# CLASS MEETINGS:

Tuesdays and Thursdays, 10:00-11:30 am

Room C1-121 (BITS@HSCL)

# COURSE WEBSITE:

E-Learning (Canvas) website: <https://elearning.ufl.edu/>

# INSTRUCTORS:

This is a team-taught course, with each instructor teaching 2-3 sessions. You are welcome to contact any of us via our information below or through Canvas messaging. If you email us directly, please use your “.ufl” account and include your full name in the body of the email. We’re all located in the Health Science Center Library (Communicore Building).

Michele R. Tennant, PhD, MLIS

Instructor and Course Director

C2-203, 352-273-8426, [tennantm@ufl.edu](mailto:tennantm@ufl.edu)

Margaret Ansell, MLIS

Instructor

C2-226, 352-273-8410, [meansell@ufl.edu](mailto:meansell@ufl.edu)

Mary E. Edwards, EdD, MLIS

Instructor

C2-226, 352-273-8421, [meedwards@ufl.edu](mailto:meedwards@ufl.edu)

Hannah F. Norton, MSIS

Instructor

C2-226, 352-273-8412, [nortonh@ufl.edu](mailto:nortonh@ufl.edu)

# OFFICE HOURS: Communicore Building

Ms. Norton: Wednesday, 1:00-2:00 pm (Room C2-226)

Dr. Edwards: Thursday, 2:30-3:30 pm (Room C2-226)

Ms. Ansell: Friday, 12:00-1:00 pm (Room C2-226)

We are happy to meet with you during the scheduled office hours listed above, or by appointment.

September 2 is a UF holiday, therefore office hours will not be available that day.

# DIVERSITY AND INCLUSION STATEMENT

We intend this course to be helpful and engaging for students of all diverse backgrounds and perspectives and that your learning needs are served in and out of class. It is our intent to present materials and activities that are respectful of diversity: age, culture, disability, ethnicity, gender identity, nationality, race, religion, sexuality, and socioeconomic status. Your suggestions are encouraged and appreciated and can be submitted anonymously at any time through this survey <https://bit.ly/2WA0qPH>

It is our goal to make all class materials and assignments accessible to everyone, using the principles of universal design for learning. In addition, if you require specific academic accommodations, please avail yourself of the resources of the Disability Resource Center (<https://disability.ufl.edu/>, 352-392-8565) and discuss this with us as soon as possible in the semester.

# COURSE OBJECTIVES AND GOALS:

The course is designed to introduce the most important concepts, resources, methods, and tools used in searching for and communicating biomedical information - both literature and data. The overarching goal of the course is to help you find, use, and create information in your discipline through research, publication, presentation, grant-seeking, and other means.

You will explore topics including literature searching, bibliographic citation software, basic NCBI resources, funding sources, data management, and plagiarism and information ethics.

When you complete the course, you will be able to:

* describe and effectively use information retrieval theory and strategies;
* successfully construct search strategies and operate search interfaces in a variety of literature and other biomedical and health-related databases;
* evaluate search results for relevance and quality;
* compare and contrast bibliographic citation software as tools to organize and format article citation information;
* locate and appraise biomedical and health-related grant information;
* employ appropriate tools and use them to locate gene, genome, sequence, and structure data and information;
* justify the rationale for data reuse/sharing and best practices in data management; and
* knowledgeably discuss issues concerning the ethical use of information, complying with federal access mandates, and increasing research visibility.

