

# Gathering Information

## HOMEWORK Section 6



### Homework Assignments for Week 11

#### Step 3 Library Two Step Sources: Newspapers, Periodicals and Books

- 2 Relevant New York Times articles (1 from a database printout, 1 from a microfilm printout)
- 1 Relevant Washington Post article (from database)
- 1 Relevant USA Today article (from data base)
- 3 Relevant Articles from Business Sources Complete or Business Full Text
- 3 Relevant Articles from Academic Search Complete or Reader's Guide Full Text
- 3 Peer Reviewed Journal Articles
- Print out of 10 Library Books selected from the Library online database. You must select at least two of these books to check out from the library.
- Select two books to check out using the Interlibrary Loan system.
- Begin the Expert Interviews

#### STEP 4 EXPERT INTERVIEWS

It will take you some time to conduct the expert interviews. Begin now and continue to work at getting expert interviews until the research project is due.

**DOCUMENTING THE INTERVIEW CONTACT INFORMATION: This information must be included in your Search Strategy Report (Search #1) and Bibliography (Search #2).** Use a separate piece of paper for each person you attempt to contact.

Include the following information for each contact:

- Contact's Name, address, phone number, and email address.
- Contact's Title: Why is the contact qualified as an expert source?
- In which if the seven search steps did you identify this person as an expert?
- Record of questions and answers OR
- If you were unsuccessful in contacting this source, tell me how many attempts were made.
- If successful, note what type of interview occurred: face to face, telephone, online
- Remember, you have to include quotes from at least two sources in your synthesis. Keep trying until you talk to at least two sources.

#### WHOM TO CONTACT:

- Contact at least one author: from a book, a newspaper article, or a magazine article.
- Contact at least one source who is a consultant in the field or involved (i.e. first-hand experience)

- Contact at least one source found over the Internet.
- Contact at least one association from the Encyclopedia of Association or the Washington Information Directory.
- Contact at least one government agency from the U.S. Govt. Manual or [www.usa.gov](http://www.usa.gov).

NOTE – MINIMAL REQUIREMENTS: You must attempt to contact at least one source from all five categories. You must be successful in interviewing at least two sources from these five categories. To accomplish two successful interviews may very well require more than five attempts. Also, use a combination of at least two of the three different interviewing techniques: i.e., Face to Face, Telephone and Email.

NOTE: Absolutely no “convenience interviews” allowed. See Syllabus

### **Step 5 The Internet**

Printouts of relevant articles found on the Internet

- Need at least 7 articles from seven different Web sites
- Use at least 3 different search engines to find articles

### **Step 6A Social Data**

- Print out 3 charts from the Statistical Universe data base

TO ACCESS THE DATA BASE LEXIS NEXIS STATISTICAL: 1) Go to the Library's homepage 2) Click on “Research a Topic” 3) Click on “Databases AZ” 4) Click on the LexisNexis Statistical link 5) Click on “Search Tables Base Edition”

- Photocopy 1 chart from the Statistical Abstract of U.S. Hardbound Volume at reference desk
- Statistical Analysis Report: Compare and contrast the 4 charts you have collected (3 from the data base and 1 from the reference book). Make a list of at least three things that you notice as a result of comparing/contrasting the charts.

### **Step 6B Institutional Data**

- Photocopy page(s) from Encyclopedia of Association at reference desk
- Photocopy page(s) from U.S. Government Manual at reference desk or printouts from [www.usa.gov](http://www.usa.gov).
- Photocopy page(s) from Washington Information Directory at reference desk

### **New Step Survey**

Continue to collect completed surveys. We will begin to analyze these next week.