

## ENGL 1113 Online Library Sessions



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# Contents

Introduction	1
Part I. Search Skills Lesson	
Search Skills Introduction	5
1. Part 1: How Google Works	6
2. Part 2: Finding Specific Types of Sources	7
3. Part 3: Finding Sources in the Library	8
Search Skills Conclusion	13
Part II. Evaluating and Fact Checking Information Lesson	
Fact-Checking Introduction	17
Part 1: Fact-checking strategies	18
Part 2: Bias, Scope, and Relevance	19
Fact-Checking Conclusion	21



# Introduction

Welcome to the online library lessons for English 1113: Composition I. There are a total of 3 lessons in this book. Your instructor should tell you which of the lessons you need to complete.

Each lesson includes a worksheet that you will download into Microsoft Word, complete as you progress through each section, and submit to your instructor when you are finished.

You can use the “Contents” menu to the left (or above if you are working on a mobile device) to navigate between each lesson and select the one(s) you have been assigned.

If you have questions or issues with accessing this content, please contact Holly Luetkenhaus at [holly.luetkenhaus@okstate.edu](mailto:holly.luetkenhaus@okstate.edu)





PART I

# SEARCH SKILLS LESSON



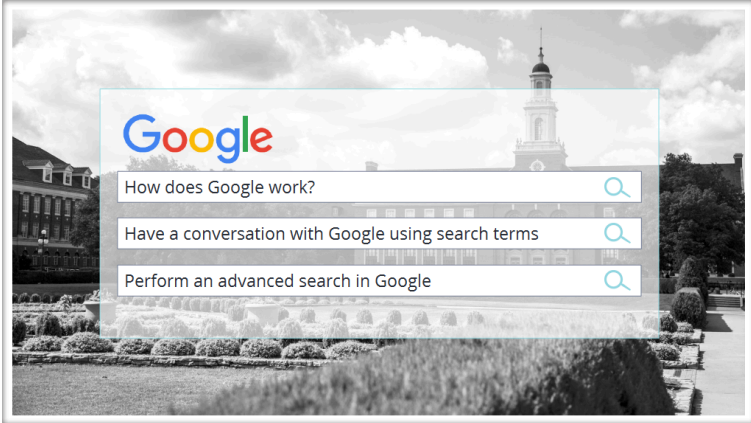
# Search Skills Introduction

In this lesson, we're going to focus on developing search skills to help you locate information sources for your Evaluating Controversies essay. I know you're all likely familiar with using Google to search for information, but we're going to take a closer look and learn about more effective ways to search for popular sources like news, podcasts, blogs, and more. We will also look at how to use library databases to find newspapers and other types of popular publications.

To get started, download this worksheet in Microsoft Word. You will use it to record your progress through the lesson, and turn it in to your instructor when you are finished.

# I. Part I: How Google Works

Complete the Google 101 Tutorial linked below. When you are finished, answer the questions in “Part 1: How Google Works” on your worksheet.



*Google 101 tutorial*

## 2. Part 2: Finding Specific Types of Sources

Sometimes, you will be looking for a specific type of resource, such as a newspaper or news website, a blog, or a podcast. Here are some tips for finding certain types of resources using Google and other websites:

- **Newspapers & magazines:** You can always start by going to the websites for known publications, like *The Wall Street Journal* or *Time*. What if the website says you have to have a subscription? Simply search for the publication title (“New York Times”) or article title in the library’s online search system. (We’ll look at searching the library in the next section!)
- **Blogs:** Add the word “blog” as part of your search terms while using something like Google to help the system know that you’re looking for that particular kind of web page. For example, you could search “flint water crisis blog” (without the quotation marks).
- **Podcasts:** One of the best places to look for podcasts is to start at the websites for major news organizations. Places like *Slate*, *NPR*, and *The New York Times* will host regular podcasts. You can also find podcasts through apps like Spotify or iTunes. Other options to find podcasts include adding “podcast” as a search term along with keywords related to your topic.

Try out some of the search techniques from the Google tutorial and from the list above. As you’re working, answer the questions in “Part 2: Finding Specific Types of Sources” on your worksheet.

### 3. Part 3: Finding Sources in the Library

#### BOSS

If you are unfamiliar with using the library to search for sources. Watch the following video to learn some basics about our main search system, called BOSS.



Video: Library Search Basics

In addition to doing general keyword searches like the video above describes, you can also use BOSS to search for an entire newspaper or magazine, or for specific article that you know the title of.

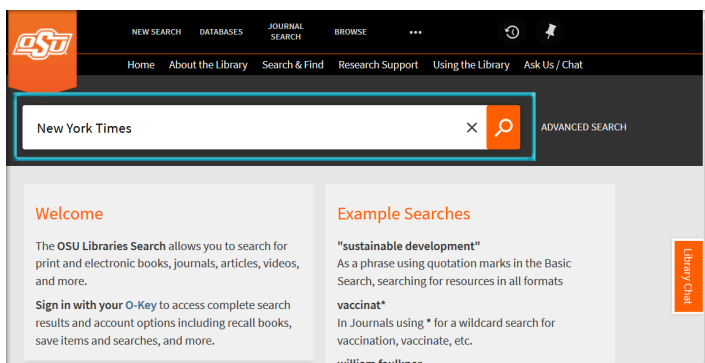
## Searching for an Entire Publication

Do this when you want to see an entire issue of a newspaper, magazine, or journal, or if you want to search within a specific publication for your terms.

