Information Literacy Lesson Plan: Module One

[Requires approximately 1 ½ to 2 hours]

ACRL Standard 1: An information literate student determines the nature and extent of information needed.

Module 1 addresses finding and evaluating information for a research paper by

• introducing information literacy to students
• addressing the common anxiety of a research project
• exploring ways to select and develop a topic
• discussing the relevance and accuracy of information
• explaining the organizational system of the library
• modeling effective time management

Background Knowledge/Prerequisites

• For Module Facilitators: familiarity with the print and electronic collections and services available via the DeVry University Library (library.devry.edu), including EBSCOhost, Britannica Online, and the chat-based reference service (aka, “Ask A Librarian,”)

• For Students: none

Materials Needed:

• Computer with Word, PowerPoint, Internet connectivity, and projection unit

• Whiteboard or flipcharts and markers

• Appendixes A-H, as handouts and/or for projection

Student Deliverables:

1. Class participation
2. Encyclopedic knowledge assignment
3. Concept map assignment
4. Information cycle assignment
5. LC classification and call number exercise

Step 1: Introducing Information Literacy

[15 minutes]

Explain:

Information literacy is more than knowing how to operate the computer, search the web quickly, or even use the library well. Information literate people understand how to connect new information with what they already know to address new circumstance or solve new problems. They are not taken off course by irrelevant data. They know how to supplement what is already available to them, and how to ask questions in order to solve problems and learn more (Smith 2005).
Discuss:

- How is being information literate important in your eventual career field?
- How do you feel about conducting research?

Explain:

To help overcome Library or Information Anxiety, remember:

- You don’t have to be an expert to use the library
- There are no “stupid questions”, only those that are not asked
- It will probably take longer than you think, so start your research early
- Frustrations and dead-ends are often part of the process, so don’t get discouraged
- When you are stuck or stumped—ask for help (Manuel, 2006, pp. 37-40)

Step 2: Important First Steps
[5 minutes]

[Note to faculty]

Issues of topic selection, narrowing/expanding, and thesis development are covered more extensively in the ENGL sequence of core classes and are eschewed in this module in order to focus on issues more specific to information literacy.

As an example of a topic area for the activities and demonstrations, “weather” is suggested, but a different topic may be substituted.

Explain:

In addition to DeVry professors, the Academic Success Center (ASC) can help with thesis development and other aspects related to the research and writing of a research paper. DeVry librarians can also be a valuable source of information in helping students select a topic. They are well versed in the Library’s collections, and can help steer students toward a good topic. DeVry librarians are available in person, via email, phone, or chat (see below).

Demonstrate:

Chatting live with a librarian can facilitate topic development and selection. Librarians can help make the most of students’ time and energy. Go to the library website (library.devry.edu) and click on the “Ask-a-Librarian” link to introduce students to this service.

[NOTE: Make sure to check the hours of service first (listed on the site) to be sure a librarian is available]

Often in the research and writing process, there is considerable emphasis on the sources that are being used. Think not only about becoming a savvy information consumer, but also about becoming a superior information producer. Don’t just repackage what has already been said and written; instead, realize that existing information can be combined with original thoughts, experiments, and/or analysis to produce new knowledge.
Step 3: Defining and Articulating the Need for Information
[20 minutes]

Explain:
After developing a topic and thesis, becoming familiar with the topic is an important step in the research process.

There are numerous sources students can use to gain a background on a subject. Good background sources are jargon free and provide foundational information that forms the basis for further research and understanding. Often, such sources do not make it into the final version of a paper or project. Instead, they are a starting point for further development.

Sources to consider include:

- Textbooks
- Britannica Online
- Credo Reference (eBook collection of 250 reference works)

Demonstrate:
Access Britannica Online via the library website (library.devry.edu). Britannica Online is the electronic version of the renowned encyclopedia.
Enter “weather” as a search term.

