Scopus Certification Program for Librarians
Online Course Syllabus

This course syllabus serves as an official contract (agreement) between the instructor and the students. You will be held to the policies, procedures and standards stated within this syllabus. Please print this document for your records.

COURSE GOALS

Participants will develop:
- Awareness of information needs served by Scopus
- Skills needed to use Scopus expertly and teach others
- Strategies for seeking out additional information and assistance for trouble-shooting Scopus

The overall course begins and concludes with a mandatory self-assessment of skills and affective states. Comparing baseline and post-course perceptions of individuals will provide additional insight into the participant experience and expectations for the course.

CERTIFICATION CRITERIA

To complete the course and become a Scopus certified librarian, we expect you to watch video tutorials, conduct practice exercises and review supplementary materials. Your knowledge of the material covered in each course module will be assessed with a multiple-choice quiz at the end of each module.

Each module contains at least three lessons. Each module includes a final untimed, graded quiz to assess competency development for all of the lessons presented.

A score of at least 80% is required to successfully pass each module quiz and you must pass all quizzes to be certified. Each quiz will reflect all of the learning outcomes for a given module and consist of up to 10 multiple-choice questions that are collectively worth 20 points.

For every incorrect answer on the quiz, you will be redirected to the associated tutorial and supplementary material for review. If you did not achieve 80% the first time, you will have the opportunity to retake the quiz once you have reviewed the material.
Grading criteria are based on a point system.
Grading scale: PASS = 80-100%

1. **Participation Activities**
   For the online course, your participation is based on viewing the video class materials and completing the practice exercises.

2. **Quizzes**
   The quiz for each module will reflect the learning outcomes for the module.
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   **Quizzes**
   Module 1: Topical Search (20 pts)   Module 4: APIs (20 pts)
   Module 2: Author Identity (20 pts)  Module 5: Institutional Insights (20 pts)
   Module 3: Metrics (20 pts)         Module 6: User Outreach (20 pts)
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3. **Programmatic Feedback**
   Each module will conclude with a single ungraded invitation to submit feedback on the effectiveness of the module and satisfaction with the learning experience.

**COURSE OUTLINE**

Due dates for each module will be posted in Canvas and emailed to participants. The instructor may make changes in the course outline during the course. All changes will be posted in Canvas. Each course module should take approximately 60 minutes. You will be able to start and stop the module as needed, you don’t need to complete the entire module in one session. The material is presented in three lessons consisting of video tutorials, examples for practice and supplementary material for your review.

**OBJECTIVES**

**COURSE INTRODUCTION**

Participants will be able to:
- Use Canvas in student mode
- Conceptualize the scope, development process, and purpose of Scopus

**MODULE 1: TOPICAL SEARCH**
Participants will be able to:

- Structure and execute search strategies utilizing the full range of topical search functionality offered by Scopus.
- Interpret and work with search results screens and individual item records

MODULE 2: AUTHOR IDENTITY

Participants will be able to:

- Structure and execute search strategies utilizing the full range of author search functionality offered by Scopus
- Interpret and work with author profile
- Extract author metric, impact, and productivity data

MODULE 3: METRICS

Participants will be able to:

- Search for and extract article- and journal-level metrics
- Conduct comparative analytics and develop visualizations
- Identify research gaps in a field

MODULE 4: APIs

Participants will be able to:

- Describe the function and uses of APIs
- Be aware of how researchers and librarians use APIs in research and service development

MODULE 5: INSTITUTIONAL INSIGHTS

Participants will be able to:

- Search for an affiliation in Scopus and learn how affiliation profiles are created
- Assess an institution relative to its peers
- Gain insight into Scopus content and the variety of ways Scopus data can be used

MODULE 6: USER OUTREACH

Participants will be able to:

- Introduce basic concepts in user outreach
- Conceptualize possible Scopus use cases for different campus audiences
- Implement course outlines and communications for Scopus

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