General Course Description

OPWL588 is a basic refresher course designed for professionals wanting to learn how to use the BSU online library to find and use materials relevant to their other coursework, and how to use citations and references appropriately in their assignments and format them in the APA style. The course focuses on:
1. Basic research skills – searching for information online and active reading skills
2. Conducting a simple literature review
3. Using bibliographic management software for citations and references
4. Using Apps to assist you in your coursework
5. The basics of copyright law

Textbooks and Readings

No textbook is required. All materials – articles and videos – will be provided on the course site.

Course Goals

At the end of this course, you should be able to:
1. Conduct a search for books, including eBooks and Adobe Digital editions
2. Conduct a search for articles
3. Request books via interlibrary loan
4. Apply the SQ4R active reading technique to reading an article
5. Conduct a basic literature review
6. Describe when you need to cite sources
7. Proofread APA style citations and references
8. Manage sources and create APA style citations and references using a citation manager (Zotero, EndNote Basic, or Mendeley)
9. Identify apps that will help you in your coursework
10. Explain the basics of copyright and fair use

Course Assignments

Class Participation (Individual)

You are expected to participate in the weekly class discussions by:

- Posting your own response to the discussion question.
- Posting at least two responses to your classmates on at least two different days.
• Contributing substantively during discussions by contributing clear, concise, quality messages that move the discussions along.

**Weekly Assignments**

Each week you will be asked to complete one or more assignments related to the weekly topics:

• Active Reading Assignment (Individual)
• Online Library Search (Scavenger Hunt) Assignment (Individual)
• Mini Literature Review Assignment (Individual)
• APA Style Citations and References Proofreading Assignment (Individual)
• Bibliographic Management Assignment (Individual or Group)
• Copyright Quiz (Individual)

**Time Required**

A general rule of thumb is that you should expect to invest approximately 45 hours per credit during a semester. OPWL 588 is a 1-credit course taught during the first 5 weeks of the semester. This means that you should expect to invest approximately 9 hours per week (45/5) on this course.

Of course, these times are not absolutes. It may take some people more or less time than others depending on their familiarity with the online environment or their ability to understand and apply the material. Also, some weeks may take more or less time than others depending on the topic that you are covering or the deadlines for assignments.