Features to point out include:

- Media: clips and stills related to a topic
- Article: History traces changes to the entry over the course of time
- Websites: a limited number of related links

Demonstrate:
Credo Reference (library.devry.edu) is a collection of 250 electronic specialized encyclopedias, dictionaries, biographical sources, quotation guides, and other reference sources.
Enter “weather” as a search term.

Features to point out include:

- Cross reference links within the source
  - A bibliography of sources for further outside reading is often provided in many of the encyclopedia articles.
    - These are excellent resources for students’ bibliographies.
  - In the left hand column, Credo will also supply links to other reference sources in the Credo collection.
- Credo will provide links to search a topic in the DeVry catalog, Britannica Online, NetLibrary, Safari Books, and EBSCOhost (all of which are available via the library website).
- One of the unique features of Credo is the “Concept Map.” This feature provides a visual subject map of the topic and related entries and concepts.
The “Zoom,” “Rotate,” and “Link Level” slider bars on the left allow the image to be manipulated [NOTE: a node must be clicked on for “Link Level” to function]. Nodes on the Map can also be clicked/dragged and moved. A right click on any of the nodes will allow that entry to be opened to be read, expanded, or hidden.

Facilitate:
The demonstration of Credo provided a good introduction to concept mapping. However, Credo may not be sufficient in identifying all the appropriate terms or concepts; thus, concept mapping will be introduced. The benefit of concept mapping will be fully realized in Module 2.

[Note to Faculty]:
Concept mapping is a technique that can be used for a number of things, including generating ideas, designing complex structures, and assessing comprehension. For first year students, it can help to analyze and focus topics and thereby save time further along in the research process.

Activity: Concept Mapping
(Neely, 2006; Burkhardt, J. M., MacDonald, M. C., & Rathemacher, A. J., 2003)
Create a concept map for “weather.”
In developing a concept map, the first step is to determine the central word, concept, or research question around which to build the map and place in the center of the whiteboard. From there, students can build and add associated words, concepts terms, items, and further questions. There are many ways the concepts can be further organized:

- Identify different types of information with different colors and/or shapes.
- Draw squares around single ideas and circles around groups of ideas
- Use lines to connect these items to the main idea and to groups of related ideas; use arrows to interconnect ideas or to form subgroups of ideas
- Leave lots of white space for the concept map to grow and develop

Remember: this is a work in progress—students should not analyze their work. A concept map can work from top to down, from general to specific, or be more free-form, using free association.

Once this is done, move on to the second phase:
- Think about the relationship of the “out-of-the circle” items to the center idea
- Erase and shorten/ replace words connected to some of the key ideas
- Relocate important items closer to each other for better organization

With a visual display of key concepts and terms, many students are better prepared to move on to search vocabulary components of Module 2.

There are also instructions also on making a concept map in Microsoft Word at http://www.ehow.com/how_4927645_make-concept-map-microsoft-word.html

Facilitate:
For the Concept Map Assignment, have the students select a topic and create their own concept map. Evaluation of these will be based on the relative breadth and depth of the map’s content, logic of selections, and presentation.
Step 4: Identify a Variety of Types and Formats of Potential Sources for Information
[Approximately 45 minutes]

Explain:

Information is often time sensitive. From breaking news to up-to-the-moment financial data, it is important to get information as quickly as possible. The immediacy of that information is going to determine the format in which that information can be found, as well as how students and other researchers access that information.

Demonstrate:

View “The Information Cycle” PowerPoint for an exploration of how the lifecycle of information develops over time.

Explain:

Handout: Types of Information (Appendix A) and Information Sources (Appendix B)

The Information cycle yields essentially three types of information: primary, secondary, and tertiary. In producing information, primary sources are the first layer of production. Then, secondary sources build on what the primary sources first reported. Finally, tertiary sources summarize what the secondary sources interpret and conclude.

In consuming information, the reverse order is typically followed. Student-researchers will begin their search with tertiary sources, which build a foundation for their secondary research. In advanced classes, students may also explore primary sources. Most of the research DeVry University students conduct is with tertiary and secondary sources.

