



Gathering Information

SYLLABUS Schedule

GATHERING INFORMATION SCHEDULE

SECTION 1: WEEK 1

Introduction to Course

The Seven-Step Search Strategy Overview

Description of Research Project #1

Search Strategy Step One: Question Analysis

Search Strategy Step Two: Informal Interviews

Search Strategy Step Three: Library (One-Step Sources)

Homework: Read Smith, Introduction and Chapter 1 (take notes for Quiz 6)

Read and complete Search Strategy Steps 1-3A by Saturday, Jan. 21

Take Quiz #1 on steps 1-3 by **Saturday, Jan. 21 (timed date, will close at noon)**

SECTION 2: WEEKS 2 & 3

Search Strategy Step Three Continued: Library (Two-Step Sources)

Search Strategy Step Four: Formal Interviews

Homework: Read Smith, Chapters 2 and 3 (take notes for Quiz 6)

Read and complete Search Strategy Step 3B by Saturday, Feb. 4

Start getting expert interviews for Step 4; will need minimum of two for Project 1

Take Quiz on Steps 3-4 by **Saturday, Feb. 4 (timed date, will close at noon)**

SECTION 3: WEEKS 4 & 5

Search Strategy Step Five: Internet

Search Strategy Step Six: Social Data/Institutional Data

Search Strategy Step Seven: Synthesis

Homework: Read Smith, Chapters 4 and 5 (take notes for Quiz 6)

Read and complete Search Strategy Steps 5-6 by Saturday, Feb. 18

Read and begin writing Synthesis for Research Project #1.

Take Quiz #3 on Steps 5-7 by **Saturday, Feb. 18 (timed date, will close at noon)**

Complete Search Strategy Step 4; need minimum of two expert interviews

SECTION 4: WEEKS 6, 7 & 8

Take Quiz #4 – Midterm by **Saturday, March 3 (timed date, will close at noon)**

Complete First Research Project: Search Strategy Report and Magazine Article due by
Sunday, March 11 (timed date, will close at noon)

SPRING BREAK: March 12 – 16

SECTION 5: WEEK 9

Description of Research Project #2

How to Conduct Surveys

Homework: Read: Smith, Chapters 6 and 7 (take notes for Quiz 6)
Complete steps 1-3A of Seven-Step Search Strategy for Second Research Project
Read: Description of Research Project #2 and How to Conduct Surveys
Design a Survey, may submit for review via e-mail by Saturday, Mar. 24 (optional)
Begin step 4 (Interviewing Expert Sources) of Seven-Step Search Strategy
Take Quiz #5 on how to conduct surveys by **Saturday, March 24 (timed date, will close at noon).**

SECTION 6: WEEKS 10 & 11

About Power Point

Homework: Read: Smith, Chapters 8 and 9
Read: About Power Point
Administer survey, collect completed surveys by Saturday, April 7
Complete steps 3B-6 of Seven-Step Strategy by Saturday, April 7
Take Quiz #6 on textbook by **Saturday, April 7 (timed date, will close at noon)**

SECTION 7: WEEKS 12 & 13

Data Analysis

Homework: Read Data Analysis and analyze the data from your returned surveys
Take Quiz #7 on Data Analysis by **Sat., April 21 (timed date, will close at noon)**
Begin writing Synthesis to complete Research Project #2

SECTION 8: WEEKS 14, 15 & 16

Complete Second Research Project:

Formal report and Power Point presentation due by **Sunday, May 6 (timed date, will close at noon)**