

LIS 7205 BUSINESS INFORMATION RESOURCES (3 credit hours) – SYLLABUS FALL 2020, WEB-BASED

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IMPORTANT NOTES ON THE SYLLABUS

This document contains the information about your weekly assignments, due dates, rules, and regulations for this class. It is your responsibility to familiarize yourself with its content. Most everything you need to know about the class is included here. Please consult this syllabus for course guidelines. If your question is not answered in this document, please feel free to ask for clarification. Your classmates may be thinking the same question; I will share my comments with the class.

BACKGROUND INFORMATION

Course Description

This course will introduce students to electronic business database subscriptions and open access resources, engage students in exercises designed to apply this knowledge, and supplement this engagement with selected outside readings.

Catalog Description

Information resources in major areas of business and economics.

Office Hours

I am available for consultations via:

Email at notted@lsu.edu and Moodle email;

Telephone at 225-578-6572. Please leave a voicemail message and I will get back to you.

Zoom meetings. You'll need to install the latest desktop client version. Please consult [Grok Article 19968](#). Please use a camera so we may visually interact with each other. After mutually agreeing on a meeting date/time, the instructor will send a Zoom invite URL.

In-office appointments: In lieu of in-office visits, please email me and we will schedule a Zoom visit or a phone call.

Contacting the Instructor

The student can ask the instructor questions by e-mailing me directly or through Moodle email. I'll get back to you within **48 hours**, excluding weekends. If you e-mail me the night before an assignment is due, there is no guarantee I will read and respond to your e-mail before the assignment is due.

Course Delivery

This course will be totally online and asynchronous. No formal online, synchronous web conferencing sessions will be scheduled during the entire semester. All course materials, including assignments, will be posted in [Moodle](#), the online course management system used by LSU. Students will also be required to submit their completed assignments through the Moodle system.

For all assignments, there will be a due date/time set up by the instructor. If the student encounters a situation that may prevent the submitting of the assignment on time, the student should contact the instructor as soon as possible. The instructor will assess the situation and consider alternative options for the student, including granting a reasonable extension of the deadline.

The course is constructed on a weekly basis in order to provide students with full flexibility to complete the assigned learning tasks and readings. During each week, the instructor will post new course materials on each Tuesday.

The amount of work you will do in this online setting will be similar to the amount of work you'd do for a traditional class. During the fall semester, you are expected to commit at least **nine (9) hours per week** to this three-credit course to finish readings, engage in class activities, and complete assignments.

COURSE LEARNING OBJECTIVES

Understand basic business concepts selected by the instructor. This will make you a better and more knowledgeable librarian, even if you do not have any experience with business information and/or do not choose a career as a business librarian;

Be introduced to, use, and develop a knowledge base of a selected list of key business electronic resources, including databases subscribed by the LSU Libraries and open access resources. Please keep in mind that the term *resources* is broadly interpreted to include Web resources;

Develop an understanding of these business resources via exercises, assignments, and the final project;

Supplement this knowledge with selected assigned readings posted in Moodle by the instructor.

READINGS

There is no required text for this online course. All the assignments, assigned readings, and other materials and links will be posted in Moodle.

COURSE ASSIGNMENTS and POINT VALUES

5 points - Assignment 1 – Published Literature
10 points - Assignment 2 – Industries
10 points - Assignment 3 – NAICS and Industry Reports
10 points - Assignment 4 – Company Resources
10 points - Assignment 5 – News Sources
10 points - Assignment 6 – Small Business/Entrepreneurship
10 points - Assignment 7 – International Trade
10 points - Assignment 8 – U.S. Government Business Resources
5 points - Class Participation
20 points - Final Project
100 Total Points

GRADING

Criteria for evaluation will primarily include responsiveness to the requirements of the assignment, appropriateness of source material or documentation, organization, and quality of writing.

UNIVERSITY GRADING SCALE

A + = 100-98 points (significantly exceeds class expectations and requirements)
A = 97-93 points (significantly exceeds class expectations and requirements)
A - = 92-90 points (significantly exceeds class expectations and requirements)
B + = 89-87 points (meets class expectations and requirements)
B = 86-84 points (meets class expectations and requirements)
B - = 83-80 points (B- and below: did not meet class expectations and requirements)
C + = 79-77 points
C = 76-74 points
C - = 73-70 points
D + = 69-67 points

D = 66-64 points

D - = 63-60 points

F below 60 points

[HOW TO DETERMINE YOUR CURRENT COURSE GRADE](#)

Check Gradebook in Moodle to see how you have graded on all your assignments. Keep in mind the total number of points awarded overall will be 100.

