

**Course Syllabus**  
**Library 191: Introduction to Information Competency**

**Instructor: Pat Sullivan**  
**Telephone: 818-240-1000, x1228**  
**Email: [psulliva@glendale.edu](mailto:psulliva@glendale.edu)**  
**Office hours by appointment**  
**Reference Desk Hours: Mondays 5-9 PM, Friday 2-4 PM**

**Tues. & Thurs., 12:00-1:01 p.m.**  
**Ticket Number: 4301**  
**Room: AT107A & Lib313**  
**Tues. & Thurs., 12:00-1:01 p.m.**

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An electronic copy of this syllabus is permanently available on the Library's web site at:  
<http://www.glendale.edu/library/instruction/credit-courses.html>.

**Required Text**

Badke, William B. *Research Strategies: Finding Your Way Through the Information Fog*. 3rd ed. New York: iUniverse, Inc., 2008.

Note: Two copies of this textbook are on RESERVE in the Library – check at the Circulation Counter. Do not damage these Reserve books. Any infraction will result in a \$10 fine and your name being sent to the Dean of Student Affairs for disciplinary action.

Other readings, as assigned.

**Course Description**

This course provides an introduction to library and research skills. Students will learn how to develop and refine a research topic; how to search for information; how to access information, electronically and in print, using reference works, books, periodicals, and other sources; and how to critically evaluate and cite information.

These are skills that provide confidence in conducting research, and are necessary in order to succeed as college students and beyond. The class consists of lectures and group discussions, readings, in-class activities, take-home assignments, an annotated bibliography project, and two midterm exams.

**Course Requirements**

**BASIC COMPUTER SKILLS:** Access to a computer and the Web as well as the ability to use word processing software to prepare documents in acceptable format is required. To be successful, students must have college-level reading comprehension as well as note taking, study skills, and writing ability.

**WebCT:** Some of the course materials will be placed on WebCT; therefore, it is imperative that you know how to use WebCT. You are responsible for learning how to use WebCT. Please visit the following web site for help with WebCT: <http://www.glendale.edu/online/studentcenter/>.

## Course Contents

Students will gain hands-on experience with:

- knowing the difference between the types of research sources,
- research skills, techniques, and strategies for print and online sources,
- understanding citations and how to locate and apply the MLA citation style,
- applying evaluation criteria to information sources,
- determining the relevance and appropriateness of various sources,
- improving critical thinking skills.

## Student Learning Outcomes

Students will:

1. Demonstrate that they can locate books, scholarly articles, and authoritative Web sites using a variety of library and Internet search tools. *Assessment includes in-class exercises and practical exams.*
2. Evaluate various types of information resources based on the author's credentials; date of publication; objectivity of the source; and the relevance, usefulness, and accuracy of the content. *Assessment includes in-class exercises and an annotated bibliography.*
3. Apply citation styles to produce accurate citations which document where the information came from. *Assessment includes in-class exercises, an annotated bibliography, and practical exams.*

## Student Responsibilities

### ASSIGNMENTS:

- Complete all assignments by the beginning of class on the due date. No late assignments accepted.
- Although late assignments are not accepted, some assignment and chapter response scores will be dropped before your final grade is calculated. **Your top 10 assignment scores and your top 5 chapter responses will count towards the final grade.** Obviously, attendance will be very important since many absences can result in many missed assignments that cannot be made up.
- If you must miss a class, you should inform the instructor ahead of time. You should use WebCT to find out about assignments for that day. The Due Today/ Homework link will tell you what is due and when; the Course Content link will have the handouts you need to complete the assignments.
- Students will receive detailed information about the midterm exams and the annotated bibliography assignment as the time approaches.
- When class is in session, you are expected to engage in the business of LIB 191. See the following sections on student conduct and cell phone policy.

## Course Rules and Student Conduct

### **ATTENDANCE AND PARTICIPATION IN CLASS:**

To receive attendance/participation credit, you must do more than simply show up for class. 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, lack of participation, tardiness and demonstrating disrespect or lack of consideration toward your instructor and classmates will negatively affect your final score. Students with **more than four** absences may be dropped from the class. (see the Attendance and Drop Policy in the *GCC College Catalog*).

**CELL PHONES/PERSONAL COMPUTER USE IN LAB:** Please be considerate to your classmates and instructor by turning off all cell phones, pagers, MP3 players, and similar devices during class time. Class time may not be used to check mySpace, send emails, etc. Take care of your personal business before or after class. Use of the lab printer in LB313 is for course-related purposes only. Failure to follow these rules will affect your Participation grade.

**ACADEMIC MISCONDUCT:** 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. Both are examples of 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. Anyone found guilty of plagiarizing could be suspended or dismissed from the college. Familiarize yourself with the campus “Policy on Academic Honesty” found in the *GCC College Catalog* and in the current *Schedule of Classes*. Respect other people’s intellectual property rights just as you would their physical property rights.

**DISABILITY STATEMENT:** 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 – 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, x:5905 in the San Rafael Building.

## Grading

You will be graded on the following:

Attendance/Participation	50 pts
Chapter Responses (top 5 scores)	50 pts
Exercises (top 10 scores)	100 pts
Midterm Exams	100 pts
Final Project	100 pts
<b>TOTAL</b>	<b>400 pts</b>

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.

## Course Schedule

**FINAL:** There will be no final exam for this class. Instead, you will submit a final project worth 25% of your grade. Your project will be due by the date and time on which your final exam is scheduled, which is 1p.m., Tuesday, December 16th. You must turn in your final project by that day and time in order to pass the course.

**SCHEDULE:** This class will cover the following topics:

- Research techniques
- Databases
- Searching library catalogs
- Searching periodicals
- Internet research
- Using the research information you find
- Quoting, paraphrasing, and avoiding plagiarism
- Understanding MLA style for creating Works Cited pages

We may spend more time on certain topics than on others; therefore, students will receive regular schedule updates during the course. For each major assignment such as the final project or midterm, students will receive a handout with details about the assignment including due dates.

**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 and can be viewed at any time in WebCT. 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