# SCHEDULE OF TOPICS AND ASSIGNMENTS:

|  |  |  |  |
| --- | --- | --- | --- |
| Class Number | Date | Topic(s) | Assignments and Quizzes |
| 1 | Aug. 20 | **Searching the Biomedical Literature: PubMed, MeSH, and MyNCBI** |  |
| 2 | Aug. 22 | Searching the Biomedical Literature: Web of Science, BIOSIS Previews, CAB Abstracts | Homework 1 due |
| 3 | Aug. 27 | Organizing your Information: RefWorks, Endnote, Mendeley, Papers | Homework 2 due |
| 4 | Aug. 29 | Grants – What You Need to Know Before and After Submitting | Homework 3 due |
| 5 | Sept. 3 | NCBI Databases and Analysis Tools | Homework 4 due  QUIZ 1 |
| 6 | Sept. 5 | **Data Management: Best Practices, Requirements, Resources** | Homework 5 due |
| 7 | Sept. 10 | **Ethical Use of Information, Plagiarism, and Citing** | Homework 6 due |
| 8 | Sept. 12 | Publishing Best Practices | Homework 7 due |
| 9 | Sept. 17 | Measuring and Increasing your Publication Visibility and Impact | Homework 8 due |
| 10 | Sept. 19 | Class Wrap-up | Homework 9 due  QUIZ 2 |

Homework assignments are due at the **beginning** of the next class period.

# CLASS FORMAT:

This course is designed to be practical, skills-based, and interactive. Each class session will involve a presentation by one of the instructors, one or more in-class individual exercise(s) putting the presentation content into practice, and follow-up group discussion. Homework assignments give you an opportunity to apply and extend what you learned in class to a different question or scenario. Quizzes consist of two questions from each class session, including multiple choice, short answer, and matching questions.

# GRADING:

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Description | Total points available | Percentage of final grade |
| Homework | 9 assignments, 10 points each | 90 | 50% |
| In-class participation | For each class day other than last class (9 days), 5 points each | 45 | 25% |
| Quizzes | First quiz covers 4 classes (20 points)  Second quiz covers 5 classes (25 points) | 45 | 25% |

The rubric for grading in-class participation is:

* 5 points = makes exemplary contributions to discussion by integrating concepts, introducing novel perspectives, and drawing out contributions from classmates
* 3 points = participates in discussion by adding an opinion, posing thoughtful questions, and answering questions
* 1 point = present but does not contribute
* 0 points = unexcused absence

We understand that valid absences may occur. You will be able to make up missed class discussions through written means if you notify us in advance. Overall requirements for class attendance in this course are consistent with university policies that can be found at: <http://gradcatalog.ufl.edu/content.php?catoid=12&navoid=2750#attendance>

Your final grade will be based on the percentage of the total points earned as follows:

Point Range (%) Letter Grade

90% and above A

87%-89% A-

83%-86% B+

80%-82% B

77%-79% B-

73%-76% C+

70%-72% C

65%-69% C-

55%-64% D

54% and below E

UF GRADING POLICIES: <http://gradcatalog.ufl.edu/content.php?catoid=12&navoid=2750#grades>

# REQUIRED TEXTBOOKS, MATERIALS AND SUPPLIES FEES:

There are no required or recommended textbooks for this course. Journal article readings are listed in the Readings and Videos document and available through Canvas. There are no materials and supplies fees assessed for this class.

# ONLINE COURSE EVALUATION PROCESS:

Please provide feedback on the quality of instruction in this course by completing the online evaluation at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but you will be given specific times when they are open. Summary results of these assessments are available to you at any time at <https://evaluations.ufl.edu/results/>.

# UNIVERSITY HONESTY POLICY:

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code.” On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (<https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please let us know.

# RESOURCES FOR ADDITIONAL HELP:

### Health and Wellness

* U Matter, We Care:

If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) or 352 392-1575 so that a team member can reach out to the student.

* Counseling and Wellness Center: <https://counseling.ufl.edu/>, 392-1575
* UF Title IX: [inform@titleix.ufl.edu](mailto:inform@titleix.ufl.edu), 352-273-1094
* University Police Department, 392-1111 (or 9-1-1 for emergencies), <http://www.police.ufl.edu/>

### Academic Resources

* E-learning technical support, <https://lss.at.ufl.edu/help.shtml>, 352-392-4357 (select option 2), [Learning-support@ufl.edu](mailto:Learning-support@ufl.edu)
* Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. <http://writing.ufl.edu/writing-studio/>
* Student Complaints On-Campus: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>