

Syllabus current as of January 15, 2008
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**SCHOOL OF LIBRARY AND INFORMATION SCIENCE
LOUISIANA STATE UNIVERSITY**

**LIS 7404, Health Sciences Information Services
Spring Semester, 2008**

**Class meets Tuesdays from 11:30 AM to 2:30 PM in Coates 171.
Some class meetings will be in local health sciences libraries.
Some class meetings will be online through Blackboard.
See "Course Schedule" for details.**

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**Office Hours: Tuesdays, 10-11:20 AM
or by appointment**

I. Catalog Description

This course is an introduction to the administration, organization, services and information resources of health sciences libraries.

II. Course Objectives

This course is intended for those who are interested in a career in health sciences libraries, as well as for those who anticipate careers in public, academic or school libraries where clients may ask for general or specific information about health. It provides a general introduction to information services and sources which serve the health-related information needs of health care professionals and the lay public.

Students will acquire a working knowledge of the practical aspects of managing a health sciences library and be introduced to a variety of specific services offered in health science libraries.

Students will become aware of current topics of importance to health sciences librarians and will become familiar with a broad range of health sciences literature, and will have knowledge of some specific sources and their appropriate use.

Students will be able to apply general reference skills in a health sciences setting, including analysis of reference inquiries, use of Medical Subject Headings, use of printed and online reference sources, and document delivery. They will gain some experience using MEDLINE and other major online health information systems.

Students will meet most of the requirements for credentialing by the Academy of Health Information Professionals of the Medical Library Association.

NO PREVIOUS EXPERIENCE IN THE HEALTH SCIENCES IS REQUIRED.

III. Learning Methods

A. Synchronous

Classes are opportunities for synchronous learning activities including lecture and discussion. Some learning will take place during student lead seminars. The course will feature visits to area health sciences libraries and guest speakers. Occasionally, class will meet online in Blackboard live "chat".

B. Asynchronous

Asynchronous learning opportunities will include assigned readings, preparation of assignments and participation in discussion through the class Blackboard Discussion Board. All students and the professor will take part in discussions with respect and professionalism.

Everyone is encouraged to post comments and questions about the assignments on the class discussion boards for class discussion. Much of the learning in this class will happen in the discussion boards, so wise students will check them at least every other day. The interaction can be very interesting. Please note that this is not an online correspondence course for individual students. It is a collaborative learning experience. We all bring different experiences and perspectives to the class and we will all learn by sharing.

IV. Basic Course Expectations

Previous library experience is not assumed, although such experience does contribute to the practical and theoretical understanding of the course content.

Skills learned in LIS 7002 will be helpful in part of the course, but it is not a prerequisite for this course. Previous experience in the health sciences is not required.

A substantial amount of the work for this course must be done in a physical health sciences library. The largest ones in the state are in Shreveport and New Orleans, but others are available in Baton Rouge, Alexandria and other cities.

During the first class meeting students will have the opportunity to identify a number of health sciences libraries which they can use for this class.

Basic proficiency accessing web-based sources and using electronic communication media is expected. Ready access to a personal computer with a reliable Internet connection (preferably high-speed) is required.

Students are expected to use web browsers (Firefox, Internet Explorer, etc.), LSU PAWS, email, Adobe Acrobat Reader and word processors (MSWord or

an rtf-friendly program like WordPerfect) during the course. Students will use a variety of features of LSU Blackboard. They will find the Blackboard User Manual (under "Tools" in the class site) very helpful during this course. Occasionally, the student may need access to PowerPoint presentation software. Technical assistance is available through the SLIS computer lab and from the LSU Office of Computer Services Help Desk on its website, by phone at LSU-DESK, and through email to helpdesk@lsu.edu. Free computer tutoring is available from the START program in the basement of Coates Hall. Every semester some students experience technology problems. Students are responsible for maintaining back-up copies of their work and planning for web access through multiple Internet connections. Files can be accidentally erased, hard drives can crash, Internet providers may go down and power failures may happen. Students should backup their work on a hard drive, in TigerBytes (through PAWS) and on floppy or CD-ROM disks. Students must plan for alternate Internet access should a primary connection not be available when needed. At various times during the semester, libraries the students need to use may close for holidays, sports events or other reasons. Students must plan their work in light of both course and library schedules.

V. Course Topics

Introduction to the biomedical sciences, the health care industry and health sciences education
Introduction to health sciences librarians and libraries with health sciences information services
Information services for health care providers, for health sciences faculty and students, for biomedical researchers, as well as health information services for patients, consumers and the general public
Special issues in health sciences information services
Health sciences information sources
Health sciences information retrieval from complex systems
Health sciences information access issues
Evidence based practice (medicine, nursing, allied health and librarianship)
Management issues for health sciences libraries

VI. Texts

Required:

Boorkman, JoAnne, Jeffrey T. Huber and Fred W. Roper. *Introduction to Reference Sources in the Health Sciences*, 4th edition New York: Neal-Schuman, 2004

And other readings as assigned (See class Schedule and Blackboard site.)

