

# UNT School of Library and Information Science Government Information and Access Services

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## Course Organization, Requirements, General Info., etc.

**Course Organization** - The Class Sidebar Menu includes the following Organizational links which will be explained below

Class Home Page

Class Zip Code Survey

LIS 5660 Class Email - this is email remains within Blackboard. This is the official means of communication for this class.

My Grades

Discussion Forums

Learning Modules

Individual Assignments

UNT Libraries

**The Class Home Page:** Located in the side bar menu

**The Syllabus - an overview of the goals and objectives of the class**

**The Class Calendar: This is your road map for the class - print it out immediately and mark the due dates.**

The Class Calendar outlines the topics of each Module and includes activities and due dates. The Calendar will be updated as needed throughout the semester. I may add lectures and study guides as needed to update the course to include current changes in government information policy.

## **The Course Organization and Related Material (you are reading this information now)**

### **Group Instructions and Group Memberships:**

Here you will find specific instructions for the role of Group Scribe for the Group Agency Report; a page listing the members of each Group; and a separate page listing the class members by their Harry Potter Myers-Briggs test results.

When the class has more than 15 students, it will be divided into Study Groups. Each Group will have a Group Discussion Forum and is expected to work together on the Group Agency Report in Module 1, as well as the Study Guides and the Assignments in subsequent Learning Modules. I am a member of each study group and will monitor and participate in group discussion.

During the Fall and Spring Semester, the Study Group or Groups will be set up before Module 1 Opens. The Groups will remain together throughout the class.

During the Summer the Group or Groups will be assigned by the second or third class day.

**Class Biography Template:** Follow this format when posting your Biography to the Class Biography Discussion Forum. See instruction under Communication.

**CLASS ZIP CODE SURVEY:** Located in the Side Bar Menu

**You must complete the Class Zip Code Survey and be assigned to a Group to begin the class.**

**LIS 5660 Class Email:** Located in the Side Bar Menu

Please use this tool to communicate individually with me and to communicate with other members of this class. Using the LIS 5660 class email ensures that all emails remain within the Blackboard universe and do not stray into the Eagle Mail system.

**MY GRADES:** Located in the Side Bar Menu

In My Grades you'll find columns for activities that receive unique grades.

The overall course grade is based upon both the unique grades in My Grades and Class Participation.

**Individual Assignments (Modules 2 - 5) = 50%**

**Group Agency Report/ Discussion/Class Participation = 50%**

**THE GROUP AGENCY REPORT:** You will have a required Group Agency Report in Learning Module 1 on a specific Federal Agency that I will assign. Individual participation is required for full credit.

Work on the Group Agency Report in Learning Module 1 is "Group Boot Camp" and will pull your group together. Successfully completing this Group Agency Report requires coordination and organization, and this particular assignment will plunge everyone into the world of federal government information.

Reference activities are seldom "Solo Acts" and collegiality and collaboration are virtues. So get to know each other and divide the activities in each Learning Module fairly.

**Class participation is required! Class participation is required! Class participation is required!**

**Your participation enriches the experience for everyone - particularly yourself.**

You should regularly contribute to the Class via postings to the Class Main Discussion Forum, your Group Discussion Forum, and other forums.

Participation also includes each person contributing to their Group Agency Report in Module 1, and collaborating on the Study Guides in each Module and the individual Assignments in Modules 2 - 5.

I will monitor class participation and take part in your Group Discussion as needed.

A strong word of warning so there is no misunderstanding at the end of term.

If you make 100's on all of your individual Assignments and participate in the Group Agency Report required in Module 1, **BUT** you do not participate in the Main Group Discussion, your Group Discussion, other Discussion forums, Study Guides or share the work, **the highest grade you are eligible for is a C.**

It is your responsibility to keep up with the Modules - I say this upfront because recently I've had a few students who assumed that I would "give" them a B or better for merely turning in their individual Assignments while ignoring the participation requirement, not reading the lectures, etc. - this is not the case. Blackboard Learn allows me to track the level of each student's class involvement.

I expect you to respect the time, effort, and knowledge I bring to the class just as I respect the time, knowledge and work of those students who meet all the course requirements.

I will not assign a passing grade to a student who does not meet all the course requirements.

In the event of an emergency, notify me as soon as possible and make arrangements for make-up work or a deadline extension. You are responsible for turning in all assigned projects are unable to participate in Group Discussion.

## **DISCUSSION FORUMS:**

- [Main Discussion Forum](#) - used for general communication with all class members. Post general questions here about the class organization or a lecture, or your response to a general discussion question embedded in a lecture or study guide.
- [Class Biography Forum](#) - post your personal class biography here using the Class Biography template found on the Home Page
- [Group Discussion Forums](#) – When the class has more than 15 students the class will be divided into small groups and each person will be assigned to a numbered group and an individual Group Discussion Forum. In classes with large enrollments there will be several Groups determined by your response to the Class Zip Code Survey and your Biographies. The Group Discussion Forum is used to organize your group's various shared work, such as the Group Agency Report in Module 1; Study Guides in the various Modules, and to exchange information on the Individual Assignments in Modules 2 - 5.
- [Group Agency Report Forum](#) - Module 1 includes a Group Agency Report which your Group's Scribe will compile and post here following the instructions in Module 1
- [FDL Visit Report Forum](#) - post your report on a visit to a Federal Depository Library. Instructions for the report are in Module 2
- [Documents in the News Forum](#) - this is a place to share interesting/fun items related to government agencies, information policy or other topics you think would interest members of the class.
- [Job and Employment Opportunities](#) - this is a place to share any tips you may have on potential employment opportunities with members of the class.

## **LEARNING MODULES:**

The Learning Modules in the Side Bar Menu are numbered and the skill sets will build

as we go through the semester. Modules will be "revealed" following the schedule of dates in the Class Calendar.