The Information Cycle PowerPoint shows that there is a time frame from the occurrence of an event to when it becomes available in different types of sources. With some information formats, there is an additional lag time from when the information is produced until when it becomes searchable in access tools, such as library databases. The library databases then pick up, index, abstract, and make that information available to users in their online services.

Over time, general public interest in an event diminishes too. Often times, the closer a report is to the occurrence of an event—particularly a breaking news story—the greater the chance is for an error in reporting it accurately and reliably.

Facilitate:

The Information Cycle Assignment (Appendix C) requires student to draw conclusions based on the material presented about the characteristics of a variety of information sources.

Scoring will be based on the correctness and completeness of the responses.

Discuss:

- How does the time frame of an event affect the types of information available to researchers and how they access that information?
- What are the relative advantages and disadvantages of primary, secondary, and tertiary sources for student researchers?

Explain:
Beyond the Internet, the most popular form of information that students use in their papers often comes from periodicals. These are publications that come out at regular periods of time, or periodically - daily, weekly, monthly, quarterly, etc. - hence the name!

There are several different types of periodicals. Students are probably already familiar with some of these, such as popular magazines, gossip tabloids, and newspapers. Some may be less familiar, such as journals of commentary and opinion or professional, trade, and industry publications. Scholarly and research journals may be completely new. The peer review process is one of the most important distinguishing features of scholarly or academic publications.

**Handout: Types of Periodicals (Appendix D)**

**Demonstrate:**

View the Peer Review PowerPoint.

**Discuss:**

Why are scholarly or academic journals viewed as better than other types of periodical publications?

**Explain:**

There are close to a half-million print and eBooks available in the Library. In addition, there are hundreds of thousands of periodical articles that can be accessed via the Library website, using the individual periodical databases. Module 2 will explain in more depth how to search, identify, and retrieve books and articles, while Module 1 explores how library databases, catalogs, and books are organized.

Library databases, such as those found in EBSCOhost, are used to organize periodical articles and other types of information, while the online catalog lists the library's collection of print and eBooks. In the latter case, any eBook located via the catalog can be expanded to the full-text version. Library databases, such as those found in EBSCOhost, are organized around subject areas, such as business, computer science, and nursing; or format, such as newspapers. These databases can be searched individually or simultaneously.

Library databases are made up of thousands of individual records, each tied to a particular article, book, or other item. Individual database records are organized by author, title, subject, date, keyword, etc. for ease of searching.

Library databases typically include three levels of information:

- **Citation**—A citation typically provides the following information: author, title, publication name, date, volume, issue number, and pages of the article, as well as if it contains illustrations or other graphics.

- **Abstract**—An abstract is a summary of the article.

- **Full text/image**—Depending on the database provider’s agreement with the article publisher, the database may contain the full text of the article. In some cases, it may also include the full image of the article—just as it appears in the print or online publication itself.

Books and other materials (e.g., DVDs, CDs, etc.) in the DeVry University Library are arranged according to the Library of Congress (LC) classification system, which is geared towards academic libraries, as compared to the Dewey Decimal System, which is geared more to public libraries. Each book or item has a unique letter and number combination assigned to it, referred to as its “call number.”

The basic LC schedule is listed in **Appendix E.**
In the LC system, Business and Management is classified under the Social Sciences (letter “H”); engineering is classified under “T” for “Technology.” Often, there is overlap of subjects. Some subjects may be classified under more than one letter. For example, a book on media design might appear in the “N”s (“Fine Arts”), or the “T”s (“Technology”).

Facilitate:

The LC Classification Assignment (Appendix F) examines the students’ knowledge of the LC Classification System.

Explain:

The library catalog (also known as the “Online Catalog”), which will be discussed in greater detail in Module 2, includes the call number for every item in the DeVry University Library collection. Using the call number, the item can be located on the shelf. The LC system arranges items in alphanumeric order. That means they are filed alphabetically and in numeric order, including decimals.

For example:

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Call Number</th>
<th>Call Number</th>
<th>Call Number</th>
<th>Call Number</th>
</tr>
</thead>
</table>

Facilitate:

The Call Number Activity (Appendix F) checks students’ comprehension of the alphanumeric order of call numbers.

