UCD Library

An Leabharlann, An Coláiste Ollscoile, Baile Átha Cliath

www.ucd.ie/library

Sample Information Skills Course Content

Created 9th August 2011

This guide provides links to examples of library workshops and their contents.

Depending on the time allocated to the Library, training sessions can be adjusted to each discipline and module requirement, in order to meet the identified information skills needs, at the level required.

Identify Your Topic

Learning outcomes

- Formulate the research question
- Develop research strategy operators in order to broaden/narrow your search
- Keeping a record of search (strategy) options

Advanced Database Searching

Learning outcomes

- Identify relevant databases
- Using advanced searching techniques
- Using thesaurus terms
- Using Boolean logic and wildcards
- Learn how to save/print results

Sample Worksheet

- Develop and refine a research strategy and apply it to a range of resources
- Identify two databases that support your subject
- Do an advanced search, using the thesaurus where possible,
- Identify three relevant results/references to create an EndNote bibliography

Using the Web

Learning outcomes

– Advanced search options in Google

– Google Scholar

– Search engines, subject directories, subject portals
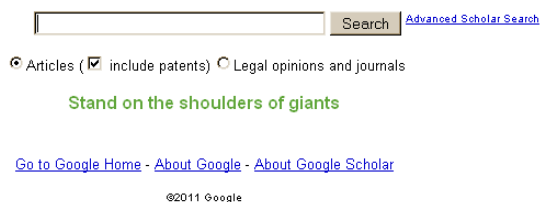
Evaluating Web Resources

Learning outcomes

– Critically evaluate information on the Web

– Ensure the source is fit for purpose

– Ensure the information is reliable

– Develop critical-thinking skills

Sample Worksheet

– Identify a gateway site in your subject area

– Identify a subject portal site

– Use your search strategy in the "Identify your topic" worksheet, perform an advanced search in Google.

– List four ways of narrowing your search in Advanced Google

– What are the advantages / disadvantages of using Google Scholar?

– Evaluate particular information found on the web

Finding Newspaper Articles

Learning outcomes

– Learn how to find newspaper articles in Nexis UK

Sample Worksheet

– Using Nexis UK, locate and print out two relevant newspaper articles on your subject.

Finding Grey Literature

Learning outcomes

– Learn how to find grey literature, e.g. Government reports; theses (print and electronic), conference papers, reports, statistical sources etc.

Sample Worksheet

– Name one important statistical resource

– Identify two sources where you can access digital theses

– Print result. List four ways of narrowing your search on advanced Google

– What are the advantages / disadvantages of using Google Scholar

Using EndNote – Beginner level

Learning outcomes

– What is reference management software?

– Introduction to EndNote

– Entering references into EndNote

– Exporting/Importing references

– Using "Cite While you Write"

– Building subject bibliographies

– Creating an annotated bibliography

Sample Worksheet

– Identify plagiarised material

– Create a new library in EndNote

– Enter references into your EndNote library

– Conduct a search in a database with a direct export feature and export the references into your EndNote Library

– Conduct a search in a database without a direct export feature and import the references into your EndNote Library

– Remove duplicates

– Add keywords

– Use Cite While you Write to:

– insert citations into a Word document

– change the citation style of the document

– Create a subject bibliography/ Create an annotated bibliography

Ethical Use of Information

Learning outcomes

- What is plagiarism? What is common knowledge?
- Avoiding plagiarism, use of paraphrasing, reporting verbs, citing secondary sources etc.
- Citation styles used in UCD
- Unintentional plagiarism vs. Intentional plagiarism
- Detecting plagiarism
- Plagiarism Detection Software