

## LIS 618 GOVERNMENT DOCUMENTS AND ARCHIVES FALL 2012 ONLINE

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### Course Description

This advanced reference course provides a foundation for understanding the content, structure, bibliographic control, and dissemination of government information at the state, local, national, and international levels. Assignments provide practical experience to allow students to integrate government information sources into their repertoires. Prerequisite: LIS 601

### Student Learning Outcomes (SLOs) addressed

2. Develop, administrate, assess, and advocate for information services by exercising principled communication, teamwork, and leadership skills. Evidence indicator: LibGuide assignment.
  - c. Develop, manage, and assess information services for specific users and communities.
  - d. Create instructional and outreach programs.
3. Organize, create, archive, preserve, retrieve, manage, evaluate, and disseminate information resources in a variety of formats. Evidence indicators: LibGuide assignment, weekly assignments.
  - a. Demonstrate understanding of the processes by which information is created, evaluated, and disseminated.
  - c. Search, retrieve, and synthesize information from a variety of systems and sources.
4. Evaluate and use the latest information technologies, research findings, and methods. Evidence indicators: Weekly assignments, LibGuide assignment.
  - a. Evaluate systems and technologies in terms of quality, functionality, cost-effectiveness, and adherence to professional standards.
  - c. Apply current research findings to professional practice.

### Course Objectives

- To enable the student to understand the content and context of government-produced information resources;
- To provide experience in evaluating information sources;
- To allow students to gain an understanding of the dissemination systems used by government entities;
- To introduce the student to current issues of government information policies and practices.

- To provide experience in creating topical instructional guides that meet real-world needs.

### **Professional Expectations**

Students are expected to adhere to the Professional Expectations for Library and Information Science Graduate Students: <http://www.hawaii.edu/lis/students.php?page=profexp>

### **Teaching Methods**

Students will view lectures from the instructor and guest lecturers; complete weekly exercises and reading assignments; lead and participate in discussion of lectures, assignments, and readings; and complete a term project to create a library guide and instructional video about a government information topic.

### **Research Methods**

Weekly assignments employ information retrieval and content analysis in discovering features of various resources and use case studies to illustrate course objectives. The LibGuide and some weekly assignments also require students to employ instructional design.

### **Technology Requirements**

- Students are required to have high-speed internet connectivity and computer equipment to participate in various aspects of coursework such as watching videos.
- Students must use the Lualima course management software to access and submit assignments and discussions.
- Students must use word processing software to complete assignments.
- Students are also required to use their UH e-mail account for correspondence with the instructor and classmates.
- Students are expected to develop the skill to create a *LibGuide* and to record an instructional video.

### **Required Textbook**

Forte, Eric J., Cassandra J. Hartnett, and Andrea L. Severson. *Fundamentals of Government Information: Mining, Finding, Evaluating, and Using Government Resources*. Neal-Schuman, 2011. Referred to in the syllabus as *Fundamentals*.

Additional readings and videos will be placed in the Resources area of Lualima.

### **Discussions**

This class will utilize the *lead discussant* method of discussing readings. Each week, one person will be assigned to formulate three to five questions about that week's readings. The questions must be posted by Tuesday at 5:00 p.m. of that week. The questions should not be a trivial

review of the content; they should get at the heart of the material by asking probing analytical questions. The instructor will post questions for the first class's readings so that you will have an example of what is required. The other members of the class will have until Friday at 5:00 p.m. of each week to post responses to the lead discussant's questions. Postings should be approximately 150 words long for each question.

Additional discussion questions regarding the lectures and videos will be posted by the instructor by 5:00 p.m. Tuesday. Students will have until Friday at 5:00 p.m. of each week to post responses to the instructor's questions. Postings should be approximately 150 words long for each question.

Participation as lead discussant and posting responses will be a component of the class preparation and participation portion of the course grade.

