Course Objectives:

This class is a survey of government information dissemination and reference that will compliment many career paths. We will investigate government information policies, publishing, and sources covering these areas: current government affairs, historical, statistical, legislative, regulatory, executive, and judicial. Primary emphasis is given to online U.S. government information, complemented by supplementary non-governmental resources. Scientific U.S. government information systems and sources are briefly introduced.

1. To become familiar with the nature and current status of U.S. federal government information systems and sources;
2. To become familiar with the nature and sources of historical and statistical U.S. federal information;
3. To learn to search effectively in online sources for information produced by U.S. government agencies;
4. To understand the processes by which federal government information is created, distributed, and used;
5. To be able to make informed decisions about the selection, acquisition, description, arrangement and use of federal information sources;
6. To have a beginning familiarity with U.S. scientific government information systems and sources.

Required Textbook


Students are responsible for reading this textbook and either purchasing or accessing it. You may obtain it from the I.U. Official Bookstore or borrow a copy from the Law Library. For student convenience, the required readings for the first week will be made available in Canvas.

Websites and Resources on Citing Government Information: accepted style manuals for the course project are APA, MLA, and the *Chicago Manual of Style*. Some assignments and the course project require correct citation. See Canvas for the class citation guide.

Modules and Course Materials

There are fourteen weekly modules. Each module includes the following information. The instructors suggest you approach the modules in this order, but it is not required. Reading the directions thoroughly is required.

1. Readings
2. Lectures
3. Resource Lists
4. Tutorials and Handouts
5. Assignments (Including Short Quizzes and Required Discussions)
Students are responsible for reading/or viewing the resources on the lists as instructed. Not all resources need an in-depth reading – and we let you know when you just need to look at a resource or be aware of it. Only a few tutorials and exercises are listed for each module. In general, the bulk of your work will be in reviewing the resource lists. Be creative and explore the resources in areas of interest to you that you may want to write about in the course project.

Online lectures, webinars, and readings are posted in Canvas. Every week, prepare by watching or reading the lectures, watching the videos and reading the required materials. For some resources, such as websites or online databases, you are required only to look at them, review their purpose and test their functionality.

Students are responsible for independently reviewing all publications and databases included on the Resource Lists and for viewing any assigned database tutorials to prepare for answering the questions in the Assignments.

Students are responsible for asking questions. Use Canvas messaging to ask the instructor of the related Module or both instructors concerning the Course Project if you have questions or don't understand course content or a resource.

Course Schedule of Topics and Assignments

Content for each week, including assignments, will be accessible to students no later than the first day of each week. However, the course project instructions will be available after Week 2.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Details</th>
<th>Assignment</th>
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| Week 4  (Feb 2-6)     | The Executive Branch: Departments and Agencies | 1. Types of Executive Branch Documents  
2. Understanding Federal Executive Branch structure  
3. Tools, finding aids, and guides  
|----------------------|------------------------------------------------|---------------------------------------------------------------------------------|
| Week 5  (Feb 9-13)   | U.S. Government Catalogs, Databases, and Collections | 1. FDLP: Bibliographic Control  
2. U.S. government catalogs & indexes  
3. Non-governmental indexes and finding aids | |
| Week 6  (Feb 16-20)  | The Catalog of U.S. Government Publications (CGP) & the Monthly Catalog (MOCAT) | 1. The Historical Monthly Catalog (MOCAT)  
2. CGP  
3. MetaLib federated search engine | CGP required discussion due Feb 19 |
| Week 7  (Feb 23-27)  | The Legislative Branch & Congressional Documents | 1. Congress and the Legislative Process  
2. Congressional Documents and Publications  
3. Legislative History Research  
4. Federal Digital System (FDsys.gov) | |
| Week 8  (Mar 2-6)    | The Legislative Branch & Congressional Documents, continued | 1. ProQuest Congressional, HeinOnline, and Congress.gov  
2. Senate Treaty Documents  
3. CRS Reports | Congressional Documents Assignment due March 7 |
2. The Federal Register  
3. The Code of Federal Regulations  
4. Administrative Decisions  
5. HeinOnline | Administrative Regulations & Decisions Assignment due March 21 |
2. Statistical reporting  
3. Topical statistics, economic, financial, health, etc.  
4. Historical statistics | |
| Week 11          | Census Statistics & GIS | 1. U.S. Census Bureau  
2. Decennial & special censuses  
3. American FactFinder & other data tools  
4. American Community Survey | Statistics Assignment due April 4 |
|------------------|-------------------------|---------------------------------------------------------------|----------------------------------|
| Week 12          | The Judicial Branch     | 1. U.S. Court System  
2. Reporters & Digests  
3. Court documents  
4. Judicial branch business | Judicial Branch Documents Assignment due April 11 |
| Week 13          | FOIA (Morgan), Privacy, Secrecy & Declassified Documents (Morrison) | 1. Freedom of Information Act (FOIA) and the Privacy Act  
2. Government Secrecy  
3. Declassified Documents | Work on course project. |
| Week 14          | Scientific and Technical Information Resources | 1. Scientific & technical agencies, NASA, NOAA, etc.  
2. Portals, i.e. science.gov, agriculture, energy, etc.  
3. Databases & catalogs | Work on course project. Sci/Tech required discussion due April 24. |
| Weeks 15 & 16    | No class. Work on course project | | Course project due May 4, by 11:59 p.m. |

