



James L. & Dorothy H. Dewar
COLLEGE of EDUCATION
& HUMAN SERVICES
VALDOSTA STATE UNIVERSITY

Department of Library and Information Studies
MLIS 7120, Section IA
Fall 2023
3 Credit Hours

INSTRUCTOR INFORMATION

Emily Rogers
Professor and Reference Librarian for Government Information
Odum Library 2360
229-245-3748
ecrogers@valdosta.edu
Office hours by appointment M-Th 9:00am-5:00pm; F 9:00am-3:00pm and M-Th evenings by appointment

COURSE DESCRIPTION

Use of and access to government documents, defining government documents, how they are generated or created, how and who uses them, how and where to find them. The course addresses government documents at the federal, state, and local levels as well as documents of international organizations (UN, EU, etc.) and foreign governments.

TEXTBOOKS / RESOURCE MATERIALS

No required textbook. Readings will be provided or cited within BlazeVIEW.

Please familiarize yourself with the VSU policy that prohibits the use of the Interlibrary Loan service for obtaining textbooks at
<https://www.valdosta.edu/academics/library/general/about/policies/ill/borrowing.php>

COURSE OBJECTIVES

Upon completion of this course, the student will be able to meet these Student Learning Outcomes (SLOs). The SLOs are aligned with MLS program objectives (<https://www.valdosta.edu/colleges/education/master-of-library-and-information-science/our-program/>):

SLO 1. To enable students to identify, describe, evaluate, and use basic and specialized government information sources in both print and electronic formats. (*ALA Core Competence 2, MLIS PO 1*)

SLO 2. To acquaint students with processes of administering a government documents collection. (*ALA Core Competence 8, MLIS PO 1*).

SLO 3. To articulate issues and trends that affect the access, use, and dissemination of government publications. (*ALA Core Competence 2, MLIS PO 1*).

SLO 4. To develop an understanding and appreciation for the importance of government information in both public and academic libraries. (*ALA Core Competence 2, MLIS PO 1*).

SLO 5. To discuss the major topics, concepts, history, and issues of the Federal Depository Library Program. (*ALA Core Competence 2, MLIS PO 1*).

COURSE ACTIVITIES/ASSIGNMENTS/REQUIREMENTS

Discussion Boards: 5 discussions at 4 points each	20 points
Assignment 1: Government Agency Report	15 points
Assignment 2: Legislative Report	15 points
Assignment 3: Census and Statistics Questions	15 points
Assignment 4: Final Reference Questions	20 points
Assignment 5: Government Information Presentation	15 points

For further information on all of these assignments, see the Getting Started module in BlazeVIEW.

SUBMITTING ASSIGNMENTS

Assignments should be submitted using the Assignments tool in BlazeVIEW.

LATE SUBMISSIONS, MISSED ASSIGNMENTS, & MAKE UP ASSIGNMENTS

For each of the five major assignments, you are allowed a 24-hour grace period for turning in the assignment without penalty. After that grace period, the penalty is a 20% drop in the grade per day.

No grace period and makeups are available for the discussion posts because they are time-sensitive.

MLIS PROGRAM E-PORTFOLIO REQUIREMENT

An E-Portfolio is required for graduation by all students. Details may be found on the department website ([new page URL]). [*If you wish to insert this language you can:* Assignments from this course that you might consider including in your portfolio include [insert suggested assignment(s)].

COURSE GRADES

Course grades will be awarded as follows:

A: 90%–100%

B: 80%–89%

C: 70%–79%

D: 60%–69%

F: Lower than 60%

No grade below a C will be credited toward a VSU graduate degree and students must receive a grade of B or better to earn credit in core courses and the required collection development elective.

ATTENDANCE POLICY

VSU requires that you attend class in the first week. As a minimum, you must post on the Introductions discussion board during the first week to demonstrate that you have attended class. All course activities will be conducted through BlazeVIEW. Course content is delivered asynchronously according to the course calendar. It is your responsibility to participate in all course activities and submit assignments on time. It is in your best interest to log into the course at least several times each week (daily is best) to check announcements, discussion board posts, and emails.

COMMUNICATION

Communication will be conducted through BlazeVIEW email, postings and replies in the discussion board, and/or BlazeVIEW announcements. Check these areas at least several times per week (daily is recommended) as you are responsible for knowing all information communicated through these channels.

