

Lib 191 – Introduction to Information Competency Course Guide and Syllabus

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This *Course Guide and Syllabus* provides information to guide you through the course. It also contains the rules and expectations for students taking the course. Please read it carefully.

This *Course Guide and Syllabus* is accessible electronically at <http://www.glendale.edu/library/instruction/credit-courses.html>.

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Course Description

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, and presenting information. The topics to be covered include: understanding call numbers; using 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 Preparation: Eligibility for ENGL 101.

Course Requirements

Computer skills:

Before beginning the class, you are required to have the ability to do the following:

- navigate the world wide web
- use applications on your computer, particularly Moodle (see below)
- create and save documents and upload these documents to applications such as Turnitin.

Moodle:

Moodle, version 2.2, is the classroom management system used for LIB 191. ***It is your responsibility to learn how to use it.*** If you need help doing so, please contact the Instructional Technology help desk at x3456 or 3457 or visit them in SF101.

Other necessary skills:

To be successful in this class, students must have college-level English comprehension as well as note taking, study, and writing skills.

What is the most important thing you can do to be successful in this class? **Read this document completely, read the instructions for each assignment, discussion, quiz or test carefully, and then follow the instructions.**

Course Objectives

Students will gain hands-on experience with:

- determining the difference amongst *types* of research 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.

Learning Outcomes

Students will learn to -

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.

Assessment includes exercises, discussion postings, review tests and an annotated bibliography.

Textbook

The textbook for all sections of LIB 191 will be Arlene R. Quaratiello's (with Jane Devine) *The College Student's Research Companion*. **5th ed.** New York: Neal-Schuman Publishers, Inc., 2010, ISBN: 978155570729

This text is available for purchase at the publisher's website at: <http://www.neal-schuman.com/bdetail.php?isbn=9781555707293>, by calling 866-NS-BOOKS, or by emailing: orders@neal-schuman.com. **Use promo code GCC11 for a 10% discount, if purchasing from publisher.** This book is also available at other online book vendors or online textbook rental providers. Please purchase only the 5th edition.

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.

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 will see that at the end of each chapter, the authors provide a list of questions for you to enhance your understanding of the chapter contents. Because the authors also provide the answers to these questions in the back of the text, I will not be using these specific questions in any of the course quizzes or assignments. However, I highly recommend that you try these questions after you complete your readings. Doing so will improve your understanding of the material. If you have any questions about the end-of-chapter questions and the author's answers, please ask them during a class period.

Assessment

You will be assessed in this course through a combination of class participation and tests and assignments related to practicing skills. There will also be a final project unifying all these skills.

Assignments

You will receive detailed instructions on assignment. **You are expected to carefully review and follow all the instructions for each assignment. Many students who do poorly do so because they did not follow the instructions carefully.**

Late assignments will be penalized. You should complete all assignments by the due date. If you do not, point(s) will be deducted from the assignment grade. By doing this, I am helping you to learn how to assess workloads and manage your time to meet deadlines. These skills are fundamental to your success if you plan to transfer to a university and also make you a more desirable employee.

Therefore, missing class, for whatever reason, does not excuse you from turning in assignments on time. If you must miss a class for which an assignment is due, email or call the instructor prior to the class so that you may make arrangements to email or drop off your assignment to the instructor at a mutually agreed upon time outside the class hour (see email address and phone extension at the beginning of this syllabus for your use in communicating with the instructor). If you do miss a class, it is your responsibility to use Moodle to find out the homework assignment from the class you missed.

You will see in the grading section below that you have an opportunity to earn 140 points for assignments (each assignment, exercise or quiz is worth 10 points each). However, I plan to give you the opportunity to complete at least 18 exercises or assignments during the semester. What this means is that at the end of the semester, I will count only the top 14 scores out of the total assignments for your final grade.

Some of your assignments will be submitted to me by uploading a word document to Turnitin through Moodle. When uploading word documents for submission, please type your name on the first page of the document you are submitting and also include your last name in the title of the document, e.g. Sullivan_Book_Annotation.doc.

Always save a copy of your assignment or print out a copy for your records in case there are technical difficulties. Doing so is insurance that you have done the work even if there are technical problems.

Attendance and Participation in class:

Obviously, attendance will be very important since absences can result in missed assignments that cannot be made up. But to receive full attendance / participation credit, you must do more than simply show up for class. When class is in session, you are expected to engage in the business of LIB 191 and participate.

Specifically, you are expected to:

- be **fully** mentally and physically “present” in class (for example, this includes no sleeping, reading materials other than course materials or text messaging)
- actively participate in class discussions and activities,
- demonstrate respect and consideration for classmates and instructor. This includes not talking while others are talking, inappropriate computer use (see below) or any other activity that may prevent others from fully taking advantage of the learning opportunity this class provides.
- arrive on time and be prepared with all materials needed for class sessions.

Missing class, tardiness, lack of participation, and/or demonstrating disrespect or lack of consideration toward your instructor and classmates will negatively affect your final score.

Reminder: “Students also have the responsibility of officially withdrawing from college or dropping from class when they stop attending, and of observing established deadlines. Otherwise, ‘F’ grades may be assigned.” (see *GCC College Catalog Attendance and Drop Policy*).

Electronic/Personal Device Policy

Please be considerate to your classmates and instructor by turning off all cell phones, pagers, IPOD/MP3 players, and similar devices before the start of class. When in class, students are expected to engage only in coursework related to LIB191 and class time may not be used to check Facebook, send emails, etc. Students may use the lab printer in LB313 only for course-related purposes and only with prior instructor permission. Failure to follow these rules will affect your Participation grade.

Academic Honesty Policy

Plagiarism and cheating will not be tolerated. Plagiarism is using someone else’s work, words, or ideas without acknowledging the source. Taking or copying answers from another student or from an unauthorized source during a test is cheating as is allowing someone else to take or copy your answers. These are violations of academic honesty and will result in a “0” for the project or test, and could result in a failing grade for the course. It will also be reported to the Vice President of Instruction. Familiarize yourself with the campus “Policy on Academic Honesty” found in the *GCC College Catalog*. All students will be held accountable for all the rights and responsibilities therein.

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 an accurate assessment of achievement – such as inaccessible web content, or the use of non-captioned videos – please 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.

The Learning Center

The Learning Center, located in AD 232, provides registered GCC students with a variety of free materials and services, including tutoring, workshops, and instructional videos. You will find the list and description of Learning Center workshops being offered this semester at <http://www.glendale.edu/index.aspx?page=2894>.

If you wish to be referred to the Learning Center for tutoring, please remember that the goal of tutoring is to enable students to work independently – not to complete, correct, or proofread their work. Please ask an instructor, 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

You will be graded on the following:

Attendance / Participation (up to 4 points for each class and 3 to 5 points for discussions, etc.)	80 pts. or 20%
Assignments / Exercises / Quizzes (10 points each)	140 pts. or 35%
2 Tests (50 points each)	100 pts. or 25%
Final Project: Annotated Bibliography (Required)	80 pts. or 20%
TOTAL	400 points

Students will receive more detailed information about the Discussions, Assignments, Tests and the Final Project as the class progresses. Regardless of a student's total points earned during the class, each student is required to take the Final Exam and complete the Final Project to pass the course.

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.

Final Exam date/time

Thursday, May 31, 4:30-7, in LB 313. You are required to show up during this final exam period in order to pass the class.