

Fall 2014

IS 531: Sources & Services in the Social Sciences

The School of Information Sciences, The University of Tennessee

LIVE Class Meetings: Thursdays, 12-1:30 p.m., BbC

OTHER Responsibilities, as assigned by instructor

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Office Hours: By Appointment
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COURSE DESCRIPTION

Information sources in political science, sociology, psychology, geography, history, anthropology, business¹, communication, information science, and education.

PREREQUISITE

IS 530: Information Access & Retrieval

COURSE OUTCOMES

By the end of this course, the student will be able to:

- Describe the nature and scope of “The Social Sciences”
- Describe the nature of information seeking, organization and structure in the social sciences (and how social sciences information and information practice differ from those of other disciplinary areas)
- Assess social sciences information sources for audience, scope, quality of content, accuracy, currency, authority, ease of use, arrangement, and format
- Demonstrate ability to identify and locate relevant social sciences-related information sources in a variety of formats
- Create a pathfinder for information seeking in a specific area of the social sciences
- Describe strategies for providing individual research consultations for social sciences students and scholars
- Identify and describe opportunities for providing social sciences-related services and programming
- Improve search skill by documenting and analyzing search strategies.

READINGS

We will have an extensive list of readings each week, primarily journal articles. These will be available through UTK’s electronic resource subscriptions or as pdfs on our class **Blackboard** (hereafter **Bb**) space. I do not expect you to read all of every part of every item.

The standard text for this type of course is the following:

- Nancy L. Herron, Ed. 2002. [*The social sciences: a cross-disciplinary guide to selected sources \[electronic resource\]*](#). 3rd ed. Greenwood Village, CO: Libraries Unlimited, Inc. ISBN 13: 9781563088827

¹ Coverage of business sources and services is cursory in IS 531; for more in-depth instruction I recommend IS 566: Business Intelligence for Information Professionals.

Due to its age, this text is **not** required for purchase. You can also access the electronic version through UTK's eBook collection.

We will also use two standalone bibliographic sources:

- *Guide to Reference*. American Library Association: <http://www.guidetoreference.org>.
- *ARBAOnline*: Accessible through UTK's database subscriptions.

...and you may wish to refer to the following sources for background information about the social sciences themselves:

- [*International Encyclopedia of the Social Sciences*](#). William Darity, Jr., Ed. 2nd ed. Detroit: Macmillan Reference USA, 2008. 4000 pp. 9 vols. Online Access.
- [SAGE Knowledge](#): collection of digitized reference sources in various areas of the social sciences.
- [Dictionary of the Social Sciences](#). Oxford Reference Online.

POLICIES

COMMUNICATION AND TECHNOLOGY

I am required to communicate with you through your UTK email address. If you prefer to use another address, consult the [OIT Helpdesk](#) to obtain directions for forwarding your UTK mail to your preferred address if you don't wish to check both accounts.

Email is the most expedient way to get in touch with me. If I will be unable to check my email for a significant period of time (less than once/24-hour period) I will provide you with an alternative method of contacting me.

Most lecture notes will be posted on Blackboard before the class meeting for you to download. Note that lecture notes do not substitute for the assigned readings. Read the class announcements posted on Blackboard to stay current with course matters.

COMPUTING REQUIREMENTS

To successfully complete this course, students must

- Have adequate computing skills, including but not limited to use of Microsoft Office 2007 or 2010 suite or equivalent to process, format, save, and retrieve documents. In some instances, you may need to use MS or equivalent diagnosis tools to detect and clean up documents/files from viruses before submitting them in Blackboard Learn.
- Learn how to submit your assignments using Bb. The [Office of Information Technology \(OIT\)](#) provides training classes in using varied technologies for students at no charge (advance registration is required).
- Have the PowerPoint Reader or the regular PowerPoint software installed on your computer in order to download the lecture notes from Blackboard.
- Be able to download and launch applications from the Web, including but not limited to Java, in order to use Blackboard Collaborate (BC) for attending the class.
- Be able to use the web safari/browsing feature in BL effectively to launch web sites on your own computer or smartphone during class.
- Subscribe to the SIS listserv (UTKSIS-L@LISTSERV.UTK.EDU) and monitor messages about class and other school events or matters.

