

## Combined Syllabus for PSU 003 sec. 30 (1 credit) and L ST 100 sec. 1 (1 credit)

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**Office Hours:**

**Monday 3:00-4:00**

**Tuesday 9:00-11:00**

**Wednesday 3:00-5:00**

**Thursday 9:00-5:00**

**Friday 9:00-5:00**

**(When I'm not in my office, I am usually at the Reference Desk. Feel free to stop by and say "hi" but come back during office hours if you need to speak to me privately.)**

**Classroom: [202 LRC](#) (If you enter the Library from the pond side, it is the first door to the left.)**

**Required Text:**

**Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. New York: MLA, 2003.**

**Not required...but a good idea: We will be using the computer for almost every class. Please bring along a USB Flash Drive, Thumb Drive, Pen Drive or any other kind of drive on which to save your files.**



### Description of Courses:

#### L ST 100:

This course is intended to provide a useful background for students pursuing any academic degree. This is an introductory course that incorporates library research, search strategies and research writing.

The course has four goals. They are to enable the student to:

- search for information using a variety of online library resources,
- critically evaluate print and electronic resources,
- understand the research process by outlining, writing and citing a research paper
- learn to work collaboratively in an online environment.

#### PSU 003:

This course is intended to facilitate student's adjustment to the high expectations, demanding workload, increased academic

liberties, and other aspects of the transition to college life.

## Course Objectives:

- Students should be familiar with the library layout.
- Students should be able to search for and evaluate books, articles and websites.
- Students should be able to cite a variety of resources and compose a bibliography.
- Students should be able to define Penn State's academic integrity policy.
- Students should know the name, address and e-mail of another student in his/her PSU 3 class or another PSU 3 class.
- Students should learn about Penn State resources (electronic, persons, offices, etc.), where they are located and how to access them to help her or him in future and present coursework and career/graduate school goals.
- Students should learn about group work and how to make groups work.
- Students should be able to apply technology skills when using Angel, e-mail with attachments, Power point and word processing.
- Students should know about out of classroom opportunities (clubs, organizations, Career Services, Health & Wellness) and how to get involve in these opportunities.

## Disability Access Statement:

Note to students with disabilities: Penn State University welcomes students with disabilities into the University's educational programs. If you have a disability-related need for modifications or reasonable accommodations in this course, contact the Office for Disability Services, ODS, located in the Health and Wellness Center at 814-949-5540. For further information regarding ODS please visit their web site at <http://www.aa.psu.edu/healthwllness/disability/> or <http://www.lions.psu.edu/ods/>. Instructors should be notified as early in the semester as possible regarding the need for modification or reasonable accommodations.

## Statement on Academic Integrity – Definitions and Expectations:

Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, the University's Code of Conduct states that all students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.

Academic Integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

To protect the rights and maintain the trust of honest students and support appropriate behavior, faculty and administrators should regularly communicate high standards of integrity and reinforce them by taking reasonable steps to anticipate and deter acts of dishonesty in all assignments. At the beginning of each course, it is the responsibility of the instructor to provide students with a statement clarifying the application of University and College academic integrity policies to that course. academic integrity policies to that course.

## Turnitin:

In this course I will be using a tool, Turnitin.com, to confirm that you have used sources accurately in your papers. If you have any questions about how to cite your sources, please review the materials available at <http://tlt.its.psu.edu/suggestions/cyberplag/cyberplagstudent.html> or <http://istudy.psu.edu/modules.html#Integrity>. Students are responsible for ensuring that their work is consistent with Penn State's expectations about academic integrity. Additional information about the Turnitin.com plagiarism prevention tool is available at <http://turnitin.com> and at <http://tlt.psu.edu/turnitin/Students.html>.

## Cell Phone Policy:

Please turn off your cell phone when you enter the classroom. It is rude to have your cell phone ringing while I am teaching class - if it happens, you should turn the phone off without answering it and I expect an apology.

## Food and Drink Policy:

Our classroom is in the Library and we are using computers so there can be absolutely no food or drink in the classroom. (And yes, that does include lollipops.)

## Attendance Policy:

Class attendance is mandatory. Students are expected to attend all classes and be on time. Attendance at each class will be worth 2 points each.

<b>PSU 003 section 30 Monday 2:00-2:50</b>	<b>Topic</b>	<b>Assignments</b>	<b>L ST 100 Section 1 Wednesday 2:00-2:50</b>	<b>Topic</b>	<b>Assignments</b>
			September 6	Introduction/Angel/Article	
September 11	Library Tour/Registrations/Assign Teams		September 13	Reference (In Library and Online)	In-Class begin searching for the World's Fair you were assigned. You need your 5 "selling points" for the debate on Sept. 18.
September 18	World's Fair Debate/ Select subtopic		September 20	Bibliography/Annotated bibliography	In-Class practice bibliography
September 25	Alcohol Harm Reduction (Guest Speaker)		September 27	Finding books, videos, CD's @PSU/non-PSU libraries	Order books for paper
October 2	Scheduling for next semester (Guest Speaker: Joy Frank)		October 4	Finding Articles/ Citing Online Articles/Using GET IT and Multisearch	Order or printout articles for paper
October 9	Alcohol Harm Reduction (results of class survey)		October 11	Historic Newspapers	Order or printout articles for paper
October 16	Academic Integrity/Plagiarism/Turnitin	Read Note Taking in MLA for next class	October 18	Taking Notes/Organizing and Outlining /Parentheticals	
October 23	Career Service (Guest Speaker)		October 25	Materials from Rare Books at University Park	Be prepared to take notes on materials from UP-they will only be here for this class period.
October 30	Study Abroad (Guest Speaker: Mandy Reinig)		November 1	Evaluating Web Pages	Look for web sites to add to your bibliography-Bibliography due in class on November

