

IU

Kokomo

The Advocate

“Adjuncts Keeping in Touch”

Indiana University
Kokomo

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Upcoming Events

Spring Recess	March 13 - 20
“W” or “F” Withdrawal - Instructors signature required	March 4 - April 15
Fall Software requests and Textbook orders due	April 5
Classes End	April 30
Final Exams	May 2 - 6
Final Grades Due at Noon	May 9

Suggestions for Planning Library Assignments

By Gail L. MacKay, Associate Librarian

This is Part 1 of a three-part series about using library assignments with your classes. Look for Part 2: *Designing the Library Assignment* and Part 3: *Assessing the Library Assignment* in the next two issues.

Part 1: Planning the Library Assignment

1. Assume your students have minimal knowledge of how to do research in a college library. Arrange for library instruction.



- Even those who have achieved some level of proficiency with library research will benefit from the reinforcement and enhancement of their skills.
 - Bring the class when they are ready to begin their project not in advance.
 - Send a copy of the assignment to the instruction librarian.
2. Consult with a librarian who will work with you to be sure the resources needed to complete the assignment are available in the IU Kokomo Library. Databases that were available last semester may have changed their names or have been updated with some new and improved version; reference works may have been sent to the Stacks; paper journal titles may now be electronic; etc.
 3. The Library has resource guides for several fields. If your field is not included, ask the Library to develop a guide for your area. These subject guides provide a list of “where to start” their research to the students. Included in the guides are things like subject encyclopedias;

periodical indexes like *Applied Science and Technology Index*; *Sociological Abstracts*; *CINAHL*; reference works or standards in the field like *The Physician’s Desk Reference (PDR)*; *Encyclopedia of Sociology*; *CRC Handbook of Chemistry and Physics*; or the *Statistical Abstract of the United States*.

4. Try out the assignment yourself to see how long it takes an experienced researcher to do it and to be sure it can be completed realistically. Even the best planned assignments on paper (the theory) do not always pan out in practice (the application.)

Alternatives to the Research Paper

1. *Creative Assignments Using Information Competency and Writing* (Ohio University, Athens OH) This is a list of assignments which are not “just term papers” and which teach a broad range of Information Competency points. This list is an idea-jogger gleaned from readings, experience, and brainstorming. Many are stated as a basic idea with additional components of increasing complexity.
<http://www.library.ohiou.edu/libinfo/depts/refdept/bi/alternatives.htm>
2. *Suggestions for Assignments* (Gustavus Adolphus College, St. Peter, MN) It isn’t necessary to assign a full-fledged research paper to give students experience with finding sources and putting them to use. This chart lays out some alternatives to the standard research paper as well as the concepts and the skills they address.
<http://www.gac.edu/oncampus/academics/library/IMLS/assignmentsuggestions.html>
3. *Term Paper Alternatives* (UC Berkeley, Berkeley CA) There are many ways to incorporate the use of library resources into class assignments

without requiring a full-blown research paper. In fact, students may respond better to “alternative” assignments which enable them to focus on and master specific resources or aspects of the research process.
<http://www.lib.berkeley.edu/TeachingLib/PaperAlternatives.html>

The Advocate

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Tech Tips
Chérie Dodd



Goodbye TUVOK hello DATA

We say good bye to our TUVOK network server which will be replaced with a new network server called DATA. If you have documents or PowerPoint's saved on TUVOK you will need to map to the new network drive and copy them to the new space **as soon as possible**.

Mapping a network drive

Instructions for IU Kokomo Faculty and Staff.

1. Log on to the ADS server.
2. On the desktop right click on the My Computer icon and select Map Network Drive.
*(Sometimes with Windows XP you may not see the My Computer icon; in this case select the **Start** button and look for My Computer on the Popup menu and right click on it. The rest of the instructions will be the same.)*
3. Change the drive letter to U: unless that one has been used already in which case select any other free letter.
4. In the folder box type
[\\ko-cser-data.ads.iu.edu\users\UserName](http://ko-cser-data.ads.iu.edu/users/UserName)
e.g
[\\ko-cser-data.ads.iu.edu\jdoe](http://ko-cser-data.ads.iu.edu/users/jdoe)
5. Click Finish and wait a few seconds.
6. You will now be able to save your files to your **Data** folder.

Submitting Oncourse Grades

The link on your Gradebook Tool to submit your Official Final Grades to the registrar will once again be available this semester.

The link will only appear closer to the due date for final marks.

Please note: Oncourse uploads data to the Registrar at 9pm daily. Therefore the deadline for submission using this link is the night prior to the final deadline for grades. If you miss this deadline you will have to enter the grades manually through OneStart.

