

# Courses at the University of Bergen library

## *Order a course for your students*

To improve the general academic skills of students at University of Bergen, the university library regularly offers courses at the different library branches. In addition, we invite university employees to order courses customized for their students. Ideally, the courses are developed and arranged in collaboration with faculty members and are adapted to the students' level and field of study. Ideally, the courses should be given at a point in the curriculum that involves academic writing, to allow the students to apply the knowledge and skills gained directly. The courses emphasize the requirements for learning outcomes specified in the Norwegian national qualification framework. Courses can cover one or more of the following themes:

1. Introduction to the university library services
2. Citation and ethics
3. Information searching for academic writing
4. Source evaluation
5. Reference management tools
6. Searching, organizing and using scientific information in research

The following pages present possible topics related to these themes, with both basic and advanced material. All courses can be given in either Norwegian or English and are free of charge for students at the University of Bergen and at Haukeland University Hospital.

Courses can be tailor-made and adapted to include elements from one or several themes mentioned above. Feel free to contact the library to arrange a course for your students.

# 1. Introduction to the university library services

## *Level*

First semester.

## *Goals and content*

The goal of the course is to give insight into the university library services. Central tools for localizing and obtaining literature are presented. A guided tour of the physical library is included.

## *Themes for a course can be*

- Finding information and academic material to elucidate an academic problem
- Using relevant tools to find information; e.g. BIBSYS and other databases
- Finding material in the physical library
- How to order and reserve books

## *Prerequisites*

None.

## *Format and scope*

Introduction with computer exercises and guided tour. One to two hours.

## 2. Citation and ethics

### *Level*

Ethics courses can be given at all levels.

### *Goals and content*

The goal of the course is to give insight in ethical use of sources. Principles for correct citation are discussed, and common citation and reference styles in relevant fields are presented.

### *Themes for a course can be*

- The university guidelines for academic integrity
- Understanding the importance and necessity of correct referencing
- Evaluating what needs to be referenced
- Referencing different types of sources and writing a bibliography according to a given reference style
- Copyright issues associated with publishing and using one's own and others' intellectual work
- Evaluating and understanding different research-ethical problems, especially in terms of sensitive personal data and use of visual materials

### *Prerequisites*

None.

### *Format and scope*

Lecture and demonstration, group discussions. Two to three hours.

### 3. Information searching for academic writing

#### *Level*

We can give courses in information searching at all levels.

#### *Goals and content*

The university library offers access to a large number of general and field specific information resources. The goal of the course is to prepare the students to use these resources efficiently in academic writing and develop their searching and evaluation skills. The students' own research questions are taken as a starting point.

#### *Themes for a course can be*

- The main information resources and their differences
- Searching for and finding relevant information and academic material to elucidate a research question for writing a paper at the given level
- General methods for quality assurance of different types of information resources
- Fundamental criteria for source evaluation
- Formulating concrete information need based on a research question
- Using information searches and literature surveys to narrow down research questions
- Mastering field-specific databases and search techniques to find relevant material
- Evaluating different information resources and their relevance for the research question at hand
- Staying up to date with current developments within a field

#### *Prerequisites*

None.

#### *Format and scope*

Lectures and demonstration. Individual work and group discussions. Approximately two hours.

## 4. Source evaluation

### *Level*

We can offer courses in source evaluation at all levels.

### *Goals and content*

The goal of the course is to show the connection between good use of sources and academic quality, both in relation to the quality and the relevance of the source. Different evaluation criteria are presented and methods for quality assurance of sources will be discussed.

### *Themes for a course can be*

- Evaluating information and academic material in relation to the students' research
- Applying evaluation criteria to sources
- Understanding what types of relevance different sources can have when writing a thesis or an assignment
- Determining the relevance of a source based on its context
- Knowledge of and ability to evaluate procedures for quality assurance of documents
- What kinds of sources may best contribute to one's understanding of an issue or research question
- Adjusting further information searches based on evaluations of relevance

### *Prerequisites*

None.

### *Format and scope*

Agreed upon for each course.

## 5. Reference management tools

### *Level*

We can offer courses in reference management at all levels.

### *Goals and content*

Our courses can be general introductory two to three hour courses or customized courses for special groups/research areas. The goal of an introductory course is to enable the participants to use dedicated tools to collect and organize references, and format citations and bibliographies. We offer courses in EndNote, EndNote Web, Reference Manager, BibTeX, Zotero and Mendeley.

### *Themes for a course can be*

The examples below are for an EndNote course

- Adding references manually, searching using EndNote and importing references from external databases
- Transferring references from different databases to EndNote
- Removing duplicate references
- Using groups to organize large amounts of references
- Attaching PDF-files and other files to references
- Using EndNote with Word
- Editing reference styles to allow customized formatting of documents

### *Prerequisites*

The university library offers reference management courses at all levels. For most courses elementary knowledge of Windows and word processing is required. Our default is Word 2010, but we can give courses for other word processors too.

### *Format and scope*

One to three hours.

## 6. Searching for, organizing and using scientific information in research

### *Level*

PhD, researcher.

### *Goals and content*

The purpose of the course is to strengthen PhD candidates and researchers in their interaction with information. Publishing strategies and copyright issues are discussed.

### *Themes for a course can be*

- Organization of the research literature
- Quality assurance
- Searching purposefully and efficiently using field specific databases
- Methods for evaluation and use of search results
- Alert services
- Being aware of copyright issues with respect to publishing and using the intellectual works of others
- Ethical issues regarding co-authorship
- Different channels for publishing and criteria for rating them
- Research evaluation using bibliometry
- Critical reflections on rating methods and their use for evaluation purposes
- The national system for registration, evaluation and reporting research and research documentation (CRISTin)

### *Prerequisites*

Basic knowledge of the library catalog, databases and the publication process.

### *Format and scope*

Teaching is organized in modules customized by agreement. Lectures with demonstrations or seminars with individual work and group discussions are possible formats.