Each Learning Module has a Table of Contents that takes you in sequence through the activities. The files in each Module are also organized to build upon one another.

Follow the Calendar and work through the organized activities as they are assigned. The activities are organized to present the material in easily managed segments. Do not jump ahead. Work with your Group.

**Important Note:** In a summer class it is necessary to cover one Learning Module each week - This will require dedicated time to read the lectures and coordination within your Group to complete the Study Guides. The course content is not diminished for summer school.

Each Learning Module includes **LECTURES AND STUDY GUIDES:** Lectures are enriched with links to supporting materials within Blackboard and external web sites. The Lectures maybe accompanied by Study Guides called "Places to Go, People to See and Things to Do." These Study Guides are the responsibility of your Group. They are not to be turned in but are an essential part of the Class Participation requirement. Divide the work fairly and share answers through Group Discussion. I monitor all discussion forums and participate as well.

These Study Guides take the place of face-to-face, in-class discussion. They will guide your Group Discussion, assist you with the Individual Assignments, help you to prepare for self-tests, and are intended as updates to information in your textbook.

## **INDIVIDUAL ASSIGNMENTS:**

During the Fall and Spring Semester there are 4 assignments: Assignment 1; Assignment 2/3; Assignment 4 and Assignment 5.

In the 5 Week Summer Session there are two assignments: Assignment 1/2/3 and Assignment 4/5

A Word document of the assignment will be provided in the Individual Assignment Area for you to download, complete, and return to me via the Blackboard Learn Individual Assignment Drop Box. Additionally any news articles needed as background on individual questions will appear as separate files.

Individual Problem Assignment Topics:

1. General indexes

2/3. Technical reports/Statistical sources

4. Pulling It All Together - Part 1: Congress

5. Pulling It All Together - Part 2: Congress/Presidency/regulations/the Supreme Court.

The questions on the LIS 5660 Individual Assignments are not "reference questions" for your local librarians and their staff.

The fun and excitement of finding each answer is yours and your Groups! If you are having difficulty with any of the assignments let me know by posting questions to the Main Discussion Forum so that everyone will benefit from your questions and my answers. If you have a question about an assignment it is likely that someone else is having the same concern.

Due dates on assignments must be met. **Late assignments are not accepted unless prior arrangements are made.**

You are encouraged to work together to answer the questions in each Individual Problem Assignment. But each person is responsible for turning in his or her Individual Problem Assignments. I will monitor and participate in your Group discussions.

## **UNT LIBRARIES:**

Assignments will require students to use the Internet, the [UNT Libraries Electronic Resources](#), as well as, .pdf copies of print tools. These electronic resources will be used for Group Work as well as the Individual Problem Assignment.

**Some of the Electronic Resources are available only to UNT enrolled students through the UNT Libraries' Electronic Resource services. Test your access to these resources during the first week of class and read the information about [On and Off Campus Access](#)**

Please read the Remote Access instructions carefully. You will need to know your EUID and Password - see [What is My EUID?](#) You must have a UNT EUID AND be in the UNT student database to participate in this class.

We will be using the [UNT Libraries' Government Documents Department website](#) for many of the assignments. If you are near a Federal Depository Library and elect to do your assignments there, remember that the staff in your local Depository Libraries should be asked directional/location questions only.

## **GENERAL INFORMATION ABOUT THE CLASS:**

## **TEXT BOOK:**

**I no longer require a textbook.** If you anticipate going into government information here is a list of former government document text books that will assist you to understand the history of this profession, the Federal Depository Library Program, the Government Printing Office and the earlier distribution of federal information.

Peter Heron. *United States Government Information: Policies and Sources*. Libraries Unlimited, 2002

Laurence F. Schmeckebier. *Government Publications and Their Use*. Brookings Institution, 1961

Anne Morris Boyd and Rae Elizabeth Rips. *United States Government Publications*. H.W. Wilson Company, 1949

I wish there were a more up to date text book but the lectures will bring the materials current. Understanding the background of government information policy is important and thus Heron, Schmeckebier along with Boyd & Rips remain relevant.

**Monitoring the listserv GOVDOC-L is helpful**, but not required. Documentation about GOVDOC-L is available at:

URL: <http://govdoc-l.org/>

## **Conference Hours:**

I am available through email at any time and will check my email at noon and again before 10 p.m. - and I will monitor your Group Discussion

## **How Much Time Will This Class Take?**

In a traditional face-to-face, class environment, during the Fall and Spring, we would spend 3 hours in class per week with additional time for out-side activities and readings assigned. As explained above, the online class materials are organized into Modules with weekly activities. You should expect to spend at least an hour or two per day on class work.

During the Summer, we will cover the same material in 5 weeks, which requires dedication and hours per day to complete the work.

**We will go fast - but we will have FUN!!**

## **Disability Accommodation:**

Any student with a disability that will require accommodation under the terms of federal regulations must present a written accommodation request to the instructor. Student seeking an accommodation must first register with the [Office of Disability Accommodation](#). A helpful [FAQ site](#) is available to get you started.

## **Important Notice for [UNT F-1 Students](#)**

To read INS regulations for F-1 students taking online courses, please go to this website <http://www.immigration.gov/graphics/services/visas.htm> and select the link to

"8 CFR 214.2(f)" in the table next to "F-1." Paragraph (f)(6)(i)(G)

A Final Rule with clarifications on the restriction can be found in a pdf file located at <http://www.immigration.gov/graphics/lawsregs/fr121102.pdf>

Within this document, refer to Section IX on page 9 with the subject header "Online and Distance Education Courses."

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the [UNT International Advising Office](#) or email [international@unt.edu](mailto:international@unt.edu)) to get clarification before the one-week deadline.



