

Course Syllabus
Library 191: Introduction to Information Competency

Instructor: Pat Sullivan
Telephone: 818-240-1000, x1228
Email: psulliva@glendale.edu Note: no n at end of name!
Office hours by appointment
Reference Desk Hours: Mondays 5-8, Tuesdays 10:30-1:30

Fall 2010
Thurs., 6:25-8:30 p.m.
Ticket Number: 3421
Room: Lib313

This syllabus may be accessible electronically in the “Course Contents” section of the Blackboard account for this class. It is also available on the Library’s website at <http://www.glendale.edu/library/instruction/credit-courses.html>.

Course Description/Rationale

Library 191 is designed to teach and strengthen lifelong research and information literacy skills by introducing students to the nature of research and the role of the library in the research process. Students learn the core concepts of information retrieval and essential techniques for finding, analyzing, and presenting information. The topics to be covered include: understanding call numbers; utilizing online catalogs to locate books and other library resources; expanding knowledge of reference materials; developing research strategies; exercising critical thinking to evaluate information; applying critical and technical skills to periodical and online databases; understanding bibliographic citation formats and the role annotations play in the evaluation and research process; and using the Internet as a research tool.

These skills are essential to success as a college student and beyond. The class consists of lecture and discussion, readings, in-class and take-home assignments, midterm tests, and a final exam/project.

Recommended Prep: Eligibility for ENG 101

Required Text

Badke, William B. *Research Strategies: Finding Your Way Through the Information Fog*. 3^d ed. New York: iUniverse, Inc., 2008 that is also available as an electronic text for \$6.00 through the following website: <http://www.iuniverse.com/bookstore/BookDetail.aspx?BookId=SKU-000063139> . Copies are also available at the Reserves Desk in the library. If you are planning to make photocopies anyway, it is worth it to get the electronic version for \$6.

Print copies are available through the GCC bookstore or through websites like addall.com and booksprice.com, which will compare prices for online book vendors and provide you a link to purchase from the specific vendor. **Note:** Make sure you purchase the 3rd edition. *Do Not* purchase/use the earlier editions for this course because they are very different from the 3rd edition.

In addition to the textbook, there will be other readings assigned.

Course Requirements

COMPUTER SKILLS: Access to a computer, the World Wide Web, and the ability to use word processing software to prepare documents in acceptable format is required.

BLACKBOARD: Blackboard is the classroom management system used for LIB 191. ***It is your responsibility to learn how to use it.*** Visit the following website for help with Blackboard: <http://www.glendale.edu/index.aspx?page=273> . The GCC Student Helpdesk offers orientations to students on the use of Blackboard and the schedule of these orientations is available on the website.

STUDY SKILLS: To be successful, students must have college-level English comprehension as well as note taking, study, and writing skills.

Course Objectives

Students will gain hands-on experience with:

- determining the difference amongst *types* of research sources,
- determining the *relevance* and *appropriateness* of various sources,
- applying the principles of the research process,
- communicating concepts through information literacy vocabulary,
- acquiring research skills, techniques, and strategies for print and online sources,
- recognizing and correctly applying MLA citations,
- evaluating information sources,
- improving critical thinking skills.

Student Learning Outcomes

Students will learn to -

1. Develop search strategies in order to identify and locate appropriate sources of information.
2. Determine the quality of an information source based on evaluation criteria.
3. Evaluate sources through the process of compiling bibliographic annotations.

Assessment includes in-class exercises, review tests and an annotated bibliography.

Instructor Expectations

ASSIGNMENTS:

Students will complete all assignments by the beginning of class on the due date. ***No late assignments are accepted.*** Missing class does not excuse you from turning in assignments on time. You always have the option of turning in assignments before the due date. I recommend that you complete your work ahead of the due date if possible to avoid unexpected events that might interfere with your ability to complete your work for LIB 191

If you must miss a class for which an assignment is due, email or call the instructor prior to the class so that you may make arrangements to drop off your assignment to the instructor at a mutually agreed upon time outside the class hour (see email address and phone extension at the beginning of this syllabus for your use in communicating with the instructor).

If you do miss a class, it is your responsibility to use Blackboard to find out the homework assignment from the class you missed. The Calendar will tell you what is due and when; the Course Content link will have any handouts you need to complete the assignments.

ATTENDANCE AND PARTICIPATION IN CLASS:

Obviously, attendance will be very important since absences can result in missed assignments that cannot be made up. “Students may be dropped for continuous or cumulative absences for the number of hours a sixteen-week class is scheduled to meet in a two-week period.” (see *GCC College Catalog Attendance and Drop Policy*) For this class that is 4 hours, or 2 class sessions.

