THE FLORIDA STATE UNIVERSITY
COLLEGE OF COMMUNICATION & INFORMATION
School of Library & Information Studies

LIS XXXX - Course Title
Section(s):
Term & Year:
Course Meeting Day/Time:
Course Meeting Location:

CONTACT INFORMATION:
Instructor:
Email:
Office:
Phone:
Office hours in office, online or via phone:

Teaching Assistant:
Email:

COURSE DESCRIPTION
[Description of course in 50 words or less]
[How the course will benefit the student; how the course relates to the content, primary concepts and principles of the discipline (where it fits into the overall intellectual area. Type of knowledge and abilities that will be emphasized]

COURSE OBJECTIVES
At the end of this course, students will be able to:
[Objectives must be written in measurable language: Describe, Identify, Demonstrate etc.]
[What the students will gain from your course and why these objectives are important skills/knowledge]

COURSE OUTLINE OF TOPICS
[A weekly list of major topics without too much detail]

[sample; should include dates, include holidays/other non-meeting dates]
Week 1: Course introduction and logistics
Week 2: Database Training 1. Introduction to Dialog.
Week 3: Database Training 2, Advanced Dialog
Week 5: Business Research Issues
Week 4: Database Training 3: FSU Libraries Resources
Week 6: Business Ready Reference Services
Week 7: Business, Professional, and Trade Associations
Week 8: Researching Companies 1
Week 9: Researching Companies 2
Week 10: Business, Industry & Economic Conditions
Week 11: Business Information from U.S. Government

Week 12: International Business Sources
Week 13: Banking
Week 14: Bonds, Fixed-Income Securities, Mutual Funds
Week 15: Real Estate and Insurance Information Sources

COURSE MATERIALS

[List texts and other materials here: Required Readings/Texts; Suggested Readings; Instructional Technologies; Course Packs; Other Materials]

GRADING/EVALUATION

[Standards and Method — A clear explanation of evaluation, including a clear statement on the assessment process and measurements. Be explicit. You may include format, number, weight for quizzes and exams, papers and projects, as well as how they well be assessed and the overall grading scale and standards. List of assignments with dates due and brief description and weight of each]

[Below is the official FSU grading scale; you may modify it but be aware that you will need to explain this clearly to students]
[Grading Scale:

A	93 - 100	C	69 – 72
A-	89 – 92	C-	65 – 68
B+	85 – 88	D+	61 – 64
B	81 – 84	D	57 – 60
B-	77 – 80	D-	53 – 56
C+	73 – 76	F	0 – 52]

COURSE POLICIES

<u>Attendance Policy</u>

University-wide policy requires all students to attend the first day of class meeting of all classes for which they are registered. Students who do not attend the first class meeting of a course for which they are registered will be dropped from the course by the academic department that offers the course. This policy applies to all levels of courses, mode of instructional delivery and to all campuses and study centers. **It is the student's responsibility to verify course drops and check that fees are adjusted.**

[State what effect unexcused absences will have on grades and explain class attendance and grading policies in writing at the beginning of each semester.]
[Include policies on late attendance, late work, missed tests, and extra-credit work]

[University-wide policy requires all students to attend the first class meeting of all classes for which they are registered. Students who do no attend the first class meeting of a course for which they are registered will be dropped from the course by the academic department that offers the course. In order to enforce this policy, instructors are required to take attendance at the first class meeting and report absences to the appropriate person in their department or school/college.]

Excused absences are documented illness, deaths in the immediate family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities, such as participation in athletic events. Consideration will also be given to students whose dependent children experience serious illness. All students are expected to abide by this class attendance policy. Students must also provide, when possible, advance notice of absences as well as relevant documentation regarding absences to the instructor as soon as possible following the illness or event that led to an absence. Regardless of whether an absence is excused or unexcused, the student is responsible for making up all work that is missed. Students will not be penalized for excused (documented) absences.

Copyright Statement

Some of the materials in this course are possibly copyrighted. They are intended for use only by students registered and enrolled in this course and only for instructional activities associated with and for the duration of the course. They may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the Teach Act.

Academic Honor Policy

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to ". . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at http://dof.fsu.edu/honorpolicy.htm.)

Americans with Disabilities Act

Students with disabilities needing academic accommodation should:

(1) register with and provide documentation to the Student Disability Resource Center; and

(2) bring a letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class.

This syllabus and other class materials are available in alternative format upon request.

For more information about services available to FSU students with disabilities, contact the:

Student Disability Resource Center
874 Traditions Way
108 Student Services Building
Florida State University
Tallahassee, FL 32306-4167
(850) 644-9566 (voice)
(850) 644-8504 (TDD)
sdrc@admin.fsu.edu
http://www.disabilitycenter.fsu.edu/

SYLLABUS CHANGE POLICY

Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advanced notice.