

# Introduction to Basic Research Skills

## Course Description

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Library 190 introduces students to the skills of basic researching, including the effective use of library resources and services. Students learn fundamental techniques for locating, evaluating, and organizing information to be used in research papers, as well as how to correctly format source citations.

Topics covered include:

- information cycle and timeline
- comparing, contrasting, and selecting library and open web resources
- types and characteristics of information sources
- effective information research planning
- search techniques
- evaluation criteria
- citation formatting
- plagiarism

*Recommended Prep:* Eligibility for ENGL 120 and ESL 151

## Student Learning Outcomes

*By the completion of this course, you will be able to:*

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.

## Course Materials

There is no textbook for this class.

Students will be assigned readings, websites, videos, handouts, worksheets and writing exercises that will help you to gain practice and experience in searching library and non-library resources for a specific research project. They are all available through Canvas.

This class will involve a hands-on, active approach to learning the tools and techniques.

**Recommended:** Notetaking in a notebook or device.

## Course Requirements

- Internet access\*
- [Canvas \(Links to an external site.\)](#)[Links to an external site.](#) access
- Access to Word Processing to prepare documents in an acceptable format: Office365

([free to GCC students \(Links to an external site.\)](#)[Links to an external site.](#)), Google Drive/Docs

\*iPads are available for 2-week checkouts in the Library

## Instructor Expectations and Student Conduct

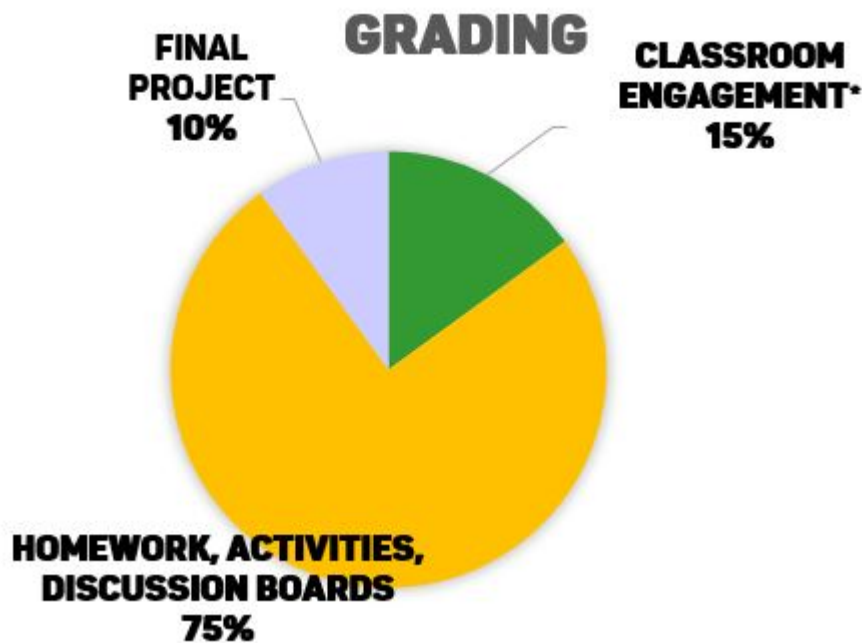
### Assignments

- Complete all assignments by due date.
- Turning in assignments does not guarantee you a passing score.
- If you have questions about your assignments, please contact me *before* they are due.
- Late work will be accepted only by prior arrangement and will not get full-credit.

### Grading

\*\* Pass/No Pass option is available \*\*

[Form \(Links to an external site.\)](#)[Links to an external site.](#) - due by 10/31/17 - Must be signed by a Counselor



\* Classroom engagement includes attendance and active participation.

Point Scale Used for Grades: (*subject to change*)

- A 180-200 points
- B 160-179 points
- C 140-159 points
- D 120-139 points
- F ≤119 points

## Attendance & Participation

- **Students with more than 2 absences may be dropped from the class.** ([See p. 39 of the GCC College Catalog \(Links to an external site.\)](#)[Links to an external site.](#)). 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.
- 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.**

Your participation score will be based on the following (face-to-face and online):

- Active participation individually and in group work relevant to LIB 190
- Respectful attitude to fellow classmates and instructor
- Appropriate, non-disruptive behavior
- Engagement with LIB 190 course
- Motivation to succeed
- Willingness to work hard and improve

**The instructor reserves the option to dismiss at any time students from class who do not comply or are disruptive or distracting to the learning/teaching environment. Dismissal from class is marked as an Absence.**

I am available Monday-Friday. The best way to reach me is email: [alerner@glendale.edu](mailto:alerner@glendale.edu)  
My office LIB 324.

**If you will be late or missing class, please let me know as soon as possible.** You will be expected to complete the homework due on the day absent and the homework for the missed class.

If I don't respond to your email during the week, please resend it until I respond.

## **[Academic Honesty Policy \(Links to an external site.\)](#)**[Links to an external site.](#)

College study is the process of acquainting students with values and procedures central to scholarship. All students are expected to do their own work. All forms of cheating and plagiarism are absolutely forbidden. This is the official policy of Glendale Community College.