Step 5: Beyond the Books & Periodicals in Your Library

[15 minutes]

Demonstrate:

The “Request an Item” function on the DeVry Catalog (Appendix G) is an intra-library loan service through which material from one campus library in the DeVry system can be requested by a student, staff member, or professor from another campus library. Items are shipped via UPS to the library of the person making the request. By using ‘Request an Item’, students are not limited to the resources at their local DeVry Library.

Some DeVry campus libraries also provide an inter-library loan service, though which materials can be borrowed from other libraries across the nation—students should check with their local library to see if this service is available to them.

Local public, community college and state university libraries are also a great resource of information. Public libraries, by law, can be visited by all residents of that state and are another great resource for students in the area. The same is true for residents living within the boundaries of their local community college and for residents of the state in which their university library is located.

Discuss:

What are the local public, community college and state university libraries to which DeVry students at your Metro might also be able to use?
Explain:

Another important consideration in the research process is determining the desired format of the information. Doing so will help students focus their research strategy and manage their expectations for the types of material they expect to locate.

Discuss:

How might each of the following resources address the topic of weather?

- Video clip
- A photograph
- A statistical dataset
- An article from a scholarly journal
- A federal publication found on a .gov website
- A newspaper article
- An audio clip from a news or history audio archive site

What are the advantages and/or disadvantages to using certain resources?

Step 6 Managing time, resources, etc
[Approximately 15 minutes]

Explain:

One of the biggest challenges for students is time management. Some professors suggest that next to writing the paper, time management—setting a timeline and sticking to it—is the hardest part of the research process. It is easy to underestimate the time involved, procrastinate, finish everything in a rush, and turn in a product that is not as good as it could have- or should have- been.

Here are some key things to consider:

- How long will it take you to find books and articles?
- How much time will it take to obtain them?
- How much time will be required to read and digest the material?
- How much time will be needed to synthesize the material and formulate the main ideas of your paper?
- How much time will it take to write your report? Draft 1-Draft 2-rough final-then the final report. The writing process can be rather time consuming and must be factored into the process (WSU Library Instruction. 2010, January 7. The research process).

Often it helps to work backwards from the final due date and create a calendar of target dates for each component of the final paper. The time allotted for each task is somewhat arbitrary and depends on the
individual’s schedule, the topic, availability of resources, etc. Still, students should be able to develop a calendar for their own research purposes.

See sample calendars in Appendix H.

There are also various online assignment calendars that can be found on the Internet, which can help lay out a plan for helping with time management. Students are welcome to try these out on their own.

**Explain:**

Although research is often taught as a linear process (Do “A” and then move on to “B”), research is actually a recursive process which often requires going back and repeating steps multiple times in order to finally get it right.

If the word “research” is broken down into its component parts, a clearer understanding of the process can be gained: “search” means to seek, and “re-” means to repeat or do again. Good research involves seeking information on an ongoing basis, not just one time.

Neely (2006) suggests that as students go about their research there are certain things they should consider:

- Ask yourself: Do I understand all the information?
- Continue to discuss the research with friends and colleagues—verbalizing ideas often lends itself to new insights and perspectives
- Gather more sources than required in case you later decide some of them are not relevant
- Develop and revise your outline as acquire more information
- Continue to review your initial research question to determine if additional research and information are needed—discard irrelevant or useless findings or results
- Look at material under each heading in your outline and synthesize major points and concepts

**Conclude:**

Module One attempts to make a research project approachable to students by deconstructing the types and accessibility of information, to assist students in finding, evaluating, and integrating outside information into their own material.