- Use a headset for best quality audio.
- Check the computer audio by running the BC Audio Wizard before attending each class session. This will help to synch the audio in BC and ensure a quality audio on both sides during class. If you connect to BC via a **wireless network** to attend class, you may experience problems with audio and video transmissions. Please read the Recommendations below on **Connection to the Internet and Network Timeouts**.
- Attend class in a quiet area with no background noise. Please do not attend class in noisy places such as café, TV room, playgrounds, or other places where the computer or mobile device audio will be compromised.. **Use of iPhone or other mobile devices** to attend class may cause problems, including but not limited to breakup in sound and video transmissions, and delay in video display of slides and surfing external web sites launched during class.
- Close all applications on your computer so that you obtain good quality audio and video during class.

Connection to the Internet (Recommendations from LiveOnline@UT Course Delivery Team):

- We recommend minimal speed to audio/video of 6Mbps or higher. Standard DSL often connects at lower speeds. Check the speed of your provider and router/gateway.
- Wireless connections are often twice as slow as cabled connections. Even if you have a wireless "n" router, with speeds up to 300 Mbps, you cannot take advantage of that if your connection to the Internet is on 6Mbps. Wireless router speeds are only as good as the pipe connecting the router to the Internet.
- Additional Internet activity in your house (wired or wireless) while attending online classes will impact the quality of your session. Minimize other Internet activity in your location while attending classes.
- Restart your router/gateway at least weekly.

Network Timeouts

- Find out what your ISP's "lack of activity" timeout is. Sometimes this is as little as 15 minutes. Network timeouts will reset your connections and create problems with your class session.
- Find out what you Internet router "lack of activity" timeout is. Defaults are often set at very short intervals."
- You may obtain help by contacting OIT at (865) 974-9900 or by completing a help form online at <http://remedy.utk.edu/contact>. Note that OIT office is not open 24/7; therefore, plan to connect to BL at least one 60 minutes before class time.

CLASS ATTENDANCE POLICY

It is assumed that each student will miss no more than one session and will speak in class -- the equivalent of a "B" grade for "participation." Missing more classes or failing to participate will lower your grade; frequent participation will raise the grade.

Regular attendance is required and necessary. A substantial portion of your grade will be based on in-class work and participation. Unexplained absences will affect your grade. Contact me as soon as possible if you cannot attend class. If you must be absent from class, you must:

- Inform me in advance or as soon as possible after class
- Submit any work due from the missed class period
- Obtain notes, handouts, etc. from Bb
- Watch the archived class meeting.

Acceptable reasons for absence from class include:

- Illness
- Serious family emergencies,
- Special curricular or job requirements (e.g., judging trips, field trips, professional conferences),
- Military obligation,
- Severe weather conditions,
- Religious holidays and
- Participation in official university activities such as music performances, athletic competition or debate
- Obligations for court imposed legal obligations (i.e., jury duty, subpoena)

Other reasons may also be approved.

Missing more than one class meeting for reasons other than those listed above will have a negative impact on your course participation grade.

CLASS CANCELLATIONS

Should it be necessary to cancel a class meeting, every effort will be taken to do so in advance. Look for e-mail announcements via Bb

INCLEMENT WEATHER

“The University of Tennessee will remain open except in the most severe weather conditions. The Chancellor (or appointed representative) may officially close or suspend selected activities of the university because of extreme weather conditions. When a decision to close is reached, campus and local radio and TV stations will be notified and a UAlert will be issued. The notice will also be posted on the front page at www.utk.edu...” (Hilltopics, p. 39)(<http://dos.utk.edu/files/Hilltopics2013-2014.pdf>). SIS will cancel classes when UT is closed. Please check the SIS student listserv (UTKSIS-L@LISTSERV.UTK.EDU) for messages about closing.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students who may need course adaptations because of a disability are welcome to make an appointment to speak with me. Students with disabilities must be registered with the [Office of Disability Services](#), 2227 Dunford Hall, Knoxville, TN 37996-4020, before accommodations can be made. If you require course accommodations but have not contacted the Office of Disability Services, please call (865) 974-6087 or email ods@utk.edu to inquire about the registration procedure. If you are registered with the Office of Disability Services, please make an appointment with me as soon as possible to discuss any course accommodations that may be necessary.