Recommended (I have asked for these to be placed on reserve at Middleton.):
Holst, Ruth (ed.). *The Medical Library Association Guide to Managing Health Care Libraries*. New York: Neal-Schuman, 2000

Bell, Suzanne. *Librarian's Guide to Online Searching*, Westport, CT: Libraries Unlimited, 2006

Lukenbill, W. Bernard and Barbara Froling Immroth *Health Information for Youth: The Public Library and School Library Media Center Role* Westport, CT: Libraries Unlimited, 2007

Very frequently used web sites:

www.nlm.nih.gov

mlanet.org

VII. The Class Blackboard Site

The professor and the students will extensively use the following sections of the class site in Blackboard. Students should be aware that Blackboard keeps records of the dates and times they use various sections of the class site.

1. Announcements

These appear first whenever the student logs in to the class site. Important announcements may appear at any time during the course and students should log in to the class Blackboard site at least every other day.

2. Course Information

This syllabus and the course schedule of topics and assignments are here. There may be necessary changes throughout the semester.

3. Staff Information

Dr. McKnight can communicate with students in between classes in several ways.

Most questions about homework and material availability should be posted to the appropriate Discussion Board. This method is encouraged because (1) often more than one student will have the same question and (2) Dr. McKnight wants all students to have equal access to such advice. Students are encouraged to use the discussion board for each assignment both while working on the assignment and after having turned it in.

For private matters, students can communicate asynchronously with Dr.

McKnight through email. They can communicate with her synchronously in her office during office hours. They may also make appointments for synchronous conversation by telephone or private online chat through Blackboard.

4. Course Material

This section of the course site will have documents and folders of lecture notes, readings, source lists, web links, PowerPoint presentations and other material students will need for this course.

5. Assignments

All assignments will be posted here.

6. Communication

This is a very important section of the course site. It includes access to the following:

Collaboration includes synchronous “chat”, “virtual classroom” and “office hours” activities of the class. Any of these sessions may be recorded and the transcript posted here. Read the User Manual (Under “Tools”) to learn how to use these before the first live session!

Discussion Boards will be created for each course topic and other concerns. Professionals constantly interact and collaborate with each other. Individual “Boards” (much like classified blogs) allow students to ask questions and post comments as they work on the course. This is one place where each student can share the expertise or experience they have with the rest of the class. Participation in all discussion boards is *required*.

Send Email allows the students and the professor to send email to all or selected members of the class without having to look up email addresses.

Roster is a list of students enrolled in the course, instructors and any course guests.

7. External Links

These are links to websites and web pages used in the course, but not included in a topic under “Course Material” Hint: These are usually easier to use if you right click on the link and choose “Open Link in New Window”

8. Tools

Digital Dropbox is where students will deposit all of their assignments. Each assignment *MUST* have the student’s name in the title of the file *and* in the document itself (preferably in the header or footer) if for credit for the work. For instance, one can see that a file named Smithbibliography.doc is student Smith’s bibliography assignment. One has no idea what a file labeled McKnight7404.doc is! If a student deposits the same assignment more than once, only the latest one will be graded. The usual penalties apply to assignments deposited after the deadline.

My Grades is where the professor will post individual grades. Note that each assignment is weighted. For example, if an assignment is weighted at 10%, it will contribute 10 points to your final grade if you get 100% of it right, and 9 points if you get 90%, etc.

The User Manual is very important. Use it!

VIII. Changes in the Syllabus

The syllabus may have some minor changes as the course progresses. Such changes will be announced immediately in the “Announcements” section of the class Blackboard site and may be announced by email. The most likely reasons for changes include the addition of guest speakers and short readings.

IX. Evaluation and Grading

Students are responsible for their performance in meeting their own educational goals and those of the course; the professor is responsible for providing guidance, expertise and support to help students reach those goals. This is a professional graduate course and graduate level quality and quantity of work is expected. As for grades, the professor will indicate satisfactory work with a C, good work with a B and superior work with an A.

This course will have three significant quizzes in lieu of a mid-term or final exam. Final grades in the course will be weighted thus:

Three in-class quizzes 3 @ 10% each

2 Sets of questions answered from reference sources 2 @ 10% each

MEDLINE, CINAHL or other health science bibliographic database literature search 15%

Report on the primary texts and journals of a particular health science specialty 10%

Report on a particular health sciences library or major topic in health sciences librarianship 15%

Participation and discussion (evaluated cumulatively during the semester) 10%

Grading scale:

A 93-100

B 85-92

C 76-84

D 68-75

All assignments submitted *must* be clearly labeled with the student's name and the name of the assignment.