**Resources Used:**


http://www.ala.org/ala/grps/divs/acrl/standards/informationliteracycompetency.cfm


*Cycle of information: Putting it all together* (n.d.). Retrieved from North of Boston Library Exchange website:

http://www.noblenet.org/merrimack/infocycle.pdf
Appendix A: Types of Periodicals

The First Round of Publication:
- New ideas
- New findings
- Eye witness accounts

Appear in:
- Newspapers
- Scholarly journals
- Dissertations
- Conference proceedings

Primary Sources

Emphasis:
- Originality

Author:
- Researcher
- Witness
- Participant
Producing Information:

1. Primary Sources

2. Secondary Sources

3. Tertiary Sources

The Second Cycle of Publication (produced after the fact):
- Interpret
- Evaluate
- Discuss

Secondary Sources
- Appear as:
  - Popular magazine articles
  - Reviews and critiques
  - Scholarly books
  - Conference proceedings
- Emphasis: Synthesis, evaluation, and interpretation
- Author: Varies by source from experts to staff writers

The Third Cycle of Publication: Summarize or distill primary and secondary sources
- Appear in:
  - Reference works, i.e.:
    - Encyclopedias, dictionaries, OR textbooks
- Emphasis: Access and compilation
- Author: Copywriter, Contracted writer
### Appendix B: Primary, Secondary, and Teritary Sources

<table>
<thead>
<tr>
<th>Time frame</th>
<th>Media</th>
<th>Access to information</th>
<th>Availability in access tool</th>
<th>Audience</th>
<th>Accuracy and Reliability</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary Sources</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Within the hour</td>
<td>Radio/TV/Internet, news, Blogs, wikis, social media</td>
<td>Search engines, recorded broadcasts</td>
<td>Within the hour</td>
<td>General public</td>
<td>Poor to good</td>
</tr>
<tr>
<td>Day/Days+</td>
<td>Newspapers</td>
<td>Online indices</td>
<td>Within 1 day to 1 week</td>
<td>General public</td>
<td>Good</td>
</tr>
<tr>
<td>Week/Weeks+</td>
<td>Popular magazines</td>
<td>Online indexes</td>
<td>Within 1-4 weeks</td>
<td>General public and knowledgeable lay people</td>
<td>Good to very good</td>
</tr>
</tbody>
</table>
## Secondary Sources

<table>
<thead>
<tr>
<th>Stage of the Info Cycle</th>
<th>Intended Audience</th>
<th>Likelihood of Accuracy</th>
<th>How to Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Months+</td>
<td>Journals</td>
<td>Online indexes and bibliographies</td>
<td>Within 1-4 weeks to within 1 year</td>
</tr>
<tr>
<td>1-3 Years</td>
<td>Books</td>
<td>Online book sellers, online catalogs</td>
<td>Simultaneous with release of book or addition of book to Library’s collection</td>
</tr>
</tbody>
</table>

## Tertiary Sources

<table>
<thead>
<tr>
<th>Stage of the Info Cycle</th>
<th>Intended Audience</th>
<th>Likelihood of Accuracy</th>
<th>How to Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two or more years</td>
<td>Reference works</td>
<td>Online book sellers, online catalogs</td>
<td>Simultaneous with release of book or addition of book to Library’s collection</td>
</tr>
</tbody>
</table>

*Cycle of information: Putting it all together.* (n.d.); WSU Library Instruction, Basic timeline for information. (2010, January 7).

### Appendix C: Information Cycle Assignment

Please complete the following table based on what you’ve learned about research sources, thus far.

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>Stage of the Info Cycle</th>
<th>Intended Audience</th>
<th>Likelihood of Accuracy</th>
<th>Primary, Secondary, or Tertiary</th>
<th>How to Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>World Almanac</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refereed Journal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chicago Tribune</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breaking TV Fox News Interruption</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A “Tweet”</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Appendix D: Types of Periodicals