CIVILITY

“In 2011, the university adopted the Principles of Civility and Community. They are designed to work in concert with all existing codes of conduct. The principles encourage all members of the campus community to foster a learning environment where the differences of our diverse culture are valued, respected and celebrated. Civility is an act of showing regard and respect for others including: politeness, consideration, tact, good manners, graciousness, cordiality, affability, amiability and courteousness...” (Hilltopics, p.12).

The above statement applies to communicating with the instructor, classmates, and other members of the UT community.

CCI DIVERSITY STATEMENT

The College of Communication and Information recognizes that a college diverse in its people, curricula, scholarship, research, and creative activities expands opportunities for intellectual inquiry and engagement,

helps students develop critical thinking skills, and prepares students for social and civic responsibilities. All members of the College benefit from diversity, and the quality of learning, research, scholarship and creative activities is enhanced by a climate of inclusion, understanding and appreciation of differences and the full range of human experience. As a result, the College is committed to diversity and equal opportunity and it recognizes that it must represent the diversity inherent in American society. The College is acutely aware that diversity and fairness are foundations that unite the College's faculty, staff, students, and the larger communication and information community.

ASSIGNMENTS AND GRADING

Student work is assigned a grade based on quality of thought and writing style, thoroughness of research and of references, appropriateness of length, and originality. Only exceptional work will receive an "A" grade. Papers that are received after the due date will be assigned a lower grade than would otherwise be received. All sources must be cited; quotations must be in quotation marks and attributed correctly. Not doing so constitutes plagiarism.

ACADEMIC INTEGRITY

Students should be familiar and maintain their *Academic Integrity* described in Hilltopics 2013-2014, p. 45 (<http://dos.utk.edu/files/Hilltopics2013-2014.pdf>) as:

"Study, preparation and presentation should involve at all times the student's own work, unless it has been clearly specified that work is to be a team effort. Academic honesty requires that the student present his or her own work in all academic projects, including tests, papers, homework, and class presentation. When incorporating the work of other scholars and writers into a project, the student must accurately cite the source of that work."

Students should abide by the *Honor Statement* described in the same Hilltopics, p. 18

Honor Statement

"An essential feature of The University of Tennessee is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity."

Plagiarism in any of its several forms is intolerable, and attention to matters of documentation in all written work is expected and required. Inadvertence, alleged lack of understanding, or avowed ignorance of the various types of plagiarism are not acceptable excuses.

Specific examples of plagiarism include:

1. Copying without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source;
2. Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge);
3. Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge);
4. Collaborating on a graded assignment without the instructor's approval;
5. Submitting work, either in whole or in part, created by a professional service and used without attribution (e.g., paper, speech, bibliography, or photograph).

Students who may be unsure of the nature of plagiarism should consult the instructor or a guide for writing research reports.

Infractions of academic integrity are penalized according to the severity of the infraction but **may include a course grade of "F" and the instructor's recommendation to the UTK Dean for Graduate Studies that the student be dismissed from the University.**

EVALUATION

Semester grades will be assigned according to the following scale:

A	93≤	(4 quality points per semester hour) superior performance.
B+	87-92.75	(3.5 quality points per semester hour) better than satisfactory performance.
B	80-86.75	(3 quality points per semester hour) satisfactory performance.
C+	77-79.75	(2.5 quality points per semester hour) less than satisfactory performance.
C	70-76.75	(2 quality points per semester hour) performance well below the standard expected of graduate students.
D	60-69.75	(1 quality point per semester hour) clearly unsatisfactory performance and cannot be used to satisfy degree requirements.
F	59.75≥	(no quality points) extremely unsatisfactory performance and cannot be used to satisfy degree requirements.
I		(no quality points) a temporary grade indicating that the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to finish all requirements. An I is not given to enable a student to do additional work to raise a deficient grade. The instructor, in consultation with the student, decides the terms for the removal of the I, including the time limit for removal. If the I is not removed within one calendar year, the grade will be changed to an F. The course will not be counted in the cumulative grade point average until a final grade is assigned. No student may graduate with an I on the record.
S/NC		(carries credit hours, but no quality points) S is equivalent to a grade of B or better, and NC means no credit earned. A grade of Satisfactory/No Credit is allowed only where indicated in the course description in the <u>Graduate Catalog</u> . The number of Satisfactory/No Credit courses in a student's program is limited to one-fourth of the total credit hours required.
P/NP		(carries credit hours, but no quality points) P indicates progress toward completion of a thesis or dissertation. NP indicates no progress or inadequate progress.
W		(carries no credit hours or quality points) indicates that the student officially withdrew from the course.

INCOMPLETES

Based on adopted University of Tennessee-Knoxville and SIS policy, a grade of I (Incomplete) is reserved for emergencies that prevent the student from completing the course on time. Incompletes are granted only under "the most unusual of circumstances" and solely at the discretion of the instructor. Plan your semester's course of study carefully to insure sufficient time to complete the required work. For students who simply "disappear" without contacting the instructor and without completing the required form, an "F" is submitted.

COURSE EVALUATION

You will be invited to evaluate the course at the end of the term. Please participate in this valuable process. I also invite your comments throughout the course and read all comments, suggestions, and recommendations.

PREPARATION OF WRITTEN WORK

I prefer that you use either APA or CMS documentation styles. You may also use the style outlined in Turabian, Kate L. latest ed. *A manual for writers of research papers, theses, and dissertations : Chicago style for students and researchers*. Chicago: University of Chicago Press. "Turabian" is derived from the Chicago Manual of Style. For matters not covered in Turabian or where there is ambiguity, the latest edition of the Chicago Manual of Style is ultimately authoritative.

All sources must be cited; quotations must be formatted and attributed correctly. Not doing so constitutes plagiarism.

- Grades for assignment submissions that include incomplete in-text citations or reference lists will be lowered by one-half grade level (e.g., an assignment that would have received 17/20, or an 85/100: B, will be lowered to 16/20, 80/100: B-).
- All assignments must be word-processed and include your name, the date, class number (i.e., IS 531).
- Please adjust the font size for the “comments” function in your word processing program to 12 pt. (see instructions)

DUE DATES AND LATE ASSIGNMENTS

Assignments should be submitted to the “assignments” area of Bb and are due (officially) at 11:59 p.m. EST on the due date listed on the syllabus. I will download the submissions from Bb early the next morning. **I will ONLY download assignments from Blackboard ONCE.** Therefore, if your assignment is not ready by the deadline...

- You must send me an email informing me that your assignment will be late. If you fail to do this, I will deduct one point from your assignment grade
- When it’s ready, you must submit it to me via email, as an attachment
- One point will be deducted for each 24-hour hour period the assignment is not turned in.

SCORING

Please note that I do not assign letter grades for individual assignments, but will mark your paper with my comments and provide a point score based on the possible points earned for that assignment. If you’d like to compute a letter grade based on the score provided, divide your score by the total points possible for the assignment and refer to the scale on p. 5 of the syllabus for the corresponding letter grade. For example, if you earned 23/25 points on an assignment, your percentage grade would be $92/100=A$. Your final grade will be based on total points earned/100 possible points over the course of the semester.

ASSIGNMENTS: DESCRIPTION

This table provides a quick reference for assignment names, due dates, and grade distribution. A fuller description of each assignment follows the table.

Assignment	Due Date	%
Resource Presentation (Lastname_respres)	As assigned. Submit ppt and report by email	20
Exercise 1	10/9	20
Exercise 2	11/20	20
Pathfinder	12/4	35
Participation	Ongoing	5
TOTAL		100

Class Participation (5%)

To participate in class you must be in attendance, so being present (physically and mentally) is pretty important. If you are not the type of student who feels comfortable speaking in class, it's possible to participate online by posting comments and questions to our discussion board, sharing supplementary readings and web pages of interest with classmates, etc. Missing class will have a negative impact on your participation grade.

