

Course Syllabus
Library 191: Introduction to Information Competency

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Office hours by appointment

Fall 2008
Thursday, 6:15-8:27 pm
Ticket Number: 8156
Room: LB313

An electronic copy of this syllabus is permanently available in WebCT. It is also 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, a midterm, and a final annotated bibliography project.

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: Course materials may 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 various types of information 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; point of view 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 before the missed class begins. Use WebCT to find out about assignments for that day.
- Students will receive detailed information about the midterm and the final project as the time approaches.

Course Rules and Student Conduct

ATTENDANCE AND PARTICIPATION IN CLASS:

You are expected to:

- be mentally as well as physically present in class,
- actively participate in class discussions and activities,
- demonstrate respect and consideration for classmates and instructor,
- be on time and prepared with all materials needed for class sessions.

Missing class, lack of participation, and tardiness will negatively affect your final grade. In compliance with policies described in the GCC College Catalog 2008-2009, students with **more than four** absences may be dropped from the class.

CELL PHONES/PERSONAL COMPUTER USE IN LAB: Please be considerate of your classmates and instructor by turning off all cell phones, pagers, MP3 players, and similar devices during class time. Class time is not for checking mySpace, emailing, etc. Take care of your personal business before or after class. Students may use the lab printer in LB313 only for course-related purposes. 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. Plagiarism and cheating are violations of academic honesty and, when discovered, will result in a "0" for the project, and could result in a failing grade for the course. Anyone found guilty of plagiarizing could also be suspended or dismissed from the college.

Familiarize yourself with the campus "Policy on Academic Honesty" found in the *Course Catalog* and in the current *Schedule of Classes*. Respect other people's intellectual property rights just as you would their physical property rights.

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 or 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 in the San Rafael Building, (818) 240-1000, x. 5905.

Grading

You will be graded on the following:

Attendance/Participation	50 pts
Chapter Responses (top 5 scores)	50 pts
In-Class Assignments (top 10 scores)	100 pts
Midterm	100 pts
Final Project	100 pts
TOTAL	400 pts

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 at the session scheduled for the final exam, which is Tuesday, December 16th, from 7:30-10:00 pm. You must turn in your final project in order to pass the class.

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 and 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>.

Student Name (Please print)

Student Signature

Date