

**Course Syllabus**  
**Library 191: Introduction to Information Competency**

**Instructor: Susie Chin**  
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**Office Hours: By appointment**

**Fall 2007**  
**Wed 6:15-8:27pm**  
**Ticket Number #8158**  
**Room LB313**

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**Required Text**

Badke, William B. Research Strategies: Finding Your Way through the Information Fog. 2<sup>nd</sup> ed. New York: iUniverse, Inc., 2004.

Note: A copy of this textbook is on RESERVE in the Library - check at the Circulation Desk. Do not damage or tear pages out of these Reserve books. Any infraction will result in a \$10 fine and your name being sent to the Dean of Student Activities for disciplinary action.

Other readings, as assigned.

**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 in order to succeed as college students and beyond. The class consists of lectures and group discussions, readings, in-class activities, take-home assignments, a midterm, an annotated bibliography project, and a final exam.

**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 reading comprehension as well as note taking, study skills, and writing ability.

**WebCT:** Much of the course materials, including the Course Calendar/Schedule, will be placed on WebCT. Therefore, it is imperative that you know how to use WebCT, and it is your responsibility to learn how to use WebCT. Although we will have an introduction in the second meeting of class, 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 differences amongst *types* of 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.*

## Student Responsibilities

### ASSIGNMENTS:

- Complete all assignments by the beginning of class on the due date. No late assignments accepted.
- If you must miss a class, you should inform the instructor ahead of time. You may use WebCT to find out about assignments for that day. In such cases, acceptance of assignments is at the discretion of the instructor. Chapter Responses can not be made up.
- Students will receive detailed information about the midterm, the annotated bibliography assignment, and the final exam as the time approaches.
- When class is in session, you are expected to engage in the business of LIB 191. See the following sections on student conduct and cell phone policy.

## **COURSE RULES AND STUDENT CONDUCT:**

- Be mentally and physically present in class.
- Actively participate in class discussions and activities.
- Demonstrate respect and consideration for classmates and instructor.
- Missing class, lack of participation, and tardiness will negatively affect your final score. Students with **more than four** absences may be dropped from the class. (See p. 49 of the *GCC College Catalog 2006-2007*).

**CELL PHONES/PERSONAL COMPUTER USE IN LAB:** Cell phones, CD/MP3 players, and similar devices are not to 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 computer games, IM, mySpace, or text messaging. A student who engages in **any** of the above activities in class will be excused from the entire day's proceedings and will be marked absent for that day. Classroom printer may be used only with prior instructor permission.

**ACADEMIC MISCONDUCT:** Plagiarism and cheating will not be tolerated. Using someone else's work, words, or ideas without acknowledgement of the source will result in a "0" for the assignment, and could result in a failing grade for the course. Instructor will reserve the option to forward the name of the student who has plagiarized or who has been caught cheating to the Dean of Student Activities for further action. Sanctions could include suspension or dismissal from the college. Familiarize yourself with *GCC's* "Policy on Academic Honesty." Should it be deemed necessary, instructor reserves the option to ask students to submit assignments via plagiarism detection software.

## Grading

You will be graded on the following:

Attendance/Participation	25 pts
Chapter Responses—top 6	60 pts
Exercises—top 12	120 pts
Midterm	50 pts
Final	70 pts
Final Project	75 pts
<b>TOTAL</b>	<b>400 pts</b>

*If you are asked to redo an exercise, and you do not, you will receive a "0" for the assignment.*

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

**FINAL:** The final exam for this course will be held on Wednesday, December 12, 2007 from 7:30pm-10:00pm. Students must take the final to pass the class.

**SCHEDULE:** Some of the topics covered in class will be:

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

We may spend more time on certain topics than on others, depending on the progress and the needs of the class.

**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 at <http://www.glendale.edu/library/instruction/credit-courses.html>.

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Student Name (Please print)

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Student Signature

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Date