Resource Presentation (20%)

You will be assigned² a broad area of the social sciences for which you will select and present a specific resource to the class. To identify a resource, you may consult the one of our textbooks or another selection tool. Your source may be print, electronic, free, or fee-based. Be creative! The more obscure your source, the better.

You will present your resource to the class with the other students assigned to your discipline. Please appoint one of the group members to collect ppt slides from other group members and email them to me before class. Your grade WILL NOT be dependent on the other members of your group—the function of this approach is ONLY to save time.

During your in-class presentation (15-20 mins.), you should explain why and how you selected your resource, identifying the referring sources, and describe the resource using Cassell and Hiremath's evaluative criteria:

1. Scope
2. Quality of Content
3. Accuracy
4. Currency
5. Authority
6. Ease of use (incl. usability, interface, and searching capabilities for electronic resources)
7. Arrangement
8. Appropriateness for users (you should identify the type of library and user for which the resource would be appropriate)
9. Format.³

Within one week of your presentation, please submit (via email, not Bb) a 1-2 p. description of your resource.

Exercises (2, 20% ea.= 40%)

I will give you two written exercises during the course of the session. These assignments are designed to encourage you to think about both the theory and practice of social sciences librarianship and will include, among other things, reference questions for you to research. While you'll be expected to provide answers to these questions, the more important consideration in completing these assignments is an explanation of your process in pursuing the question's answer. This is a DE course and I understand that your access to print collections varies dramatically by home location; therefore, it will be possible to complete the exercises using free and subscription-based online sources.

² Please complete the online survey so I have an idea of your preferences. I will do my best to honor your first or second choice.

³ Kay Ann Cassell and Uma Hiremath. *Reference and Information Services: An Introduction*. 3rd Ed. Chicago: ALA/Neal-Schuman, 2013. 361-4.

Pathfinder (35%)⁴

A pathfinder is a document (literally or otherwise) that provides a lost information seeker with a trail of breadcrumbs leading to his/her topic. Typically, a pathfinder includes the following:

- An introduction to the topic with a statement about its scope and how it is covered in the pathfinder (this should be at least 250 words).
- Definitions of any essential terms (this does not need to be extensive)
- LC Subject Headings and call numbers or classification categories and Dewey Decimal call number ranges associated with the topic to facilitate browsing
- A list of 15-20 resources, with annotations that describe their coverage and special features (the resource you presented to the class may be among these).

Note: The resources in your pathfinder DO NOT have to be devoted exclusively to your specific topic as long as your topic is covered well. E.g., referring to the [Social Sciences Citation Index](#) would be perfectly acceptable for the pathfinder referenced above, even though it does not cover Cultural Anthropology exclusively.

Constructing your Pathfinder and choosing sources:

- Choose a topic that's interesting to you, and make sure it's not too broad. Select a good variety of resources in several formats, including:
- Print or electronic indexes/databases that provide good coverage of the topic
- Important journal titles in the general field, as well as those more specifically devoted to your topic
- Important reference resources
- Print/electronic dictionaries, bibliographies, encyclopedias, etc.
- Important monographic resources, if appropriate
- Free, web-based resources
- Important special collections, if applicable. E.g., mentioning the [Anthropology Library at the Royal Anthropological Institute](#) would be appropriate for my example topic, and I should also note any special sub-collections that relate to my topic DIRECTLY.

Further suggestions:

- This type of project translates especially well to the web; even if you lack web design experience/skill, consider publishing your pathfinder using a blogging or wiki service.
- It's acceptable to me for two or more (within reason) students to work together and produce a pathfinder jointly. If you choose to do this, the focus and content of your pathfinder should expand proportionately. Please consult me before finalizing plans to work with classmates.

⁴ I am open to considering other options for the final project. If you prefer to write a research or grant proposal, please consult with me as soon as possible.