

**UCLA Library**  
**HNRS 101-I: Research & Information Literacy**  
**for the Social and Behavioral Sciences**  
**Tuesdays 10:00AM to 12:00PM**  
**CLICC B Powell Library Building**

Instructor: Brena Smith

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**Office Hours:** Due to various commitments I have, I will not hold regularly scheduled office hours. Instead, my office hours will be announced weekly. You may also make an appointment any time.

Course Description: Students will develop a broader and deeper understanding of information access and retrieval within the UCLA Library by utilizing subject specialists and subject-specific collections (print and electronic) within the disciplines of the social and behavioral sciences. In particular, this course will assist students who plan to be involved with a major research project or intend to undertake an honors thesis or comprehensive 199 project.

**Note:** HC101-I is a 2 unit course, P/NP only.

**Course Text (will also be on reserve in College Library):**

Galvan, J. L. (2004). *Writing literature reviews: A guide for students of the social and behavioral sciences*. Glendale: Pyrczak Publishing.

**Course Objectives**

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

- Identify a research topic and refine it
- Develop appropriate search strategies for finding print and electronic resources in the social and behavioral sciences
- Select and use appropriate research tools effectively
- Understand information and publication cycles within the social and behavioral sciences
- Define and understand scholarly communication within the social and behavioral sciences
- List and apply criteria for evaluating information
- Describe the ethical and intellectual issues related to utilizing print and digital content in scholarly research
- Use an appropriate citation style to cite materials consistently and accurately in a bibliography with citation management software
- Feel more confident about conducting research for academic and personal needs and working with subject specialists

**Grading:**

- Class attendance and participation (Readings and participation in discussions; Includes Week 7 appointment and course readings) (20%)
- Completion of assignments (30%)
- Completion of final literature review (50%)

**Attendance and Participation:** This class only meets once a week. Therefore, students are expected to attend regularly. Attendance will be taken at each meeting and the participation of each student will be noted by the instructor. You will not pass this class if you miss more than 3 classes.

**Course Readings:** Students are expected to complete all assigned readings *and* be able to participate in discussions (see attendance and participation above).

Each week a student will be assigned to lead a short discussion on one or part of one of the readings.

**Final Literature Review – 100 pts:** Your final project will be to complete a literature review. The final draft should be 4-5 pages, typed, double spaced, 12 point font, 1” margins. ALL citations should be properly formatted in APA style. With prior discussion and agreement of the Instructor, the student *may* be given permission to choose an alternative final project. All final projects will include presenting Week 10 and Finals Week. A total of 10-12 sources must be utilized and include the following:

- Subject-specific encyclopedia(s)
- Journal article(s) (articles must be peer-reviewed)
- Monographic title(s)
- Source(s) from special collections (or some form of a primary source)
- Website(s)
- Source of your choice – you may also choose a source that is not in any of the formats listed above (e.g. video, poster, primary source material, etc)

#### **Literature Review Exercise - 30pts each**

**Meeting with a Subject Specialist – 50 pts:** Students will be required to hold one meeting with a subject specialist during the quarter. More instructions will be provided in class.

**Special Collections assignment – 100 pts:** Students will be required to choose an item from special collections to review.

**Oral presentations – 100 pts:** All students will be required to provide a 3-5 minute presentation to the class about their research and their research process. More instructions will be provided in class.

**Plagiarism:** Please make yourself familiar with UCLA’s academic integrity policy located on the web site of the Dean of Students <http://www.deanofstudents.ucla.edu/integrity.html> Plagiarism will not be tolerated and anyone caught will receive a NP for the course in addition to being reported to the Dean of Students.

**Note:** The syllabus and/or course schedule can be modified at the instructor’s discretion.

## Course Outline

### **Week 1, 1/6:** Introduction to course

- Review syllabus, course requirements (assignments, readings, meeting: wk 5) final project, poster sessions
- What & why of literature reviews & bibliographies
  - Types of literature reviews
- The UCLA Library
  - Accessing print and electronic resources at campus and home
  - Citation management software
  - Role of librarians: meeting with a subject specialist
- In class: pre-test (not graded)
- Citation Management

### **Week 2, 1/13:** Advanced Searching & Publication Cycles

#### Part 1:

- Advanced searching (con't from week 1)
- Controlled Vocabularies and classification systems

#### Part 2:

- Information and Publication cycles
- Types of documents

### **Week 3, 1/20:** The Scholar's Tools, Pt. 2

**Guest Speakers:** Marta Bruner & Anita Colby

**Location:** College Library Classroom (238)

- Scholarly communication
- Scholarly publishing
- Citations and their use in scholarly communication

### **Week 4, 1/27:** Library 2.0 Tools & Emerging Technologies

**Guest Speaker:** Michelle Jacobs

- History of the Internet & the Web
- The Web and access to information – who gets access
- Using the web for scholarly research

### **Week 5, 2/3:** Special Collections: BioMed History and Special Collections

**Guest Speaker:** Russell Johnson

**Location:** BioMed Classroom

- Introduction to special collections
- Finding Aids
- Working with archival materials

### **Week 6, 2/10:** Just the facts: Data and Statistics

**Guest Speaker:** Libbie Stephenson & Kris Kasianovitz

- Data – where to get it
- Data – how to display it
- Data – citing & managing it

**Week 7, 2/17:** Individual meetings w/instructor

**Week 8, 2/24:** Government Information

**Guest Speaker:** Kris Kasianovitz

- Defining Government Documents
- Searching for Government Documents
- Analyzing Government Documents

**Week 9, 3/3:** Copyright & Intellectual Property

**Guest Speaker:** Janet Carter & Angela Riggio

**Location:** BioMedical Library Classroom

- Impact on access to information
- Copyright Term Extension Act 1998
- NIH case
- YouTube & file sharing

**Week 10 3/10 and Finals Week:** Student presentations.

Final literature review will be due by 5pm Friday March 20,