Why is this useful? Maybe you want to look for every article the *New York Times* published about Hurricane Katrina in September 2005.

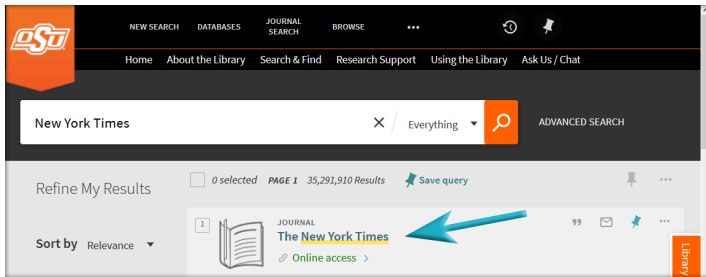
Follow these steps to search for an entire publication. Note: You will need to log into the Library.

1. Type the name of the publication in the search box and search.



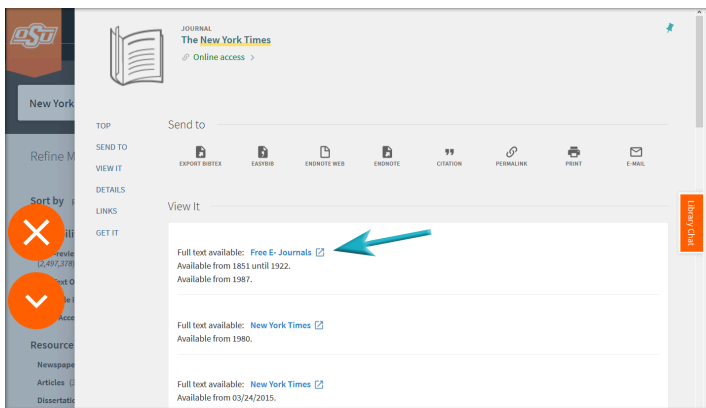
*Searching for a publication in BOSS*

2. Click on the title to open a window with more details.



*Returned results*

3. Follow the link next to “full text available” to access the publication in the database.



*Window with more details about the resource*

Once you are in the database, look for a search box that says, “Search within this publication” or “Search within journal.” Enter your search terms in that box to search for any article that contains those words.

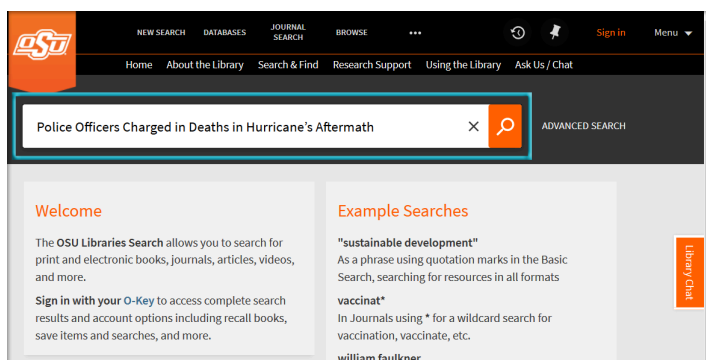


## Finding an Article by Title

It is possible that during your research, you came across an article that you wanted to view, but couldn't access. Imagine you found an article on the *LA Times* website but can't access it because you are not a subscriber. The library has probably already paid for access, but you have to go through the library's website to get there.

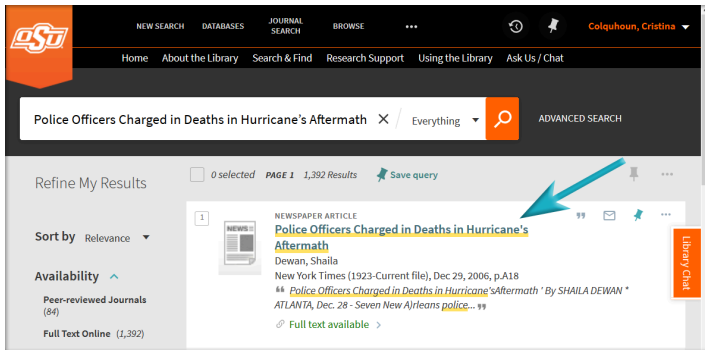
Follow these steps to search for an article you know the title of:

1. Type the title (at least the first 4-5 words) into the search box, as demonstrated in the example below.



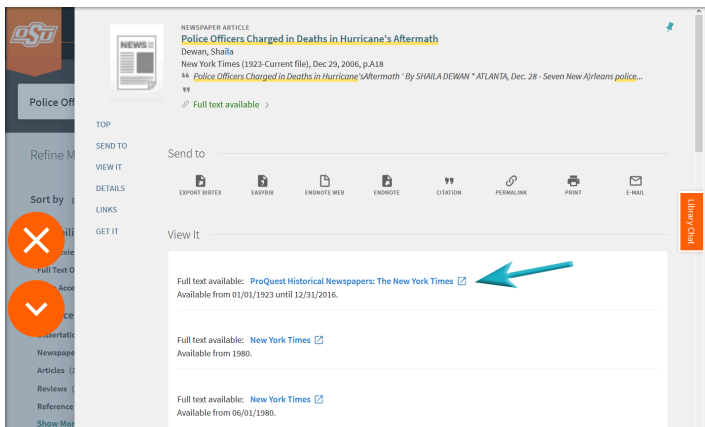
*Searching for a title in BOSS*

2. Click on the article title to open a window with more details.



Returned results

- Look for the “full text available” link to a databases, and follow it. This should take you directly to the article in one of the library's databases.



Window with more details about the article

# Search Skills Conclusion

You have now learned the basics of searching the web and the library for information. When you have completed your worksheet, make sure to upload it to Canvas, or submit to your instructor according to their directions.

If you have questions about any of the information you learned in this lesson, or need help with research for your classes, please contact the Library! We have a variety of ways for you to get in touch and let us know how we can help. You even have *your own librarian* who specializes in helping students in Engl 1113 classes. (See information below!)



**Holly Luetkenhaus, Engl 1113 Librarian**

- Email: [holly.luetkenhaus@okstate.edu](mailto:holly.luetkenhaus@okstate.edu)
- Phone: 405-744-1974
- 1113 Library Guide

**Other Library Resources:**

- Online chat: instant message a librarian and get your questions answered
- Library tutorials: Learn how to use other databases, how to evaluate information, cite your sources, and more

PART II

# EVALUATING AND FACT CHECKING INFORMATION LESSON



# Fact-Checking Introduction

In this lesson, we're going to focus on fact-checking information for your Evaluating Controversies assignment. We will walk through a method of evaluation specifically designed for examining internet sources.

Our goals for the lesson are:

1. Use fact-checking strategies to evaluate popular information sources for accuracy and authenticity.
2. Identify bias, scope, and relevance of a source for your information needs.

To get started, download this worksheet in Microsoft Word. You will use it to record your progress through the lesson, and turn it in to your instructor when you are finished.

# Part 1: Fact-checking strategies

Watch the video below to learn a method for fact-checking information online:



*Video: Inform Your Thinking – Fact Checking*

Answer the questions under “Part 1: Fact-Checking Strategies” of your worksheet. Choose one of the following articles to use:

- More people were arrested last year over pot than for murder, rape, aggravated assault and robbery – combined (Washington Post)
- The vaping crisis is a moral panic led by anti-smoking crusaders (Reason.com)
- Trump insists on arming teachers despite lack of evidence it would stop shootings (Guardian)

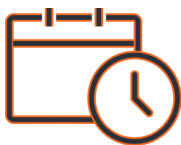


# Part 2: Bias, Scope, and Relevance

In addition to using the fact-checking method you learned on the previous page, you should also evaluate your source for *bias*, *scope*, and *relevancy*.

## Bias

One useful method for determining *bias* is the C.R.A.P. method. This method is explained below:



**C** stands for Currency: When was your source published or last updated?



**R** stands for Reliability: How accurate is the information in your source? (You can use the fact-checking strategies you learned earlier to help answer this question.)



**A** stands for Authority: Who is the author or publisher of the source? What do you know about them? Do they have a bias? Do they have expertise in the area they are writing about?



**P** stands for Purpose: What is the writer or publication's goal or intention?

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Knowing the answers to these questions can help you determine if your source has *bias*, and what it is. And knowing a source's bias helps you determine how *best* to read, interpret, and use the information contained in the source.

## Scope

Scope refers to the extent to which a source covers a topic, i.e., how much information it contains relevant to your topic. The format and length of a source often dictates the scope. For example, consider how much more in-depth a book about your topic would be, compared to a newspaper article.

## Relevance

It is important that the sources you select provide the information you need and meet the requirements of your assignment. When evaluating the relevance, you can ask yourself such questions as: Does it answer your questions? What aspect of your topic does it cover? How will you use it in your assignment?

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Next, complete “Part 2: Scope and Relevance” on your worksheet, examining a source you have chosen for your assignment to determine potential bias, scope, and relevance.

# Fact-Checking Conclusion

You have now learned the basics of evaluating information for accuracy and to ensure it suits your needs. When you have completed your worksheet, make sure to upload it to Canvas, or submit to your instructor according to their directions.

If you have questions about any of the information you learned in this lesson, or need help with research for your classes, please contact the Library! We have a variety of ways for you to get in touch and let us know how we can help. You even have *your own librarian* who specializes in helping students in Engl 1113 classes. (See information below!)



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