

Course Syllabus
Library 191: Introduction to Information Competency

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Office Hours: Mon 9:30-10:30 a.m., and by appt.

Fall 2009
Mon/Wed 10:45–11:46 AM
Ticket Number: 4308
Room: LB313

This syllabus is available on the Blackboard page for this course. It is also available on the Library's web site at: <http://www.glendale.edu/library/instruction/credit-courses.html>.

Required Text

Badke, William B. *Research Strategies: Finding Your Way Through the Information Fog*. 3^d ed. New York: iUniverse, Inc., 2008.

Note: Two copies of this textbook are on RESERVE in the Library – check at the Circulation Counter. Do not damage these Reserve books. Any infraction will result in a \$10 fine and your name being sent to the Dean of Student Affairs for disciplinary action.

Other readings, as assigned.

Course Description/Rationale

This course provides an introduction to library and research skills. Students will learn how to develop and refine a research topic; how to search for information; how to access information, electronically and in print, using reference works, books, periodicals, and other sources; and how to critically evaluate and cite information.

These are skills that provide confidence in conducting research, and are necessary in order to succeed as college students and beyond. The class consists of lectures and group discussions, readings, in-class and take-home assignments, midterm quizzes, and a final annotated bibliography project. **Recommended Prep: ENG 120 or ESL 151**

Course Requirements

- **BASIC 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. To be successful, students must have college-level English comprehension as well as note taking, study skills, and writing skills.
- **BLACKBOARD:** Much of the course material, including the Course Calendar/Schedule, will be on Blackboard. Therefore, it is imperative that you know how to use Blackboard, and it is your responsibility to learn how to use it. Please visit the following website for help with Blackboard: <http://www.glendale.edu/online/studentcenter/>
- **FLASH/USB DRIVE 2.0 G:** You will need a thumb drive in order to save assignments and work you do in class. Bring your thumb drive to class every day.

Course Objectives

Students will gain hands-on experience with:

- Recognizing differences in various types of information sources,
- Determining the relevance and appropriateness of various information sources,

- Applying the principles of the research process
- Communicating concepts using information literacy vocabulary
- Recognizing and correctly applying the Modern Languages Association (MLA) style,
- Applying evaluation criteria to information sources,
- Improving critical thinking skills.

Student Learning Outcomes

Students will:

1. Demonstrate that they can locate books, scholarly articles, and authoritative Web sites using a variety of library and Internet search tools. *Assessment includes in-class exercises and practical exams.*
2. Evaluate various types of information resources based on the author's credentials; date of publication; point of view of the source; and the relevance, usefulness, and accuracy of the content. *Assessment includes in-class exercises and an annotated bibliography.*
3. Apply citation styles to produce accurate citations which document where the information came from. *Assessment includes in-class exercises, an annotated bibliography, and practical exams.*

Instructor Expectations and Student Conduct

- Complete all assignments by the beginning of class on the due date. In the case of a late assignment, you may email your assignment to the instructor by midnight of the date the assignment is due. Learn how to use email to attach documents for out-of-class assignments. Documents must be saved and sent as a Microsoft Word or Rich Text Format (.rtf) file. Documents that cannot be opened will not be accepted or graded.
- If you must miss a class, inform the instructor ahead of time if at all possible. In any case, use Blackboard to find out about assignments for that day. In such circumstances, acceptance of assignment is at the discretion of the instructor.
- Students will receive detailed information about the midterm quizzes and the final project as the time approaches.
- During class sessions you are expected to engage in the business of LIB 191 and participate fully. Your attendance and participation will be part of your grade for the class. The instructor reserves the right to dismiss students from class who do not comply.
- Demonstrate respect and consideration for classmates and instructor.

Attendance/Absence/Tardiness Policy

- Missing class, lack of participation, and tardiness will negatively affect your final grade.
- Students with more than four absences may be dropped from the class. See p.49 of the GCC College Catalog
- "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." (GCC College Catalog, p. 49)

ELECTRONIC/PERSONAL DEVICE POLICY: Cell phones, CD/MP3 players, and similar devices may not be used in class and must be turned off before the start of class. When in class, students may not conduct personal business of any kind such as gaming, Facebook, text messaging, or working on non-LIB 191 coursework. A

student who engages in any of the above such activities in class will be excused from the entire day's proceeding and will be marked absent for that day. The classroom printer may be used only with prior instructor permission.

ACADEMIC HONESTY POLICY: Plagiarism and cheating will not be tolerated. Plagiarism is using someone else's work, words, or ideas without acknowledgement of the source. Plagiarism and/or cheating will result in a "0" for the project, and could result in a failing grade for the course. Anyone found guilty of plagiarizing could be suspended or dismissed from the college. Familiarize yourself with the campus "Policy on Academic Honesty" found in the *Course Catalog* and in the current *Schedule of Classes*. All students are expected to respect other people's intellectual property rights just as they are responsible for respecting others' physical property rights.

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—notify the instructor as soon as possible. All students with disabilities requiring accommodations are responsible for making arrangements in a timely manner with the Center for Students with Disabilities (818-240-1000, x5905; San Rafael 238-1)

GRADING

You will be graded on the following:

Attendance and participation	10% = 40 points
Textbook reading responses and exercises	20% = 80 points
Citation/annotation/research process exercises	25% = 100 points
Review quizzes	15% = 60 points
Final Project: Annotated bibliography/research journal	30% = 120 points
Total	100% = 400 points

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.

FINAL: There will be no final exam for this class. Instead, you will submit a final project: an annotated bibliography and research journal. Your completed project will be due at the session scheduled for the final exam, which is Monday, December 14, 10:30 AM – 1:00 PM. You must turn in a final project in order to pass the class.

SCHEDULE: We may spend more time on certain topics than on others, depending on the progress and the needs of the class, but some of the topics to be addressed are:

- Research strategies and techniques
- Databases
- Library catalogs
- Periodicals
- Internet research
- Critical evaluation of information sources
- Quoting, paraphrasing, and avoiding plagiarism
- Understanding MLA style for creating Works Cited pages

Affidavit

My signature below indicates that I have read and understand the syllabus for this course. An electronic copy of this syllabus is permanently available and can be viewed at any time in WebCT. It is also available on the Library's web site at: <http://www.glendale.edu/library/instruction/credit-courses.html>.

Student Name (Please print)

Student Signature

Date