

Library 191: Introduction to Information Competency

Instructor: Susie Chin

Contact Info: schin@glendale.edu; 818.240.1000, x5759

Class: W 6:25 pm – 8:30 pm, LB 313

Office Hours: By appointment

Reference Desk Hours: Tuesdays, 2pm -5pm

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.

Course Description/Rationale

Library 191 is designed to teach and strengthen lifelong research and information competency 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, evaluating, analyzing, organizing, and presenting information. The topics covered include: using online catalogs to locate books and other library resources; developing research strategies; exercising critical thinking to evaluate information; applying critical and search techniques to electronic databases; understanding citation formats and using the internet as a research tool. **Recommended Prep: Eligibility for ENGL 101.**

Course Materials

A variety of resources will be assigned, including readings, online tutorials, websites, and screencasts and additional supplemental resources that contain the major concepts for the class. Assignments will be based on your grasp of these concepts from class and your use of these resources.

For this section of LIB 191, two copies of Badke, William. [*Research Strategies: Finding Your Way through the Information Fog*](#), 6th ed. iUniverse, 2017. (ISBN # 9781532018046). I will make recommendations of relevant sections to read as we move through the course. You do not need to buy this book. However, the book is available electronically and in print via Amazon, GooglePlay, iUniverse, and other vendors.

- ✓ **Required: Bring to class one blue book by Week 2.** You will be using it throughout the semester to record thoughts, ideas, feedback in class. I will collect them at the end of class each day.
- ✓ **Recommended: A 3-ring binder and a 2G (or larger) flash drive**

Course Requirements

You must be able to access:

- ✓ computer/internet access and word processing software
- ✓ access to the [Canvas Learning Management System](#). You may access this system by using this URL: <http://www.glendale.edu/class-schedule/distance-education-classes/canvas>
- ✓ The GCC Student Helpdesk (**SF 101 • 818.240.1000 x3456, x3457 • ehlp@glendale.edu**) offers assistance to students on the use of Canvas.
- ✓ It is your responsibility to learn how to use Canvas. Visit the following website for help with Canvas:
 - ✓ [Online Student Canvas Orientation](#)
 - ✓ [Canvas Guides for Students!](#)
 - ✓ [Canvas Terminology!](#)

An important note about computer/Internet access in an online course

- ✓ Please have a back-up plan in place if your laptop/computer fails during the quarter—you will still be expected to participate in the course and turn in assignments on time, even if you experience technological difficulties.
- ✓ The library and computer labs are available on campus throughout the semester, and you should also be prepared to use your public library, a friend/relative's computer, etc., in case of an emergency.

Student Learning Outcomes

Students will ...

1. Recognize an information need and articulate a research question.
2. Develop research strategies and use search techniques to locate sources.
3. Evaluate information sources for quality.
4. Cite sources using proper citation format.

Assessments of the above will include exercises, discussion postings, journaling/reflections, quizzes, tests, and/or projects/presentations.

Instructor Expectations and Student Conduct

Assignments

- ✓ Complete all assignments by the due dates. Assignments due via Canvas or Vericite (plagiarism detection software) 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. 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.
- ✓ Students are responsible for keeping up with the course material, deadlines, and any announcements by accessing Canvas at least once a day; **this expectation also applies to your scores and grades.** 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 a 3-ring binder for this course. The burden of proof is on you. Individual questions about grades should be addressed outside class time or during office hours. Do not post individual questions about grades to the open forums in Canvas.
- ✓ 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.**

FAQs

How much time will I need to spend outside of class to be successful?

- ✓ For every one hour of class, expect to put in TWO hours a week of outside-of-class time, which includes reading, completing assignments, postings, responding to discussions, viewing videos, completing assessments such as quizzes, etc.

How many absences am I allowed?

- ✓ Missing **more than 2 absences** may put you at risk of being dropped from the class, especially if you are not making satisfactory progress. (See p. 49 of the GCC College Catalog). 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 complete your assignments.

Can I make up assignments if I am absent?

- ✓ If you must miss a class, it is your responsibility to inform the instructor 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. In-class assignments cannot be made up for points.
- ✓ 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

What is the policy on personal, mobile devices?

- ✓ Personal devices are not to be used in class unless it is directly related to LIB 191. When class is in session, you are expected to engage in the business of LIB 191, and participate fully. If you are conducting personal or non-LIB 191 business, you are not engaging in the business of LIB 191.
- ✓ The instructor may dismiss students who do not comply or are disruptive/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 Canvas. 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 (approximate):

Activities, Exercises, Quizzes, Postings, Reflections/Analysis, etc.	150
Case Study	100
Classroom Engagement*	50
TOTAL POINTS**	300

**Classroom engagement includes attendance and active participation.*

***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 270 – 300 points
- B 240 – 269 points
- C 210 – 239 points
- D 180 – 209 points
- F ≤ 179 points

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

FINAL: Wednesday, December 6, 5:10 pm – 7:30 pm, in LB 313.

You are required to show up for the day of the final in order to pass the class

Affidavit

My signature below indicates that I have read and understand the syllabus for LIB 191, Ticket #3388.

Student Name (Please print)

Student Signature

Date