

Course Syllabus
Library 191: Introduction to Information Competency

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Office hours by appointment
Reference Desk Hours: Mondays 5-8 PM

Fall 2009
Tues. & Thurs., 12:00 – 1:01 p.m.
Ticket Number:4301
Room: AT107A & Lib313

An electronic copy of this syllabus is permanently available on the Library's web site at:
<http://www.glendale.edu/library/instruction/credit-courses.html>.

Course Description

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 to succeed as college students and beyond. The class will consist of demonstrations, group discussions, readings, in-class activities, take-home assignments, review exams, and a final annotated bibliography assignment.

Recommended Prep: ENG 120 or ESL 151.

Required Text

Badke, William B. *Research Strategies: Finding Your Way Through the Information Fog*. 3rd 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.

Course Requirements

BASIC COMPUTER AND ACADEMIC 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 reading comprehension as well as note taking, study skills, and writing ability.

BLACKBOARD/WebCT: Course materials, including the Course Calendar, homework assignments and access to the Turnitin program required for submission of some assignments, will be available on BLACKBOARD/WebCT; therefore, it is imperative that you know how to use BLACKBOARD/WebCT and it is your responsibility to learn how to use it. Please visit the following web site for help with WebCT: <http://www.glendale.edu/online/studentcenter/>.

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:

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; objectivity 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

- You will complete all assignments by the beginning of class on the due date. No late assignments are accepted.
- If you must miss a class for which an assignment is due, you may 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/WebCT to find out the homework assignment from the class you missed. The Due Today/ Homework link will tell you what is due and when; the Course Content link will have any handouts you need to complete the assignments.
- When class is in session, you are expected to engage in the business of LIB 191 and participate *fully*. See the following sections on student conduct and cell phone policy.

Expectations for Student Conduct

ATTENDANCE AND PARTICIPATION IN CLASS:

Obviously, attendance will be very important since many absences can result in many missed assignments that cannot be made up. But to receive full attendance / participation credit, you must do more than simply show up for class. 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. Furthermore, the instructor reserves the option to dismiss students from class who do not comply. (See also the Attendance and Drop Policy in the *GCC College Catalog*).

CELL PHONES/PERSONAL COMPUTER USE IN LAB: Please be considerate to your classmates and instructor by turning off all cell phones, pagers, IPOD/MP3 players, and similar devices during class time. Class time may not be used to check mySpace, send emails, etc. Take care of your personal business before or after class. Students may use the lab printer in LB313 only for course-related purposes. Failure to follow these rules will affect your Participation grade.

ACADEMIC MISCONDUCT: 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. Both are examples of 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. 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 *GCC College Catalog* and in the current *Schedule of Classes*. Respect other people’s intellectual property rights just as you would their physical property rights.

DISABILITY STATEMENT: 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, x:5905 in the San Rafael Building.

Grading

You will be graded on the following:

Attendance / Participation	80 pts or 20%
Exercises / Assignments (top 12)	120 pts or 30%
Final Project	60 pts or 15%
Exams	140 pts or 35%
TOTAL	400 pts

Although late assignments are not accepted, some exercise or assignment scores will be dropped before your final grade is calculated. **Only your top 12 scores will count toward your final grade.**

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

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 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

Students will receive detailed information about exams and the final Annotated Bibliography assignment as the time approaches.

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 Blackboard/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