The following behaviors serve as an operational description of student violations of academic honesty:

1. The student takes or copies answers from another student or source or uses unauthorized materials during a test.
2. The student turns in an assignment (labs, art projects, homework, prewritten or purchased papers, or work downloaded from the Internet) which is not his/her own.
3. The student uses words or ideas which are not his/her own without acknowledgment of the source (plagiarism).
4. The student knowingly deceives an instructor with the intent to improve his/her standing in class.
5. The student submits the same paper or project previously submitted in another class without the permission of the current instructor.
6. The student depends upon tools or assistance prohibited by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
7. The student acquires, without permission, tests or other academic materials belonging to a member of the GCC faculty or staff.

When a student engages in academic dishonesty, faculty have the option of requiring the student to see a college counselor, assigning a lower or failing (F) final grade in the course (or denying promotion from a non-credit course).

Violations of this policy will be reported to the Vice President of Instruction and will become part of the Glendale College Cheating Incident file, unless the instructor finds compelling reasons not to report a violation. The Executive Vice President of Instruction may then impose sanctions authorized by Administrative Regulation 5420. The sanctions include, but are not limited to, issuing a reprimand, suspending the student for up to ten days of instruction, and/or requesting a hearing by the Campus Judicial Board to see if the student should be suspended, or permanently expelled from the college.

The student has the right of due process for all the above sanctions.

[Student Conduct Policy \(Links to an external site.\)](#)[Links to an external site.](#)

Board Policies and Administrative Regulations for Student Conduct

[BP 5500](#) (pdf)

[AR 5500 Standards of Student Conduct](#) (pdf)

Helpful link: [Board Policies and Administrative Regulations](#) The Standards of Student Conduct provide a prompt and equitable means to address alleged student violations of the college's behavioral regulations. Students who violate college policies and behavioral regulations shall be subject to the disciplinary procedures outlined in the Standards of Student Conduct, GCC Administrative Regulation 5500. These procedures are not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

Prohibited conduct that may subject a student to disciplinary sanctions includes, but is not limited to the following:

1. Disruption of the orderly operation of the college, including but not limited to the delivery of GCC instructional, administrative, or student services; campus activities sponsored or sanctioned by GCC; other authorized non GCC activities when the act occurs on GCC premises.
2. Violation of published GCC rules, Board policies, and administrative regulations.
3. Knowingly furnishing false information to any GCC employee or campus police for the purpose of completing GCC documents, applications, or forms processed by the college.
4. Forgery, alteration, or other unauthorized use of GCC documents, applications, records, identification, or forms processed by the college.
5. Unauthorized possession or duplication of keys to any GCC premises, entry into or use of any GCC premises, or use of GCC supplies and equipment.
6. Cheating, plagiarism, or other violations of GCC policies and administrative regulations governing academic honesty.
7. Misuse of GCC computer systems in violation of GCC board of policies and regulations governing the use of computer and communications technology.
8. Gaming, gambling, or participating in other activities for the purposes of wagering or betting funds.
9. Soliciting or assisting another to perform any act that would violate the Standards of Student Conduct and subject a student to disciplinary sanctions.
10. Violation of judicial and statutory standards of obscenity; engaging in lewd or indecent behavior on campus or at a campus function.
11. Violation of federal, state, or local law on GCC premises, or at GCC sponsored or supervised activities.
12. Use, possession, or distribution of narcotics, other legally controlled substances, or alcoholic beverages except as expressly permitted by law and GCC regulations.
13. Failure to comply with directions of GCC employees who are acting within the scope of their job responsibilities.
14. Presence on campus or at a college-sponsored function while under the influence of narcotics, other legally controlled substances, or alcoholic beverages except as expressly permitted by law and GCC regulations.
15. Abusive behavior directed toward, or hazing of, a member of the campus community or a campus visitor.

16. Illegal or unauthorized possession or use of firearms, explosives, other weapons, or dangerous chemicals.
17. Sexual harassment of a member of the campus community or a campus visitor including, but not limited to unwelcome sexual advances; requests for sexual favors; other verbal, non-verbal, or physical conduct of a sexual nature in violation of GCC board policies and administrative regulations on sexual harassment, and applicable State and Federal laws.
18. Verbal abuse, threats, intimidation, harassment, coercion or other conduct that threatens or endangers the health and/or safety of a member of the campus community or a college visitor.
19. Assault, battery, or any other physically abusive behavior that threatens or endangers the health and/or safety of a member of the campus community or campus visitor.
20. Theft or attempted theft of GCC property, or property of a member of the campus community or campus visitor.
21. Actual or attempted vandalism or destruction of GCC property, or property of a member of the campus community or campus visitor.
22. The use of any electronic listening or recording device in any classroom without the prior consent of the instructor, except as necessary to provide reasonable accommodations for students with disabilities.
23. Selling, preparing, or distributing recorded course materials for any purpose unless authorized by the instructor in writing.

Authorized disciplinary sanctions for violations of student behavioral regulations include, but are not limited to written reprimand, loss of privileges, restitution, temporary removal from class, suspension, and/or permanent expulsion. The college administers these sanctions through the Standards of Student Conduct and provides involved students with their due process rights guaranteed by State and Federal constitutional protections. Copies of the Standards of Student Conduct are available in the Student Affairs Office located in the J.W. Smith Student Center or from the GCC website.

### **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