### News sources

Students should make a practice of following local, national, and international news sources with an eye to anticipating user inquiries and keeping current on developments in government. **Each week, one student will be responsible for reporting on a news story related to that week's topic.** The instructor will do the first one as an example.

### LibGuide

Students, working in pairs, will create a LibGuide about a topic chosen from a list supplied by the instructor. The LibGuide must include an instructional video. Complete instructions for the assignment and rubrics for grading will be posted on Laulima.

### Grading

Weekly assignments 55%  
 Class preparation and participation 15%  
 LibGuide 30%

### Course Requirements:

Grading:

A+	B+	C+	D	F
97-100%	87-89%	77-79%	60-69%	59% or less
A	B	C		
93-96%	83-86%	73-76%		
A-	B-	C-		
90-92%	80-82%	70-72%		

**Classroom preparation and participation** includes completing assignments and readings and active participation in classroom discussions of readings, news stories, and homework assignments.

**Completed assignments** must be uploaded to Laulima by 5:00 p.m. on the due date. Grades for late assignments will be reduced by one point for each day they are late. Students are expected to use word processing software to produce all assignments.

MODULE/WEEK BEGINNING	UNIT/DISCUSSION	READINGS AND ASSIGNMENTS DUE DATES
Module 1 August 20	INTRODUCTION Course requirements Term project Readings Assignments History of GPO	Note: <i>Fundamentals</i> refers to the required textbook, <i>Fundamentals of government information</i> . Other readings may be found on Laulima under Resources. <i>History of GPO</i> video (Laulima) <i>Keeping American informed</i> , Introduction & ch. 1 (Laulima) Answers to questions about readings due: August 24
Module 2 August 27	Bibliographic control of government publications Collection development Fugitives Citing government documents	<i>Fundamentals</i> : Preface, Introduction, ch. 1-2 Questions about readings posted: August 28 Answers to questions about readings due: August 31
Module 3 Sept. 3	Legislative resources	Indexes assignment <i>Fundamentals</i> , ch. 3 Answers to questions about readings due: Sept. 7
Module 4 Sept. 10	Legal information: cases, decisions Using LibGuides	Legislative history assignment <i>Fundamentals</i> , ch. 5 View LibGuide tutorial (Laulima) DeWitt article (Laulima) LibGuide topics/pairs due
Module 5 Sept. 17	Executive branch Grants Helping patrons in crisis	Legal assignment <i>Fundamentals</i> , ch. 6-7
Module 6 Sept. 24	Administrative law: regulations, rules, decisions	Executive branch assignment <i>Fundamentals</i> , ch. 4
Module 7 Oct. 1	Statistics ProQuest Statistical Insight	Administrative law assignment <i>Fundamentals</i> , ch. 8 Statistical Insight tutorials (Laulima) Health statistics (Laulima)
Module 8 Oct. 8	Censuses	Statistics assignment <i>Fundamentals</i> , ch. 14

		Guide to census geography (Laulima) LibGuide outline due
Module 9 Oct. 15	Intellectual property	Census assignment Robinson ch. 7 (Laulima) Reinman article (Laulima)
Module 10 Oct. 22	Technical reports	Intellectual property assignment <i>Fundamentals</i> , ch. 11
Module 11 Oct. 29	State and local government documents Government archives	Technical reports assignment <i>Fundamentals</i> , ch. 15
Module 12 Nov. 5	Intergovernmental organizations publications and data	State & local documents assignment Wilson & Richey article (Laulima)
Module 13 Nov. 12	United Nations	IGO assignment
Module 14 Nov. 19	Maps and geospatial data	UN assignment Morehead ch. 12 (Laulima) Morrison ch. 4
Module 15 Nov. 26	Foreign countries' government information	IDTF Publishing Policies and Practices: Canada (Laulima) LibGuides due
Module 16 Dec. 3	Read LibGuides	Comments on LibGuides due
Dec. 10		Final revisions to LibGuides due