*Note to faculty: Chart could be supplemented with sample periodicals*

#### TYPES OF PERIODICALS

<table>
<thead>
<tr>
<th>Scholarly and research Journals</th>
<th>Professional, trade, and industry</th>
<th>Journals of Commentary and Opinion</th>
<th>Newspapers</th>
<th>Popular magazines</th>
<th>Gossip Tabloids</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>American Economics Review,</em></td>
<td><em>Game Developer,</em></td>
<td><em>Mother Jones,</em></td>
<td><em>New York Times</em></td>
<td><em>Time,</em></td>
<td><em>Star,</em></td>
</tr>
<tr>
<td><em>Plasma Physics,</em></td>
<td><em>Training,</em></td>
<td><em>Utne Reader,</em></td>
<td><em>Wall Street Journal</em></td>
<td><em>Sports Illustrated,</em></td>
<td><em>Globe,</em></td>
</tr>
<tr>
<td><em>Journal of Technical Writing&amp;</em></td>
<td><em>Technology Review,</em></td>
<td><em>Atlantic,</em></td>
<td><em>Christian Science Monitor</em></td>
<td><em>Spin,</em></td>
<td><em>World Weekly News</em></td>
</tr>
<tr>
<td></td>
<td><em>American Libraries</em></td>
<td><em>New Republic</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

14
<table>
<thead>
<tr>
<th><strong>Scope</strong></th>
<th>Reports of original research; in-depth analysis of issues related to discipline; Academic level book review; Refereed/peer reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Language Style</strong></td>
<td>Academic—can be very technical; uses the language of the discipline Writing for practitioners; may use extensive jargon</td>
</tr>
<tr>
<td><strong>Authors</strong></td>
<td>Researchers, academics, professors, scholars Practitioners or journalists with subject background Varies from staff writers, academics, journalists, politicizations, leaders and representatives of “groups”</td>
</tr>
<tr>
<td><strong>Sources</strong></td>
<td>Footnotes and bibliographies; often with extensive documentation Occasionally brief bibliographies; sources may be cited in text. Occasionally cite sources in text or may have short bibliographies Rarely cite sources in full. Attributions are to a person and her/his title</td>
</tr>
<tr>
<td><strong>Publisher</strong></td>
<td>Universities, scholarly presses or academic/research organizations Commercial publishers and trade associations Commercial publishers or not-for profit groups Commercial publishers and news organizations Commercial publishers and news organizations Commercial publishers</td>
</tr>
<tr>
<td><strong>Graphics</strong></td>
<td>Graphs, charts, formula depending on the discipline in black and white Photos, charts, graphs, numerous illustrations, many with glossy ads Varies widely from recycled paper to very glossy Photos and ads of many types Very glossy and full color, many ads Very graphic; high visual content</td>
</tr>
<tr>
<td><strong>Commentaries</strong></td>
<td>Commentaries on social, economic, and political issues; Some in-depth analysis; political perspectives; may act as a voice for an organization or movement; speeches &amp; interviews; Book reviews</td>
</tr>
<tr>
<td><strong>Current events</strong></td>
<td>Current events; hot topics; primary source for analysis of popular culture; short articles; Typically little depth; interviews</td>
</tr>
<tr>
<td><strong>Current trends</strong></td>
<td>Current information; hard news; local and regional information; classified ads; editorials; speeches; book reviews; primary source for information and events</td>
</tr>
<tr>
<td><strong>Sensationalist</strong></td>
<td>General audience General audience capable of 8th grade-level reading Journalists and freelance writers</td>
</tr>
<tr>
<td><strong>Staff writers; paparazzi; “journalists”</strong></td>
<td>Surveillance; gossip</td>
</tr>
<tr>
<td><strong>Current celebrity, public figures, and entertainment gossip</strong></td>
<td></td>
</tr>
<tr>
<td>Access Tools</td>
<td>Academic Source Complete</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Ask a Librarian for further details</td>
<td></td>
</tr>
</tbody>
</table>

(Gradowski et al., 1998; Engle, 2009)
### Appendix E: Library of Congress Classification Schedule

