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**COSC030-17 - RESEARCH AND INFORMATION SKILLS LAB  
COURSE SYLLABUS – FALL 2006**

**Prof. Lorraine Sauchin (Scigliano)**

*sauchin@duq.edu*

**Office Hours:** Mondays noon – 4:00

Tues/Thurs 3:00–5:00; other hours by appt.

**403B College Hall**

412/396-5636

**Section 17**

Tuesdays 12:15 – 1:05

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**REQUIRED READINGS, SUPPLIES, AND SOFTWARE**

**Readings and Tasks**

Readings and assignments for this course are housed in Blackboard (<http://blackboard.duq.edu>). *You are responsible for the day's reading prior to class.*

**Supplies**

SAM2003 Student Tutorial is available at the book store. This software will provide tutorials as well as self-graded assessments for the computer literacy portion of the course. Each student must purchase their own SAM CD for individual access.

**Software Requirements**

This course teaches Microsoft Windows and Microsoft Office 2003 (Word, Excel, and PowerPoint), which are the most commonly used software packages both on campus and in the workplace. *Assignments created using any other software applications will not be accepted.*

**Browser Requirements**

In order to complete the readings, you need access to a computer connected to the Internet. Minimum browser recommended is Internet Explorer 6.0. Also, some readings and assignments require Adobe Acrobat Reader 7.0 or higher. *Recent versions of both software packages are available for free download at the producers' websites.*

**Important Note**

Lack of access to your own computer or email is not an excuse for missing an assignment or emails from your instructor. You can use computers in our classroom or any of CTS labs.

**COURSE OVERVIEW**

The goal of this course is to help you develop research and information handling skills needed to succeed at Duquesne University as well as throughout your career. This broad set of skills, known as information literacy, serves as a basic building block of your college education. Information literacy includes skills such as defining your information needs, conducting research effectively, evaluating your research results, manipulating and synthesizing information ethically, and communicating a final product.

Also this course is intended to provide you with familiarity with the basic software used at Duquesne. This software includes:

- Microsoft Windows
- Microsoft Office (WORD, EXCEL, PowerPoint)
- WebAdvisor
- Webmail
- Blackboard
- DuCat (library on-line catalog)
- Google Scholar and selected research databases

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**COURSE STRUCTURE**

The course has 2 components: Information Literacy and Computer Literacy.

*Upon completion of the Information Literacy classes, you should be able to:*

- Access Gumberg Library's services and resources
- Identify, define, and refine your information needs
- Select the best print and electronic resources for a given topic
- Construct effective search strategies
- Evaluate the quality of the information obtained
- Revise your original search strategies in order to obtain more relevant results

*Upon completion of the Computer Literacy classes, you should be able to:*

- Use basic Windows file management techniques
- Communicate information using Microsoft Office 2003 versions of Word, Excel, and PowerPoint

**COURSE POLICIES AND GRADING**

**Attendance is Mandatory**

If you are unable to attend class due to illness or other extenuating circumstances, contact the instructor **prior to missing class** and supply written verification, such as a doctor's excuse.

**Grades**

This is a pass/fail course. A passing score is 80% or above (144 points) AND all 4 SAM tutorials must be completed.

**Extra Credit and Makeup Assignments**

Extra credit and makeup assignments are at the instructor's discretion.

**Cell Phones, Pagers, and Instant Messaging**

All cell phones, pagers, and other personal communication devices must be switched off during the class period.

**Honor Policy**

Plagiarism will result in a minimum penalty of a failing grade for the assignment and a potential penalty of failing the course. Additional University sanctions may also apply.

**Syllabus Revisions**

Any updates or revisions to this syllabus will be made in the online course syllabus and posted as announcements in Blackboard.

**Accessibility**

Students with documented disabilities are entitled to reasonable accommodations if needed. If you need accommodations please contact the Office of Freshman Development and Special Services in 309 Duquesne Union (412/396-6657) as soon as possible. Accommodations will not be granted retrospectively.

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Lecture	Preparation	Lecture	In Class Assignments	In Class Quizzes	Outside of Class
8/29	Chapter 1 Readings	Course Introduction			Create SAM account
9/5	Chapter 2 Readings	Introduction to Research at Duquesne University	5 pts		
9/12	Chapter 3 Readings	Evaluating Information Found on the Web	5 pts		9/13 SAM <sup>1</sup> Windows
9/19	Chapter 4 Readings	DuCat		DuCat (10 pts)	
9/26	Chapter 5 Readings	Articulating a Research Topic	5 pts		
10/3	Chapter 6 Readings	Search Techniques	10 pts		10/4 SAM Word
10/10	Chapter 7 Readings	Word	15 pts		
Midterm Grades due 10/13					
10/17	Chapter 8 Readings	ProQuest & EBSCOhost		Citation (10 pts)	
10/24	Chapter 9 Readings	Academic Integrity, Copyright, & Fair Use		Academic Integrity (10 pts)	10/25 SAM Excel
10/31	Chapter 10 Readings	Excel	15 pts		
11/7	Chapter 11 Readings	LexisNexis Academic	5 pts		
11/14	50 minute in class assignment		20 pts		11/15 SAM PowerPoint
Thanksgiving Break					
11/28	Chapter 13 Readings	PowerPoint & TEQ	10 pts		
12/5	Final Exam		60 pts		

<sup>1</sup> All SAM Assignments are due by 3:00 PM