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November 6	Learning Resources Center (Guest Speaker: Paula Ford)		November 8	Time in class for your team to combine all bibliographies into the master bibliography for the paper.	Bring a rough outline of your section of the paper to class on November 13.
November 13	PowerPoint (Part I)	In class transfer your paper outline to PowerPoint slides	November 15	Time in class to work as a team on Introduction and Conclusion for your paper.	
November 20	PowerPoint (Part II)		November 22	No Class (Thanksgiving Break)	
November 27	Time in-class to work on PowerPoint with team		November 29	Choosing Topics for Papers and Speeches	
December 4	PowerPoint Demonstrations	In class critique of other presentations	December 6	Major/Career Information Career Services Library and Eiche Library	
December 11	PowerPoint Demonstrations	In class critique of other presentations	December 13	Papers Due/Wrap-Up	

## Assignments:

PSU 003	Points	L ST 100	Points
5 Selling Points	10	Practice Bibliography	5
Attend an outside function and tell the class	12	Bibliography	17
PowerPoint Team Grade	20	Final Paper Team Grade	20
PowerPoint Individual Grade	30	Final Paper Individual Grade	30
Attendance	28	Attendance	28
Possible Total	100	Possible Total	100

## Calculating Course Grade:

95 points or more = A

90 – 94 = A-

88 – 89 = B+

85 – 87 = B

80 – 84 = B-

77 – 79 = C+

70 – 76 = C

60 – 69 = D

Below 60 = F

## **Assignments:**

While many aspects of this course depend on collaborative, or group learning, an effort has been made to avoid the "one person did all the work, but we all received the same grade" situation. Actual group projects will be similar to those found in the workplace, where each individual contributes one section of the final project, but the completed package must appear uniform and professional, so that it appears as one, seamless unit to the client. Therefore, in most cases, when a group grade is given, there is also an individual grade that accompanies it which carries more weight.

### **5 Selling Points**

Using the reference materials (in library and online) that we discussed in class, research the world's fair you have been assigned and write down the 5 most interesting things you have read about that world's fair. You will be using these 5 "selling points" to persuade your teammates to choose your world's fair to be the topic of your team's research paper. You should turn in a typed page that contains your name, team number, and your 5 "selling points". At the top of the paper, please write in the name of the world's fair chosen by your team. The person in each team whose world's fair was chosen will receive an additional 5 points.

### **Attend a Penn State Function Outside of Class**

This is pretty much self-explanatory. You will (hopefully) attend many Penn State Altoona functions outside of class. These functions can include, but are not limited to, guest speakers, diversity events, club meetings, music and theater productions, homecoming, etc. Following one of these events, please come to class prepared to share the name of the event, when it took place and a few of the highlights. This is an oral, not written, assignment.

### **Practice Bibliography**

You will be asked to construct an MLA style bibliography using materials you will be given in class. At the end of class, you will be given the opportunity to self-correct the bibliography and you will receive full credit if you submit the corrected bibliography at the end of class.

### **Bibliography**

You will be asked to construct a bibliography using the MLA Style Manual, that lists all of the research sources you will use in your final paper. The bibliography should consist of 3 books, 5 magazine/journal articles, 5 newspaper articles and 2 web sites. Whenever possible, you should try to find materials that are focused on your particular subtopic and not just the world's fair in general.

### **PowerPoint**

Your team will create a PowerPoint presentation that will outline your final paper. The team will be responsible for a title slide, a slide that outlines the opening of the paper and a closing slide. Not only must the information on the aforementioned slides be decided by the group, but there also must be consensus on the overall color scheme and graphic design for the entire presentation. Each individual will then be responsible for creating 3 slides that outline their subtopic. A group grade will be given for the 3 slides created by the group, and the overall presentation. An individual grade will be given on the content of the 3 subtopic slides and how well it blends with the entire slide show. The end result should be an outline of the final paper that is seamless as it flows from slide to slide, and should give the impression that it was created by one individual, not many.

### **Final Paper**

The final paper will consist of a 2 page introduction that must be written by the team cooperatively, individual chapters written by each team member on a subtopic related to that world's fair (5 pages), and a 1 page conclusion written by the team. The opening should contain general statistics and other information about the fair. This information should then not be repeated in each individual chapter. A team grade will be given, as well as, an individual grade for the content of each chapter. Since the introduction and conclusion of the paper are being submitted by the team, it should be circulated to every team member either manually or electronically so that everyone has an opportunity to proof-read these sections before they are submitted.