reading will be posted in Canvas in the *Start Here* documents.

**Recommended Readings**

All additional recommended readings will be listed in Canvas in the *Start Here* document.

**Learning Activities**

Learning activities encompass assignments and other activities, in which, students are expected to participate. Class engagement and participation is integral to the online learning environment.

While government information seems ubiquitous online, it is not self-evident. Learning to navigate the resources online is essential for government information literacy.

All weekly learning modules begin with the *Start Here* document to navigate the activities.

This is an online only course. The rhythm of the course will be integrating principles of a flipped classroom model. Please see the following article to learn about flipped classrooms.


**Assignments**

Provide a summary of the assignments and their point values (with more detailed descriptions to be posted in Canvas).

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Course Outcome(s) Met</th>
<th>Due Date</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Group Discussions</td>
<td>All CLO #1-4</td>
<td>Twice weekly</td>
<td>10</td>
</tr>
<tr>
<td>Problems &amp; Exercises</td>
<td>All CLO #1-4</td>
<td>Weekly</td>
<td>50</td>
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</tbody>
</table>
Discussions: Graded discussions via Canvas are an essential component of this online only course. Please plan to participate fully in the online discussions for the course this summer. You will be expected to access and post at least twice during each week. Initial comments/posts are due by Wednesday night of each week. Then plan to add/respond to comments again by Sunday night of each week.

Problems & Exercises: The problems and exercises for this course will be focused to expand your ability to use a wide variety of reference and research sources issued from the government or based on government information.

Written Assignments/Class Presentations: These will be short, blog style articles focusing on one of the many challenges confronting discovery of and access to government information today. Students will be provided options to select from during week 2. The blog articles will be presented to the class during week 7 & 8 for group comment and discussion.

3-2-1 Reflective Journal: Weekly journal entries will reflect on the week’s readings, problems/exercises and class discussion. The entries will be structured as three (3) things you learned, two (2) things of interest to you, and one (1) thing that is still unclear.

Tentative Course Outline

<table>
<thead>
<tr>
<th>Session</th>
<th>Topics</th>
<th>Readings from the required textbook (additional required readings and content will be posted in Canvas module)</th>
<th>Activities Due</th>
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<tbody>
<tr>
<td>Week 1: 6/18-6/24</td>
<td>Introduction to Government Resources and Documentation of Congressional Processes</td>
<td>Chapters 1-3</td>
<td>Discussions, problems/exercise, and 3-2-1 reflective journal entry</td>
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<td>Week 2: 6/25-7/1</td>
<td>Office of the President and the Cabinet</td>
<td>Chapter 8 Select/assign Chapters (11-15, 17) for Blog Articles</td>
<td>Discussions, problems/exercise, and 3-2-1 reflective journal entry</td>
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<td>Readings from the required textbook (additional required readings and content will be posted in Canvas module)</td>
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<tr>
<td>Week 3:</td>
<td>Executive Branch and Regulations</td>
<td>Chapters 6 and 9</td>
<td>Discussions, problems/exercise, and 3-2-1 reflective journal entry</td>
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<td>7/2-7/8</td>
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<td>Week 4:</td>
<td>Statistics, Statistical Offices and the Census</td>
<td>Chapters 10, 16</td>
<td>Discussions, problems/exercise, and 3-2-1 reflective journal entry</td>
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<td>7/9-7/15</td>
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<tr>
<td>Week 5:</td>
<td>Historical Government Resources</td>
<td>Chapter 18</td>
<td>Discussions, problems/exercise, and 3-2-1 reflective journal entry</td>
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<td>7/16-7/22</td>
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<td>Week 6:</td>
<td>Laws and the Courts</td>
<td>Chapters 4-5, 7</td>
<td>Discussions, problems/exercise, and 3-2-1 reflective journal entry</td>
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<td>7/23-7/29</td>
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<tr>
<td>Week 7:</td>
<td>Executive Branch</td>
<td>Chapters 11-15, 17</td>
<td>Blog articles, discussions, problems/exercise, and 3-2-1 reflective journal entry</td>
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<td>7/30-8/5</td>
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<tr>
<td>Week 8:</td>
<td>Applying Concepts</td>
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<td>Discussions, problems/exercise, and 3-2-1 reflective journal entry</td>
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<td>8/6-8/10</td>
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SLIM Technology Requirements

SLIM has specific hardware, software and network requirements for all students that are specified on the SLIM website at http://tinyurl.com/SLIMtechnology. Computer technology is integrated throughout the curriculum, including the use of Canvas, ESU’s learning management system, and use of video-conferencing software. All students must have devices, high-speed Internet access, and current software for home use that makes possible full participation in extensive course assignments. The ESU financial aid office provides details about possible funding for purchase of computer equipment at https://www.emporia.edu/finaid/.

Grading Criteria

REQUIRED: These criteria should identify all the elements required and the degree of achievement necessary for each assignment.

<table>
<thead>
<tr>
<th>SLIM Grading Scale</th>
<th>SLIM Grade Policy</th>
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<tr>
<td>96 - 100 A</td>
<td>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 courses, 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. In addition, if a student has a semester GPA of less than 3.0 he or she will be given an academic warning. When a student has been given an academic warning, an administrative hold will be placed on the student’s record to block future enrollment, and the student will be removed from any registered courses for the upcoming semester. Before the student can be enrolled, he or she is required to meet with the student’s academic advisor with the goal of developing an academic</td>
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<tr>
<td>90 - 95 A-</td>
<td>intervention.</td>
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<tr>
<td>77 - 79 C</td>
<td></td>
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<tr>
<td>74 - 76 C</td>
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improvement plan. The administrative hold can only be released by the student’s academic advisor or by the SLIM dean upon satisfactory completion of the academic improvement plan.

If the student fails to complete the terms set forth in the academic improvement plan, then the student’s academic progress will be reviewed by the student’s academic advisor and the SLIM dean, and a decision will be made regarding whether the student should be academically dismissed from SLIM’s 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. (Updated 8/26/2014)

**SLIM Attendance Policy**

Students must attend all face-to-face classes. Class hours for weekend face-to-face meetings are 6pm-9pm on Friday and 9am-5pm on Saturday.

In cases of emergency, go to [http://www.emporia.edu/slim/studentresources/policies.html](http://www.emporia.edu/slim/studentresources/policies.html) for more information.

**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/trnscp/grades.html](http://www.emporia.edu/regist/trnscp/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

Course evaluation is an important part of the process of teaching and learning. SLIM uses the IDEA evaluation instrument to gather feedback from students on the effectiveness of each and every course. The resulting data is reviewed by the instructors and the Dean, who work together to improve teaching and learning across the whole of SLIM. 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 through the Campus Labs platform, and student responses are anonymous (unless students share any identifying information in their comments). Nobody in SLIM has access to individual student surveys at any time, and aggregated data is only made available to instructors at least one week after final grades have been submitted. (Updated 4/16/2015)

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.

Accessibility Policy

Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Student Accessibility & Support Services (formerly Disability Services) each semester and as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. Students should then contact the professor with documentation from Student Accessibility and Support Services. All communication between students, Student Accessibility and Support Services, and the professor will be strictly confidential.

Contact information for Student Accessibility and Support Services:

Student Accessibility and Support Services
106 Plumb Hall
Emporia State University
1 Kellogg Circle / Box 4023
Emporia, KS 66801
Phone: 620/341-6637
TTY: 620/341-6646
Email: disabser@emporia.edu