Files deposited to the digital drop box *must* have the student's name in the filename *and* in the documents themselves (using a header works well) or they *will not be accepted*. Explicit directions are on the Blackboard site.

Unannounced quizzes may contribute to the "participation, attendance and discussion" grade. The purpose of such quizzes will be to give both the professor and the students some assessment of learning which has occurred.

Asynchronous discussions in the Blackboard discussion boards also contribute to the "participation and discussion" grade.

Assignments are due by **eleven o'clock in the morning of the due date**.

Blackboard records the time that documents are submitted through the digital Dropbox. If a student is late to class and there is a Blackboard record of work being submitted during class by that student, the grade for the assignment will be penalized by 5 points.

X. Late Assignments

SLIS Policy 20 states that:

“Student work submitted late without an excuse acceptable to the instructor for up to seven calendar days after the due date will be downgraded one whole letter grade. Work submitted without an excuse acceptable to the instructor after the expiration of those seven days will be graded as a permanent zero for the assignment.”

Dr. McKnight believes in the pedagogical principle that students learn better if they receive prompt feedback about their work. Therefore, she begins reading student assignments as soon as possible and she will post comments on answers to each question on the appropriate discussion board where students can compare their own work to those answers. (Individual assignments will not be returned with comments. The instructor will email individuals comments on work problems not posted to the discussion board. After they have read the discussion board comments, students are welcome to email the instructor about specific answers that still are not clear.)

XI. Absences

In graduate school, all students have experiences and insights relevant to class discussions and many classes are in a seminar rather than lecture format.

Therefore, a student cannot achieve the goals of the course by only reading and turning in assignments. Professional interaction and respect is required both online and in person.

According to the *LSU General Catalog*, “Students are expected to attend all classes regularly and punctually and to observe any special attendance regulations stated by their college, school, division, or the professor.”

Students are expected to **discuss any and all** absences, tardiness or early departure from class with the professor. Excessive absences may result in the student being placed on attendance probation, participation being graded as “F”, or both. The School’s attendance policy is summarized in SLIS Policy Statement 18.

Official LSU **valid reasons for student absence** are listed in the document at this URL:

<http://appl003.lsu.edu/ups.nsf/d18275cbffaad4b10625635a006e196c/d45654a11f8ac79686256c250062ae4d?OpenDocument>

Another way to reach this document is to take this menu sequence from lsu.edu:
Student life
Student handbook
Academic issues, IV, D Student absence from class (PS 22)

XII. Class Communications and Courtesy

Neither the teacher nor the students should expect immediate replies to email or voicemail messages, but responses within 48 hours are appropriate.

The Blackboard Discussion Board is a public bulletin board that will be seen by all students. (Any questions or concerns that should not be made public should go through other media.) Many questions (for instance, questions about

assignment expectations) that may be of use to other students should be posted to the discussion board or asked in open class everyone's benefit. The professor will answer such questions only in media available to all students. All students and the instructor will insure that all personal wireless telephones, pagers, etc. are turned off during class. Such devices may be used only during a class break.

The instructor will respect the students' right to a class break and deserves the same respect in return. Class break will not be used for individual issues more appropriate to office hours or other personal discussion, nor will it be used to give some students information that could be of use to other students as well. Beverages (preferably in a closed container) are allowed in class.

XIII. Academic Integrity

All students and the professor are responsible for observing the highest standards of intellectual and personal honesty in every aspect of their careers at Louisiana State University. The penalties for academic dishonesty are severe and ignorance is not an acceptable defense.

See:

[http://appl003.lsu.edu/slas/judicialaffairs.nsf/\\$Content/Code+of+Student+Conduct?OpenDocument](http://appl003.lsu.edu/slas/judicialaffairs.nsf/$Content/Code+of+Student+Conduct?OpenDocument)

The School of Library and Information Science observes a "No tolerance" policy on academic misconduct.

All work should be original. Do not submit rewritten versions of textbooks, web sites, published articles, etc. *This includes unattributed descriptions or evaluations of sources studied in this course.*

It is LSU SLIS policy that revised versions of papers or other documents originally prepared for or primarily intended for other professors or purposes will not be accepted.

(However, papers written for this class might be good candidates to revision for publication in the SLIS summer course "Publication for Librarians".)

XIV. Information for Students with Disabilities

If you have a disability which requires special accommodations, of course you should notify the professor informally and you must contact the Office of Disability Services, 112 Johnston Hall, 225/578-5919. For more information, go to <http://www.lsu.edu/disability>