

**Library 191: Introduction to Information Competency (Hybrid)  
Course Syllabus**

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Office Hours: TBD

SPR 2010  
MW 10:45 – 11:45 am  
Ticket Number: 4303 (Hybrid)  
Meet in LB313 on Mondays  
Chat online via Blackboard on Wednesdays

This syllabus is accessible electronically on Blackboard for this class under “Course Contents” and on the GCC Library’s website at

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

This syllabus is considered a contract between the student and the course instructor. This syllabus contains the rules and expectations for students taking this course. The student and instructor agree to honor the specifications established in this syllabus.

### 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 ENG 101.

### Course Materials

Badke, William B. Research Strategies: Finding Your Way through the Information Fog. 3<sup>rd</sup> ed. New York: iUniverse, Inc., 2008, which is available as an electronic text for \$6.00 through the following website:

<http://www.iuniverse.com/bookstore/BookDetail.aspx?BookId=SKU-000063139>

Make sure you purchase the 3<sup>rd</sup> edition. Do Not purchase/use the earlier editions for this course because they are very different from the 3<sup>rd</sup> edition.

Copies are also available at the Reserves Desk in the library. However, if you are planning to make copies anyway, it is worth it to get the electronic version for \$6. Print copies are available through websites like [addall.com](http://addall.com) and [booksprice.com](http://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 purchase the print edition from the bookstore.

### Course Requirements

- 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 comprehension as well as note taking, study skills, and writing skills. 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. Visit the following website for help with Blackboard: <http://www.glendale.edu/online/studentcenter/>
- This class is a 2-unit hybrid class, which means that we will meet in class, face-to-face, on-campus Mondays, and you are expected to complete an equivalent amount of time working on all required assignments, postings, etc. that will be posted for the remainder of the week.

## 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. Develop search strategies in order to identify and locate appropriate sources of information. *Assessment includes in-class exercises and review quizzes.*
2. Determine the quality of an information source based on evaluation criteria. *Assessment includes in-class exercises and an annotated bibliography.*
3. Evaluate sources through the process of compiling bibliographic annotations. *Assessment includes in-class exercises, an annotated bibliography, and review quizzes.*

## Instructor Expectations and Student Conduct

### Assignments

- Complete all assignments by the due date. No late assignments accepted; assignments due online via Blackboard or Turnitin.com will have an automatic cut-off time. To ensure that your assignments make it to me on time, you may send an emailed copy of any of the assignments/discussion postings, etc. **as a back-up, in addition to posting via Blackboard or Turnitin.com**, to ensure that you have turned something in. Network or computer failure will not be accepted as an excuse to turn something in on time. Turn-around time for completing assignments will be shorter than a non-hybrid class because the instructor and/or students (in the case of peer-review exercises) must have time to review and/or respond to postings.
- Students are responsible for “being on top of” the course material, deadlines, and any announcements in the class by logging onto Blackboard frequently. Students may contact the instructor via email, chat, in-person, or by telephone.
- Students will receive detailed information about all assignments including the annotated bibliography assignment as the time approaches. You are expected to carefully review and follow all the instructions for each assignment. Instructions will be posted on Blackboard.
- If you must miss a class it is your responsibility to inform the instructor ahead of time. You are responsible for turning in assignments even if you are absent. In such cases, acceptance of assignments is at the discretion of the instructor if the assignment is not turned in on time. **You always have the option of turning assignments in early. 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.**

## Attendance and Participation

- Students are expected to fully participate actively in class by attending all the face-to-face sessions, and by meeting all the deadlines for posting assignments, exercises, and discussion threads/blogs online. On Wednesdays, from 10:45-11:45am, I will be available during Blackboard's chat to answer questions or provide assistance should you have questions regarding completing any aspect of the course assignments. You must make your **presence known and apparent in Blackboard**. Students with **more than 3 face-to-face absences** may be dropped from the class. (See p. 49 of the GCC College Catalog).
- When class is in session, you are expected to engage only in the business of LIB 191, and participate fully. Using your cell phone and texting is not considered engaging in LIB 191. Your attendance and participation score will be based on your active participation in class and online. The instructor reserves the option to dismiss at any time students from class who do not comply.
- Demonstrate respect and consideration for classmates and instructor both in class and online.
- To earn credit for online postings, you must do so before the cutoff time on the date that it is due. There is a minimum number of words for each posting, which will be designated in the instructions for each section/assignment/exercise. Additional criteria for grading your postings and assignments will be given to you and posted on Blackboard.
- Additional guidelines, rules, and expectations will be posted as announcements on Blackboard regarding behavior when posting online.

**ELECTRONIC/PERSONAL DEVICE POLICY:** 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. Again, when in class, students are expected to engage only in coursework related to LIB 191. Students may be dismissed from that day's class should the instructor find his/her presence disruptive to the class and the learning atmosphere of the class. Classroom printer may be used only with prior instructor permission.

**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. **Instructor will reserve the option to forward the name of the students who have plagiarized or who have been caught cheating to the Dean of Student Activities 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." 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:

Attendance/Participation in Person and Online via Discussion Topics and/or Weekly Chats	100pts
5 Chapter Response Postings (10 pts each)	50 pts
7 Exercises (10 pts each)	70 pts
3 Citation/Annotation Exercises (10 pts each)	30 pts
2 Quizzes (35 points each)	70 pts
1 Annotated Bibliography Final Assignment	80 pts
<b>TOTAL</b>	<b>400 pts</b>

***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	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.

### Schedule of Course

**FINAL:** There will be **no** final exam for this class. Instead, you will submit an Annotated Bibliography for your final assignment and take a post-test for assessment purposes on the day of the final, which is **Monday, June 7, 8:00am - 10:00am, in LB 313**. Students must turn in the final Annotated Bibliography in order to pass the class. Review quizzes cannot be made up except under extreme circumstances and at the discretion of the instructor.

**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

**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 on Blackboard. It is also available on the Library's web site 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