

Library 191: Introduction to Information Competency Course Syllabus

Instructor: Susie Chin	FALL 2011
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A syllabus is a contract between the student and the instructor. It contains the rules and expectations for students taking the course. The student and instructor agree to honor the specifications established in this syllabus.

This syllabus is accessible electronically 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, organizing, 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 ENGL 101.**

Course Materials

Quaratiello, Arlene and Devine, Jane. *The College Student's Research Companion*. 5th ed. New York: Neal-Schuman Publishers, 2010. (ISBN # 9781555707293)

- The book is available through the following website: <http://www.neal-schuman.com/>
- Use promo code SULL11 for a 10% discount, if purchasing from publisher.
- EOPS Students: You may special order your books through the GCC bookstore by contacting Pat Bradley at (818) 240-1000 x3011.
- Three copies of this textbook are available at the Reserves Desk in the GCC library. Library copies are available for 2-hour, library-use only.
- You may also purchase copies of the text through websites like addall.com, half.com, and booksprice.com. These websites will compare prices for online book vendors and provide you a link to purchase from the specific vendor. You may also consider renting this book for the semester from such websites as collegebookrenter.com.
- **Bluebook for in-class use**
- **Recommended: A 3-ring binder and a 2G (or larger) flash drive**

Course Requirements

You must be able to access:

- ✓ a computer
- ✓ World Wide Web
- ✓ word processing software to prepare documents in acceptable format
- ✓ Blackboard, the classroom management system used for LIB 191. You may login by going to this url:
<http://glendale.blackboard.com/webapps/login/>
- ✓ *It is your responsibility to learn how to use it. Visit the following website for help with Blackboard 9.1:*
<http://glendale.edu/index.aspx?page=4550> *The GCC Student Helpdesk (AD 134 •818.240.1000 x3456, x3457• ehlp@glendale.edu) offers orientations to students on the use of Blackboard. Visit the website for specific drop-in dates and times.*

To be successful, you must possess these basic skills:

- ✓ college-level reading comprehension
- ✓ note-taking skills
- ✓ study skills
- ✓ writing skills

Course Objectives

Students will gain hands-on experience with:

- determining the differences among *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 citation style,
- 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.
Assessment includes exercises and tests.
2. Determine the quality of an information source based on evaluation criteria.
Assessment includes exercises and an annotated bibliography.
3. Evaluate sources through the process of compiling bibliographic annotations.
Assessment includes exercises, an annotated bibliography, and tests.

Instructor Expectations and Student Conduct

Assignments

- Complete all assignments by the due date. Assignments due via Blackboard or Turnitin.com will have an automatic cut-off time. Network or computer failure will not be accepted as an excuse to turn something in late.
- Turning something/anything in does not guarantee you points or a passing score. In order to pass with a "C" in this class, you will need to earn at least 350 out of 500 points. If you are given permission to redo an assignment, you are not guaranteed a better score. The permission to redo something only gives you an opportunity to do better.
- Late work will not be accepted. You will be given 25 points bonus, buffer points. This is my gift to you. If you must miss an assignment for whatever reason or if you are having a bad day, what have you, you may use these points as make-up points. No questions asked and no excuses accepted. If you do not need any portion of these points for make-up, they automatically count as extra credit points towards your final score.
- Students are responsible for keeping up with the course material, deadlines, and any announcements by accessing libguides.glendale.edu or Blackboard frequently; **this expectation also applies to your scores and grades**. No one should be surprised by her/his scores as these are posted in a timely manner via Blackboard. For this reason, it is highly advisable for you to keep all your graded and draft work if a discrepancy arises, which is why you need to have a binder for this course. The burden of proof is on you. Individual questions about grades should be addressed outside class time or in the journal portion of Blackboard. Do not post individual questions about grades to the blogs or "Questions for Instructor" thread in Blackboard.
- Students will receive detailed instructions on assignments. Contact me when you are unclear about what the instructions are or if concepts are confusing. Don't wait until you receive a poor grade to speak to me.

You are expected to carefully review and follow all the instructions for each assignment. Most students who do poorly do so because they did not follow the instructions carefully.

Attendance and Participation

- Students with **more than 2 absences** may be dropped from the class. (See p. 49 of the GCC College Catalog). Do not plead to me about your financial aid status with regard to dropping. Your financial aid status has nothing to do with whether you will be dropped for absences. To ensure you get financial aid, come to class, participate actively, and do your assignments.
- If you must miss a class, it is your responsibility to inform me ahead of time. Absences are not excuses to miss assignments. Schedule all personal appointments outside of class time. You will not be excused for personal or extracurricular appointments or meetings. You have the option of turning assignments in early if you know you will be absent.
- Your participation score will be based on the following (face-to-face and online):
 - ✓ Active participation individually and in group work relevant to LIB 191
 - ✓ Respectful attitude to fellow classmates and instructor
 - ✓ Appropriate, non-disruptive behavior
 - ✓ Engagement with LIB 191 course
 - ✓ Motivation to succeed
 - ✓ Willingness to work hard and improve

ELECTRONIC/PERSONAL DEVICE POLICY: Cell phones, tablets, MP3 players, etc., are not to be used in class and must be turned off before the start of class. When class is in session, you are expected to engage in the business of LIB 191, and participate fully. Using your cell phone and texting is not considered engaging in LIB 191. **The instructor reserves the option to dismiss at any time students from class who do not comply or are disruptive or distracting to the learning/teaching environment. Dismissal from class is marked as an Absence.**

ACADEMIC HONESTY POLICY: 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. **The instructor reserves the option to forward the name of the students who have plagiarized or who have been caught cheating to the Vice President of Instruction for further action.** Sanctions could include a notice in the student's record, and possible suspension or dismissal from the college. Familiarize yourself with GCC's "Policy on Academic Honesty," a link to this web page will be accessible in the Web Links section in Blackboard. Students will submit assignments via plagiarism detection software upon the request of the instructor.

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 through the Center for Students with Disabilities at 818-240-1000, x5905 in the San Rafael building.

Grading Method

You will be graded on the following:

Exercises	100
Quizzes	100
Attendance and Participation (Individual and Group)	75
Annotations	45
Group Database Presentation	35
Group Chapter Presentation	35
Group Crossword Puzzle	35
Group Annotated Bibliography Project	75
TOTAL POINTS	500

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

Your final grade will be determined using the following scale:

- A 450 – 500 points
- B 400 – 449 points
- C 350 – 399 points
- D 300 – 349 points
- F ≤ 299 points

NOTE 1: Instructor may vary methodology, guidelines, and structure for grading.

Schedule of Course

FINAL: Tuesday, Dec. 13, 4:30 am – 7:00 pm, in LB 313.

You are required to show up for the day of the final 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 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

