

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

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Office Hours: TBD

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

This syllabus is accessible electronically in “Course Contents” in this course’s Blackboard account as well as GCC Library’s website at <http://www.glendale.edu/library/instruction/credit-courses.html>

This syllabus contains the rules and expectations for students taking this course and is considered a contract between the student and the instructor. 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. 3rd 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 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. However, if you are planning to make copies, it more economical to purchase the electronic version for \$6. Print copies are available through websites like addall.com and booksprice.com. These websites will compare prices for online book vendors and provide you a link to purchase an item from the specific vendor. You may also purchase the print edition from the bookstore.

Course Requirements

- 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/>
- Access to a computer, the World Wide Web, and the ability to use word processing software to prepare documents in acceptable format are required. To be successful, students must have college-level comprehension as well as note taking skills, study skills, and writing skills.
- This class is a 2-unit hybrid class, which means that we will meet in class, face-to-face, on-campus Mondays. In addition, you are expected to complete exercises/readings, respond to postings, etc. via Blackboard within an equivalent amount of time to meet the requirements of the course. On Wednesdays, I will be available through Blackboard’s chat to respond to your questions etc. on completing assignments, etc. I may also be contacted via email or phone. Face-to-face office hours are by appointment.

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.
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 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 additional copy of any of the assignments/discussion postings via email, 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. However, do not expect the instructor to respond to you immediately, in the evenings, or on weekends. In addition, you may contact a classmate via Blackboard’s communication tools if you have questions or need clarification. I encourage such interaction and will recognize your willingness to productively and constructively help each other as part of your participation score. 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 also be posted on Blackboard as appropriate.
- If you must miss class, it is your responsibility to inform the instructor ahead of time. Missing class does not excuse you from turning in assignments on time. In such cases, acceptance of assignments is at the discretion of the instructor, if the instructor has been notified in advance; a deduction of points may be imposed if the assignment is not turned in by the due date. Be aware that some assignments can not be made up. **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.**

Attendance and Participation

- Students are expected to participate fully and actively in class by attending all face-to-face sessions, and by meeting all the deadlines for posting assignments, exercises, and discussion threads/blogs online. On Wednesdays, from 10:45 am - 11:45 am, 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. Your attendance and participation score will be based on your active participation in class and online. You are not required to participate in these chat sessions, but it is recommended that you utilize this time to help you with your assignments(—think of these sessions as in-class sessions where you may ask questions, etc. of me as you work on completing your work). Remember, if you do not utilize the chat sessions, you must make your **presence known and obvious in Blackboard in the other online forums (such as discussion boards, blogs, response to student questions, etc) to earn credit in the class.** Students with **more than 3 face-to-face absences** may be dropped from the class. (See p. 49 of the GCC College Catalog). Additional guidelines, rules, and expectations will be posted as announcements on Blackboard regarding behavior when posting online.
- When class is in session, you are expected to engage only in the business of LIB 191. Using your cell phone and texting is not considered engaging in LIB 191. Demonstrate respect and consideration for classmates and the instructor both in class and online: The instructor reserves the right to dismiss, at any time, students from class who do not comply or who prevent the class and/or the instructor from engaging in the business of LIB 191 due to disruptive or disrespectful behavior.
- To earn credit for online postings that have a due date, you must do so before the cutoff time on the date the postings are 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.

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.

ACADEMIC HONESTY POLICY: Plagiarism and cheating will not be tolerated. Using someone else's work, words, or ideas without proper acknowledgement of the source will result in a "0" for the assignment and could result in a failing grade for the course. **The instructor will reserve the option to (and I usually do) 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 permanent 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.

LEARNING CENTER: The Learning Center, located in AD 232, provides registered GCC students with a variety of free materials and services, including tutoring, electronic and print exercises, handouts, 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, a 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 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
TOTAL	400 pts

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 complete a post-assessment on the day of the final, which is **Monday, June 7, 8:00 am - 10:00 am, in LB 313. Points will be deducted if you miss the post-assessment on the day of the final. Students must turn in the final Annotated Bibliography in order to pass the class. 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 topics covered in class will include:

- Advanced Research Strategies and Techniques
- Databases
- Library Catalogs
- Periodicals
- Basic and Advanced Academic 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 and recognize that the syllabus is a contract for the 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>.

Student Name (Please print)

Student Signature

Date