<table>
<thead>
<tr>
<th>Subject</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>General works</td>
<td>A</td>
</tr>
<tr>
<td>Philosophy, Psychology, Religion</td>
<td>B</td>
</tr>
<tr>
<td>Archaeology, Genealogy, Biography</td>
<td>C</td>
</tr>
<tr>
<td>History, General and World</td>
<td>D</td>
</tr>
<tr>
<td>History, Americas</td>
<td>E-F</td>
</tr>
<tr>
<td>Geography, Anthropology, Recreation</td>
<td>G</td>
</tr>
<tr>
<td>Social Sciences (includes business)</td>
<td>H</td>
</tr>
<tr>
<td>Political Science</td>
<td>J</td>
</tr>
<tr>
<td>Law</td>
<td>K</td>
</tr>
<tr>
<td>Education</td>
<td>L</td>
</tr>
<tr>
<td>Music</td>
<td>M</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>N</td>
</tr>
<tr>
<td>Language and Literature</td>
<td>P</td>
</tr>
<tr>
<td>Sciences</td>
<td>Q</td>
</tr>
<tr>
<td>Medicine</td>
<td>R</td>
</tr>
<tr>
<td>Agriculture</td>
<td>S</td>
</tr>
<tr>
<td>Technology</td>
<td>T</td>
</tr>
<tr>
<td>Military Science</td>
<td>U</td>
</tr>
<tr>
<td>Naval science</td>
<td>V</td>
</tr>
<tr>
<td>Bibliography, Librarianship</td>
<td>Z</td>
</tr>
</tbody>
</table>
Appendix F: LC Classification

Here is a quick exercise to help you better understand how to find books in the DeVry Library.

Under what letter of the LC Classification System would you expect to find a book on the following subjects?

1. Anatomy_____
2. Baseball_____
3. Science Fiction Literature_____
4. The US Navy_____
5. “How to Study” Guides_____
6. C++ programming_____
7. Islam_____
8. Queen Elizabeth II_____
9. Marketing_____
10. Hip Hop_____

KEY: 1-R; 2-G; 3-P; 4-V; 5-L; 6-T; 7-B; 8-D; 9-H; 10-M

Call Number Exercise:

Write the numbers 1-5 in the parentheses to show the correct alphanumeric order of the following LC call numbers

<table>
<thead>
<tr>
<th>BF</th>
<th>BF</th>
<th>BF</th>
<th>BF</th>
<th>BF</th>
</tr>
</thead>
<tbody>
<tr>
<td>7055</td>
<td>7055</td>
<td>705</td>
<td>70</td>
<td>705.5</td>
</tr>
</tbody>
</table>

( )    ( )    ( )    ( )    ( )

KEY: 5, 4, 2, 1, 3
Appendix H: Sample Student Calendars

Each student should be able to work backwards and construct a calendar based on their specific research needs.

Here is an example:

<table>
<thead>
<tr>
<th>Task</th>
<th>Start date</th>
<th>Due/completion date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit paper</td>
<td></td>
<td>August 1</td>
</tr>
<tr>
<td>Final proofreading</td>
<td>July 28</td>
<td>July 30</td>
</tr>
<tr>
<td>Write final draft</td>
<td>July 21</td>
<td>July 28</td>
</tr>
<tr>
<td>Rewrite and revise</td>
<td>July 6</td>
<td>July 20</td>
</tr>
<tr>
<td>Edit rough draft</td>
<td>June 29</td>
<td>July 5</td>
</tr>
<tr>
<td>Write rough draft</td>
<td>June 10</td>
<td>June 28</td>
</tr>
<tr>
<td>Outline of paper</td>
<td>June 4</td>
<td>June 9</td>
</tr>
<tr>
<td>Library Research</td>
<td>June 2</td>
<td>July 21</td>
</tr>
<tr>
<td>Create Search Strategy</td>
<td>June 6</td>
<td>June 7</td>
</tr>
<tr>
<td>Choose topic and write thesis</td>
<td>June 1</td>
<td>June 5</td>
</tr>
</tbody>
</table>

Students may also want to develop a graph to chart their progress. Here is an example:

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
<th>Week 4</th>
<th>Week 5</th>
<th>Week 6</th>
<th>Week 7</th>
<th>Week 8</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Submit paper</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Final proofreading</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Write final draft</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Write rough draft</td>
<td></td>
<td>Rewrite and revise</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outline paper</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Research</td>
<td></td>
<td></td>
<td>Create Search Strategy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choose topic and write thesis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>