VSU requires that all correspondence between the student and the instructor be conducted through official university channels. To that end, all email correspondence related to this course is to be sent using the email client built into the BlazeVIEW course website. For other correspondence with any VSU faculty members or administrative offices, please use your VSU email account.

PROFESSIONALISM

The Department of Library and Information Studies expects you to pursue your academic endeavors and conduct yourself in a professional and ethical manner. All work submitted in the course must represent your own efforts. Cite sources and include reference information. You should communicate in a professional manner in both speech and writing and maintain a professional attitude, being respectful to others and their viewpoints. Exercise an awareness of the pervasiveness of the online environment and strive to maintain a professional online presence.

ACADEMIC INTEGRITY

You are responsible for knowing and abiding by the Academic Integrity Policy as set forth in the Student Code of Conduct (<https://www.valdosta.edu/administration/student-affairs/student-conduct-office/student-handbook.php>) and the COEHS Policy Statement of Plagiarism (<https://www.valdosta.edu/colleges/education/deans-office/policy-statement-of-plagiarism.php>). All students are expected to do their own work and to uphold a high standard of academic ethics. Consequences for acts of academic dishonesty are detailed in the COEHS Policy Statement of Plagiarism.

VSU's Academic Student Conduct Code states that "no student shall engage in plagiarism, which is presenting the words or ideas of another person as if they were the student's own." Content generated by an Artificial Intelligence third-party service or site (AI-generated content) without proper citation is another form of plagiarism. If you are unsure about whether something may be plagiarism or another form of academic dishonesty, please reach out to me as soon as possible.

For more information, visit Academic Honesty at VSU (<https://www.valdosta.edu/academics/academic-affairs/academic-honesty-at-vsu.php>).

STUDENT OPINION OF INSTRUCTION SURVEY

At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available through SmartEvals. Students will receive an email notification through their VSU email address when the SOI is available (generally at least one week before the end of the term). SOI responses are anonymous to instructors/administrators, and they will be able to access results only after they have submitted final grades. Before final grade submission, instructors will not be able to see any responses, but they can see the percentage of students who have or have not completed their SOIs. While instructors will not be able to see student names, an automated system will send a reminder email to those who have yet to complete their SOIs. Students who withdraw or drop a course will also be sent invitations to complete the Dropped Course Survey. Complete information about the SOIs, including how to access the survey, is available on the SOI Procedures webpage (<https://www.valdosta.edu/academics/academic-affairs/sois/>).

NON-DISCRIMINATION AND TITLE IX STATEMENT

Valdosta State University (VSU) upholds all applicable laws and policies regarding discrimination on the basis of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity or expression, national origin, religion, age, veteran status, political affiliation, or disability. The University prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities that receive federal funding. VSU considers sex discrimination in any form to be a serious offense. Title IX refers to all forms of sex discrimination committed against others, including but not limited to: sexual harassment, sexual assault, sexual misconduct, and sexual violence by other employees, students or third parties and gender inequity or unfair treatment based on an individual's sex/gender. The designated Title IX Coordinator for VSU is Ms. Selenseia Holmes. To view the full policy or to report an incident visit: <https://www.valdosta.edu/administration/student-affairs/title-ix/>

ACCOMMODATION STATEMENT

Students with disabilities who are experiencing barriers in this course may contact the Access Office (<https://www.valdosta.edu/student/disability/>) for assistance in determining and implementing reasonable accommodations. The Access Office is located in University Center Room 4136 Entrance 5. The phone numbers are 229-245-2498 (V), 229-375-5871. For more information, please visit VSU's Access Office or email: access@valdosta.edu. To request reasonable accommodations for pregnancy and childbirth, contact Christina Kidd, Student Conduct Coordinator at chkidd@valdosta.edu. Please note, you will be required to provide documentation from an appropriately licensed medical professional indicating the requested accommodations are medically necessary.

Helpful Links

Technical Support (IT helpdesk)	https://www.valdosta.edu/administration/it/solutions/
Center for eLearning (support for BlazeVIEW)	https://www.valdosta.edu/academics/elearning/
Academic Support Center	https://www.valdosta.edu/asc/
Hope Connect (Mental Health Services)	https://www.valdosta.edu/administration/student-affairs/student-health/hope-connect-about.php