But to receive full attendance / participation credit, you must do more than simply show up for class. When class is in session, you are expected to engage in the business of LIB 191 and participate ***fully***.

Specifically, you are expected to:

- be fully mentally and physically “present” in class (for example, this includes no sleeping, reading materials other than course materials or text messaging)
- actively participate in class discussions and activities,
- demonstrate respect and consideration for classmates and instructor. This includes not talking while others are talking, inappropriate computer use (see below) or any other activity that may prevent others from fully taking advantage of the learning opportunity this class provides.
- arrive on time and be prepared with all materials needed for class sessions.

Missing class, lack of participation, and tardiness and demonstrating disrespect or lack of consideration toward your instructor and classmates will negatively affect your final score.

“Students also have the responsibility of officially withdrawing from college or dropping from class when they stop attending, and of observing established deadlines. Otherwise, ‘F’ grades may be assigned.” (see *GCC College Catalog Attendance and Drop Policy*)

ELECTRONIC/PERSONAL DEVICE POLICY: Please be considerate to your classmates and instructor by turning off all cell phones, pagers, IPOD/MP3 players, and similar devices before the start of class. When in class, students are expected to engage only in coursework related to LIB191 and class time may not be used to check mySpace, send emails, etc. Students may use the lab printer in LB313 only for course-related purposes and only with prior instructor permission. Failure to follow these rules will affect your Participation grade.

POLICY ON ACADEMIC HONESTY: Plagiarism and cheating will not be tolerated. Plagiarism is using someone else’s work, words, or ideas without acknowledging the source. Taking or copying answers from another student or from an unauthorized source during a test is cheating as is allowing someone else to take or copy your answers. These are violations of academic honesty and will result in a “0” for the project or test, and could result in a failing grade for the course. It will also be reported to the Vice President of Instruction. Familiarize yourself with the campus “Policy on Academic Honesty” found in the *GCC College Catalog* and in the current *Schedule of Classes*. All students will be held accountable for all the rights and responsibilities therein.

STUDENTS WITH DISABILITIES: It is the policy of Glendale Community College to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or to accurate assessment of achievement – such as time-limited exams, inaccessible web content, or the use of non-captioned videos – please notify the instructor as soon as possible. All students with disabilities requiring accommodations are responsible for making arrangements in a timely manner through the Center for Students with Disabilities at 818-240-1000, x5905 in the San Rafael Building.

LEARNING CENTER: The Learning Center, located in AD 232, provides registered GCC students with a variety of free materials and services, including tutoring, workshops, and instructional videos. Please remember that the goal of tutoring is to enable students to work independently – not to complete, correct, or proofread their work. Please ask your instructor, counselor, or a librarian for a referral to the Learning Center if you would like tutoring assistance for this course. If you have any questions, please call the Learning Center at (818) 240-1000, extension 5333.

Grading

You will be graded on the following:

Attendance / Participation / Journal	100 pts or 25%
Exercises / Assignments (top 10)	100 pts or 25%
3 Tests	120 pts or 30%
Final Exam/Annotated Bibliography	80 pts or 20%
TOTAL	400 points

Although late assignments are not accepted, some exercise or assignment scores will be dropped before your final grade is calculated. **Only the top 10 scores of your exercises/assignments will count toward your final grade.**

You **must** turn in your Final Exam/Annotated Bibliography during the final exam period to pass the class. The final is scheduled for **Thursday, December 9, 4:30-7:30 p.m. in LB 313.**

Students will receive more detailed information about the Journal, Tests and the Final Exam/Annotated Bibliography as the class progresses.

Your final grade will be determined using the following scale:

A	360 – 400 points
B	320 – 359 points
C	280 – 319 points
D	240 – 279 points
F	below 239 points

NOTE: Instructor may vary methodology, guidelines, and structure for grading.

Course Schedule

We may spend more time on certain topics than on others depending on the progress and the needs of the class, but the topics covered in class will be:

- Avoiding Plagiarism and Understanding Proper MLA Style Format
- Academic Research Strategies and Techniques
- Library Catalogs
- Periodicals
- Databases
- Basic and Advanced Internet Research
- Critical Evaluation of Information Sources

Affidavit

This syllabus contains the rules and expectations for students taking this course. My signature below indicates that I have read and I understand the syllabus for this course. It also indicates that I agree to follow the rules and meet the expectations outlined in this syllabus.

Student Name (Please print)

Student Signature

Date