Course-Related Research Instruction Request
Must be scheduled by February 27th for Spring 2004

Title of Class ___________________________________________ Course Number __________

Class Meeting Days/Times ___________________________________________ Number of Students ______

Preferred Day ___________ Date ______________ Time ___________ for Instruction

Professor _________________________ Campus Address ____________ Office Phone ______

Home Phone ______________________ E-mail _______________________

ATTENTION INSTRUCTORS

Instructors are expected to attend each course-related instruction session. Your presence motivates the
students to become more engaged in the learning experience being provided. Should questions arise
about an assignment, your presence at these sessions provides an invaluable opportunity for students to
receive clarification and direction in conducting their research.

In a one-hour session a librarian can offer instruction on only some of the items listed below. Select those items
most useful for your class. If the librarian teaching your class cannot cover all the areas requested, you will be
contacted for more information or to schedule an additional class.

General Information Literacy:
☐ Selecting and refining a research topic
☐ Evaluating Information Resources (Print and Electronic)
☐ Avoiding plagiarism and proper citation of information resources

Books: ☐ Feinberg Library Catalog ☐ Other Electronic Catalogs

Reference Sources: ☐ Reference Room ☐ Electronic Reference Sources

Periodical Articles:
☐ Using Full-Text Databases ☐ Finding Newspapers
☐ Using Subject-Specific Databases ☐ Reviews & Critiques

Web Resources: ☐ Search Engines ☐ Subject Specific Sites

REQUIRED: Please include a course syllabus and describe how the instruction session relates to the
assignment:

__________________________________________________________________________________

Please send the completed form to Dennis Kimmage, Feinberg Library, x5309

OFFICE USE ONLY

Date/Time of Class ________________ Classroom _______ Librarian ________________

Date of Request ____________________ Taken by ___________