

Course Syllabus
Library 191: Introduction to Information Competency

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

Spring 2010
Tues. & Thurs., 12:00 – 1:01 p.m.
Ticket Number:4304
Room: AT107A & Lib313

This syllabus may be accessible electronically in the Course Content section of this course's Blackboard account as well as GCC Library's website at <http://www.glendale.edu/library/instruction/credit-courses.html>.

Course Description

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.

Recommended Prep: Eligibility for ENG 101.

Required Text

Badke, William B. *Research Strategies: Finding Your Way through the Information Fog*. 3rd ed. New York: iUniverse, Inc., 2008. Print copies are available from the bookstore, but this title is also available as an electronic text for \$6.00 through the following website: <http://www.iuniverse.com/bookstore/BookDetail.aspx?BookId=SKU-000063139>

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.

Copies are also available at the Reserves Desk in the library. Note: 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. If you are planning to make photocopies anyway, it is worth it to get the electronic version for \$6.

Course Requirements

To be successful, students must have college-level comprehension as well as note taking, study skills, and writing 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. You **MUST** be able to use **BLACKBOARD** or learn to do so for the class. More than 50% of the course material, including the Course Calendar/Schedule, will be on Blackboard. It is your responsibility to learn how to use it. Please visit the following web site for help with WebCT: <http://www.glendale.edu/index.aspx?page=273>. Click on the Orientations link for a schedule of one hour Blackboard orientations available during the semester.

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. 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.

Evaluation of above Student Learning Outcomes will be accomplished through assignments, quizzes, and the final annotated bibliography.

Instructor Expectations

- You 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.
- 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. 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. 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, 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	80 pts or 20%
Exercises / Assignments (top 12)	120 pts or 30%
3 Quizzes/Exams (40 points each)	120 pts or 30%
Final 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 12 scores of your exercises/assignments will count toward your final grade.**

You **must** turn in your final annotated bibliography to pass the class.

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 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.

Final: There will be **no** final exam for this class. However, you will submit an Annotated Bibliography for your final assignment and attend class during your final exam period to take a post-class assessment and possibly participate in other activities. The final is scheduled for **Tuesday, June 8, 10:30 a.m. - 1:00 p.m. in LB 313.**

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.

An electronic copy of this syllabus is permanently available and can be viewed at any time in Blackboard. 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