CTLA Training Schedule

March - April 2005

All training will be held in KO 068 Main Building

3/11	F	9 - Noon	Windows: Basic computing skills
3/16	W	8:30 - 10	Oncourse: Gradebook
3/18	F	9 - 10	InLeT: Interactive Learning Toolkit
3/23	W	1 - 4	Fireworks: Basics
3/25	F	9 - Noon	Dreamweaver: The Basics
3/30	W	1 - 4	Outlook: Essentials
4/6	W	9 - Noon	Outlook: Scheduling for success
4/8	F	8:30 - 10	OneStart: Navigating the Portal
4/8	F	10:30 - 11:30	Remote Mouse Training
4/14	T	9 - 10:30	Word: Collaborative Tools
4/20	W	1 - 4	Access: The Basics
4/22	F	9 - Noon	Dreamweaver: The Basics

Go to <http://www.iuk.edu/cte/ist/Schedule.htm> to reserve a place on the course or more information on the course content.

Software Requests for Fall

Software requests for Fall must be submitted by April 5th, 2005.

Please go to <http://www.iuk.edu/it/areas/scs/forms/softreq.pdf> to download the form which must be completed and returned to Computer Services Help Desk.

ITHelpLive

A new help service is available to all IU students, faculty, and staff.

Mon - Fri 8 am - 5 pm
Mon - Fri 8 am - 9 pm (beginning March 21)



Tech Tips

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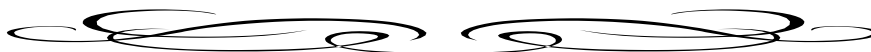
ITHelpLive continued

This service is only available to windows users.

To use ITHelpLive please follow these steps.

1. Open your browser and go to <http://ithelplive.iu.edu>
2. Type in username and password
3. Type in question and select continue
4. Once connected, you will be prompted to install ITHelpLive software if this is your first visit
5. Once installed, the program will launch
(For Mozilla Firefox browser - A launcher.exe file is downloaded to your desktop. Keep your browser open and run launcher.exe by double clicking it)
6. Wait for help consultant to talk to you
7. While you are waiting take a look at your security settings
Security settings control the level of access the consultant has to your computer and can be changed any time during a session. The settings are low, medium and high. The lower the setting the more access the consultant has to your computer.
8. When session is ended select end session, then select Exit to leave the Help System
9. Once the session is complete an email is sent to you giving details which can be kept for future reference.

Ref: <http://kb.indiana.edu/data/aoub.html>, <http://kb.indiana.edu/data/amyk/html>,
<http://kb.indiana.edu/data/amxu.html>, <http://kb.indiana.edu/data/amnl.html>



Service-Learning Practitioner Grants



The Indiana Campus Compact is requesting proposals from adjunct and part-time faculty for all disciplines and professional schools at Indiana Campus Compact member campuses — which includes IU Kokomo — for Developing Service-Learning Practitioner grants. Because many adjunct faculty are well connected to the local community, you may already have relationships in place helpful to implement service learning in your courses. The grants support revision of existing courses to incorporate service components or creation of new service-learning courses.

Grant awards range from \$1000 to \$2000 with a required match of 50% of the grant amount from the institution. IU Kokomo supports and encourages faculty to apply for these grants. Proposals can be submitted anytime during the 2004-2005 year as long as it is at least 30 days before the proposed project starts. To get a fact sheet with selection criteria and learn more about the grant application procedure, please contact Aimee Sadler at aesadler@iuk.edu or 765-455-9491.

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Announcement about Fall Textbook Orders

From Peggy Lane, Bookstore Director



Book orders for fall semester are due April 5. On-time orders give the IU Kokomo Bookstore the best chance of getting the most used books for classes—which is rated as extremely important by students when purchasing textbooks. In addition, when Buyback begins near the end of the semester, the IU Kokomo Bookstore will be able to purchase larger quantities of used books from IU Kokomo students — and IU Kokomo students will receive the highest possible price for the book. Please check with your department chair or secretary as your individual textbook order may be due into your department secretary sooner than the Bookstore deadline.

Featured Web Site for Faculty from MERLOT

http://www.communicateusingtechnology.com/presenting_using_technology_articles.htm

When we use PowerPoint as a visual aid to help our students focus on important points of content, the goal is to enhance learning — not bore, distract, or overload the audience. Do you wonder how many slides are too many? Why won't the presentation display well? How do we choose the most legible text? Dave Paradi provides a series of brief articles at his PowerPointLifeGuard web site with quick, practical, sound advice to improve our communications when we use PowerPoint. MERLOT (www.merlot.org) is a higher education resource where you can find online learning modules and learning materials covering a wide variety of disciplines.