Research Assistant Training

If you'd like your research assistant to receive library training simply fill out the form on the back of this panel and send it to Maggie Stewart Adams on the Delaware Campus. A librarian will contact your RA and schedule training.

The RA Training Curriculum consists of three 1 hour training sessions. The first two sessions are designed to ensure your RA can navigate the library and acquaint them with the most useful library resources. The third training session will be tailored to each individual RA and will cover the specific research skills needed to assist you in your research. Each RA that completes all three sessions will receive a certificate of completion.

LEGAL INFORMATION CENTER
WIDENER UNIVERSITY
SCHOOL OF LAW

Research Assistant Training Coordinator
Delaware Campus
Maggie Stewart Adams
mmstewart@widener.edu
302-477-2039

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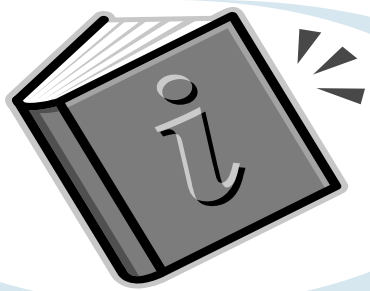
SCHOOL OF LAW

Research Assistant Training

Available all year long– whenever you hire a Research Assistant



Research Assistant Training Curriculum

This is a three session program. Each student completing all three sessions will receive a Certificate of Completion.

Session I. Using the Library Effectively

a. Clarifying your assignment

b. Library procedures

i. ILL*

ii. Borrowing/ Checking out material*

iii. Printing and Copying*

iv. Library Catalog Searching

v. Using other libraries (Wolfgram, Phila delphia law school libraries, and non legal libraries such as Free Library or State Library)

c. Library tour

i. Secondary Sources including Legal Encyclopedias (Indexes); Nutshells; etc.

ii. Reference Desk- Seeking assistance from a Librarian

1. Help with Bluebooking
2. Choosing a database
3. Using a print resource

iii. Alternate formats- Microfilm and Microfiche (old federal and state statutes, pre-national reporter cases, state bar journals, congressional hearings.)

Session One is 45 minutes to 1 hour long

Session II. Database Searching

a. General Overview of Databases

i. Off- Campus Access

ii. A to Z list (search for a title, find the database that has it)

iii. BNA Email Highlights- current awareness

iv. HeinOnline- Law Reviews, Legal Classics, Restatements, CFR, Subject Compil. of State Laws

v. Law Library Microform Consortium

b. Westlaw and Lexis- Online advanced training and how to get certificate training

c. Finding law review articles

i. LegalTrac

ii. Index to Legal Periodicals

iii. HeinOnline

d. Non- Legal Periodical Research

i. Proquest

ii. EbscoHost

iii. JStor

e. Advanced Web Searching

i. Evaluating websites

ii. Advanced Google Features

iii. Finding old web resources (archived and cached)

iv. Govt websites (usa.gov and uscourts.gov)

Session Two is 45 minutes to 1 hour long

Session III will be tailored to the RAs research assignment in consultation with their faculty member.

Research Assistant Training Request

Professor's name:

Research Assistant's name:

Research Assistant's email address:

Please provide a brief description of the type of research your RA will be doing or the project you are working on. Please also list anything you'd like us to cover with your RA that is not listed in the training curriculum outline inside this brochure (For example: Legislative Documents/ Histories, Administrative Documents, International Research, or Business Research.)

* Would you like to give your Research Assistant permission to conduct the following activities in your name:

InterLibrary Loan Requests (ILL) in Professor's name YES NO

Check out library materials in Professor's name YES NO

Copy and Print using Professor's account YES NO

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