**Assignment Schedule and Grading:**

The Assignments are intended to help you become familiar government information resources and publications. On assignments, you must use only resources from the resource lists to get full credit. These are important resources for government information. Remember, access to historical and subscription resources varies. Carefully check access information in the Resource Lists or in IUCAT.

Assignments are weighted by group:

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<thead>
<tr>
<th>Group</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Assignments</td>
<td>50%</td>
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<tr>
<td>Discussion and Class Participation</td>
<td>15%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10%</td>
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<tr>
<td>Final Course Project</td>
<td>25%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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</tbody>
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On the Canvas Assignments page, you will find links to the assignments (which include research exercises), quizzes, the class discussion forum assignments, and instructions for the final course project paper. Each assignment has a grading rubric. Turn in assignments and the final course project paper by online submission to the Assignment tool in Canvas.
Each assignment will be available in Canvas AT LEAST ONE WEEK BEFORE IT IS DUE.

Late Assignments: Assignments must be turned in on the due date, no later than 11:59 p.m. You must request permission to turn in an assignment late. Before the due date, special circumstances for late assignments must be discussed with the instructor responsible for that particular assignment and with both instructors for the course project. Extensions for late assignments will be given on an individual basis. Please contact both instructors immediately to discuss extraordinary circumstances.

Assignments submitted late without permission will be penalized 10 percentage points per day. Late assignments will not be accepted one week past the due date. No late Course Projects will be accepted.

Required Discussions (class participation):

At the beginning of the semester, each student is required to post an introduction. This counts towards class participation. Then assigned discussions are required for some modules.

All students are expected to read, post, AND comment in required discussions. Participation grades will come from both posting and commenting.

Informal Discussions:

Posting informal discussions and questions is optional and counts towards class participation. Share your questions and comments with your classmates. Report an interesting finding. If you have questions for the instructors, contact them directly using Canvas messaging.

Indiana University Department of Information and Library Science, Definitions of Letter Grades. IU and ILS policies on academic dishonesty are to be followed. Students found engaging in plagiarism, cheating, and other types of dishonesty will receive an F for the course. When in doubt, cite your sources! For further information, see the I.U. Code of Student Rights, Responsibilities and Conduct.

Technology Requirements

Students are required to access online government information in a variety of formats from free government information resources and from Indiana University resources that require authentication. You will need to be able to view the Word, PDF, website, and video files indicated in the resource lists. Students are expected to appropriately login for remote access to IU resources.

If you have questions about technology problems, contact UITS. If you have questions about content, contact the instructor responsible for the module as indicated in the course modules and assignments via Canvas messaging only.