[ACADEMIC INTEGRITY](#)

All work submitted for grading must adhere to the standards for academic integrity set forth by Louisiana State University. Plagiarism and other forms of academic dishonesty will not be tolerated. The work submitted for assignments conducted by each class member must reflect your own work, created without collaboration with other students. The final project must reflect your own work and investment of time. Please refer to the [LSU Code of Student Conduct](#) for details of the policies and procedures regarding academic integrity.

[APPLICATION OF UNIVERSITY POLICIES](#)

Students should read and be aware of Louisiana State University policies as they relate to academic behavior, disabilities, and plagiarism. Students may find copies of these policies posted at the main LSU website. All such policies will be enforced.

[ATTENDANCE](#)

The Moodle system allows the instructor to see if the student accessed the weekly course materials. He will monitor the students' progress during each week.

[ADA COMPLIANCE](#)

It is the student's responsibility to contact the [Office of Disability Services](#) to request accommodations in classes. The Office of Disability Services is responsible for examining the student's documentation, determining whether the student should be granted accommodations, and contacting the instructor of the class via email describing those accommodations. An instructor *may not* grant any special accommodations without this notification from Disability Services.

[BEHAVIORAL MISCONDUCT](#)

Per section 5.1 of the [Code of Student Conduct](#), the Code applies to conduct that occurs on the Campus, at LSU-sponsored activities, and/or when the Student or Registered Student Organization is representing LSU. The University shall have

discretion to extend jurisdiction over conduct that occurs off-campus when the conduct adversely and significantly affects the learning environment or University community and would be in violation of the Code if the conduct had occurred on campus. This includes behavior that may occur in a remote learning environment, such as email, discussion forums, Zoom webinars, or any other platform or solution used for a course. In determining whether to extend jurisdiction, the University may consider its ability to gather information. Potential violations of the Code can be reported through [LSU Cares](#).

FEEDBACK

The primary role of the instructor in this class is to frame each week's topic and guide the students through. In general, he is a resource for students, answering questions, and clarifying issues. His mission is to help students to understand basic business concepts and help students use key selected business resources identified by the instructor.

Via assignments and conversations, he will provide students with regular feedback on their performance. He may offer useful comments, redirection, or reassurance.

Everything is communication – students are encouraged to keep communicating with the instructor, so that he could understand their needs and land appropriate ways to satisfy them timely.

LSU ROADMAP TO FALL

[LSU's Roadmap to Fall webpage](#) provides guidelines and other information about health and safety, monitoring and tracking, and coronavirus updates. Please refer to this webpage throughout the semester for the most currently available information.

CLASS SCHEDULE

All assignments and assigned readings for each week will be posed in Moodle on Tuesdays. Assignments will be due by 6:00 p.m. central time the following Monday. The lone exception will be Assignment 2, which will be due on Tuesday September 8 by 6:00 p.m. central time. The final project is due on Thursday December 10 by 6:00 p.m. central time. The final project may be submitted starting on Thursday December 3. All completed assignments and the final project will be posted in Moodle.

August 25: Week 1: Published Literature (journals, periodicals, trade publications); Assignment 1

September 1: Week 2: Industries; Assignment 2 (due September 8)

September 8: Week 3: A Closer Look: NAICS and Industry Reports; Assignment 3

September 15: Week 4: Company Resources; Assignment 4

September 22: Week 5: News Sources; Assignment 5

September 29: Week 6: Small Business/Entrepreneurship; Assignment 6

October 6: Week 7: Open House via Zoom

October 13: Week 8: International Trade; Assignment 7

October 20: Week 9: U.S. Government Business-Related Resources

October 27: Week 10: U.S. Census Bureau; U.S. Government Business-Related Resources Assignment 8

November 3: Week 11: Market Research

November 10: Week 12: Federal Reserve System

November 17: Week 13: Additional Business Resources You Should Know Exist; Other Comments

November 24: Week 14: Final Project Review

December 1: Week 15: No class

December 10 (TH): Finals Week: Final Project Due. This will include material covered in the U.S. Census Bureau, Market Research, and Federal Reserve System units.