CSA 109 Information Retrieval Skills

Instructor: Shawn Soper   shawn.soper@doane.edu

Required Text: There is **NO** textbook required

Attendance:

Due to the nature of this class your attendance is determined by meeting / attending the first class meeting. Attendance Is Taken at The Mandatory Meeting & Reported for Financial Aid Purposes!

Class meets one time on
THURSDAY October 20th at the Lincoln Campus Room #103. It is important you attend this short meeting anytime between 5:20 – 5:50pm
Alternately
THURSDAY October 20th from 5:00 – 5:15pm via [Zoom web-conference](#) for those not able to meet in Lincoln

The prerequisite for this class requires competency in basic computer knowledge. If you are uncomfortable with computers you'll need to drop this class and wait to take it again until you are able to operate a computer, mouse and email efficiently, as well as understand and follow along with basic computer skills.

Skills required for this course include:

- Keyboard typing & detailed work with your mouse or trackpad.
- Ability to login & navigate the [Doane Blackboard LMS](#)
- Checking, reading, and communicating through your [Doane email](#).
- Creating / Attaching / Sending files to emails.
- Use a word processor to be able to type papers.
- Pulling up websites, images, & any online material as needed for the downloading of files.
- Understand basic internet and computer vocabulary

Course Description:

An introduction to the available resources for researching topics in a variety of discipline areas. Covers traditional search strategies, online information retrieval, and proper use/notation of bibliographic information. This is a course for those who are "self-taught" the computers on campus are available for use if needed (please be courteous of any classes using labs after 6pm). This class will be taught as an arranged / self-guided course using, [Zoom](#) web conference technology, as well as Blackboard & Email. Your learning will be self-guided and on your own time. In order to take this class, you must have the following:

- Ability to log in and use your DOANE EMAIL & BLACKBOARD account, along with skills to navigate, open / attach files and email them.
- Knowledge of basic internet usage including: How to open a webpage, how to do a 'Google' search, how to navigate around your web browser
- Ability to prioritize your time in order to make assignment deadlines, as all work is done on your own time.
- Ability to compose a paper in a word processing program

Course Objectives:
Upon completion of CSA 109, students will have an understanding and the skills to be able to:
- Construct a search query using appropriate syntax
- Evaluate information for timeliness, relevance, reliability and bias
- Develop computer skills using the Internet to access indexes of information
- Have a better understanding of the Internet

Methods for Assessment of Student Performance:
The student's final grade will be determined as follows:
65% Course assignments and activities
25% Final Project
10% Attendance / Participation

Grades:
This is a course for 1-hour credit. Letter grades are given for this course. Your grade is based on full, quality completion of all required assignments &/or class projects in a timely manner. All assignments must be turned in by the deadlines given.

The following Grading Scale will be used:

100 – 97 A+
96 – 94 A
93 – 90 A-
89 – 87 B+
86 – 84 B
83 – 80 B-
79 – 77 C+
76 – 74 C
73 – 70 C-
69 – 67 D+
66 – 64 D
63 – 60 D-
Below 60 F

Academic Integrity Policy: The Doane Academic Integrity Policy will be adhered to in this class. All assignments, projects, exams/quizzes will represent your own work. Any use of others' ideas and words without proper citation of sources is plagiarism and will result in penalties to be determined by the instructor and / or the Dean of Undergraduate Studies.