Course Syllabus
Library 191: Introduction to Information Competency

Instructor: Zohara Kaye

Fall 2016

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Hybrid
Wed 6:25 pm -8:30 pm

Office Location: LB 314

Ticket Number: 3545

Office hours: TBD (check Moodle)

Room: LB313

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.

This syllabus is accessible electronically at http://www.glendale.edu/library/instruction/credit-courses.html

Course Description/Rationale

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 skills provide confidence in conducting research, and are necessary in order to succeed as college students and beyond. The class consists of lectures and discussions, group presentations, readings, in-class exercises, take-home assignments, quizzes, final exam and a final project.

Course Entry Expectations
Recommended Preparation: Eligibility for ENGL 101.
Skills Level Ranges: Reading 6; Writing 6; Listening/Speaking 6; Math 2.

Required Text/Readings

Badke, William. *Research Strategies: Finding Your Way Through the Information Fog.* **5th ed. Bloomington: iUniverse, 2014.**

ISBN for the 5th edition in PRINT is 1491722339
ISBN for the 5th edition in ELECTRONIC is 9781491722343

Purchase the **5th edition only**; do not purchase/use the earlier editions. Copies of the Lib 191 textbook are available on Reserve at the Circulation Desk of the Library. Reserve copies are for 2-hour, library use only. Photocopies in the library are $0.10 per page.

In addition to the textbook, there will be other required readings assigned throughout the course. These will be made available in print or electronically.

Class Requirements

To be successful, students must possess these basic skills:
- ✓   college-level reading comprehension
- ✓   note taking skills
- ✓   study skills
- ✓   writing skills
- ✓   basic computer skills

Students must be able to access:
- ✓   a computer
- ✓   the World Wide Web
- ✓   word processing software to prepare documents in acceptable format
- ✓   Turnitin
- ✓   Moodle, the classroom management system used for LIB 191. *It is the student's responsibility to learn how to use it. If you need help doing so, please contact the Instructional Technology help desk 818-240-1000 x3457 or visit them in SF101.* Student Moodle tutorials are available here: http://www.glendale.edu/index.aspx?page=6415

Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:
1. recognize the need for information and define a research topic;
2. develop and implement an effective search strategy appropriate for an information need;
3. locate and retrieve information;
4. evaluate information;
5. assess the research strategy;
6. employ principles of ethical and legal use of information;
7. organize, synthesize, and communicate information.

Student Learning Outcomes

Upon successful completion of the required course work, the student 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.

Instructor Expectations

ASSIGNMENTS:

Students must complete all assignments by the posted due date. *Late assignments will be accepted with prior approval only, and will be penalized 10% for each class session after the due date*.

In cases of planned absences, it is the student's responsibility to contact the instructor prior to the class to make arrangements to drop off any assignments that are due on the day of a planned absence (see instructor's email address and phone extension at the beginning of this syllabus).

You will receive detailed instructions on assignments. It is the student's responsibility to speak to the instructor PRIOR to the due date if the instructions are unclear. **Students are expected to carefully review and follow all instructions for each assignment.**

ATTENDANCE AND PARTICIPATION IN CLASS:

Attendance is very important since absences can result in missed assignments that cannot be made up.
Missing class, lack of participation, tardiness and demonstrating disrespect or lack of consideration toward the instructor and fellow classmates will negatively impact the student's final score. Please read the "Standards of Student Conduct" found in the GCC Catalog.

> Students are expected to attend all class meetings. There are no authorized absences from class and irregular attendance may result in exclusion from classes. [...] Students also may be dropped for continuous or cumulative absences for the number of hours a sixteen-week class is scheduled to meet in a two-week period. (See *GCC Catalog* Attendance and Drop Policy).

For this class, you are expected to miss no more than 4 hours or 4 class sessions (face-to-face and online class time combined). Excessive tardies and absences will negatively impact your final grade.

> 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 Catalog* Attendance and Drop Policy).

To receive full attendance/participation credit, students must do more than simply show up for class. When class is in session, students are expected to engage in LIB 191 coursework and participate *fully*.

Specifically, students are expected to:
- ✓ be fully mentally and physically "present" in class.
- ✓ actively participate in class discussions and activities.
- ✓ demonstrate respect and consideration for classmates and instructor. This includes not talking while others are talking, avoiding inappropriate computer use 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.

Using class time for any other purpose (i.e., email, chat/texting, Facebook, Twitter, etc.) is not permitted. If the instructor determines that a student's behavior is disruptive or otherwise interferes with a conducive learning environment, the **student may be asked to leave class and receive no attendance credit for the day.**

POLICY ON ACADEMIC HONESTY: 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. These are violations of academic honesty and will result in a "0" for the project or assignment, and could result in a failing grade for the 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." Sanctions may include issuing a reprimand, suspension or expulsion from the college (see *GCC Catalog* Policy on Academic Honesty). Please review GCC's "Policy on Academic Honesty" in the GCC Catalog. Students may be asked to submit assignments via plagiarism detection software upon the request of the instructor.

ELECTRONIC/PERSONAL DEVICE POLICY: *Please turn off or silence all cell phones and similar devices before the start of class.* When in class, students are expected to engage only in coursework related to the class, and class time may not be used for social networking or non course related activities. 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 the Participation grade. The instructor reserves the right to dismiss students from class who do not comply or are disruptive or distracting to the learning/teaching environment. Students asked to leave will not receive attendance credit for that day.

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 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, x5905.

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. Please remember that the goal of tutoring is to enable you to work independently – not to complete, correct, or proofread your work. For questions, please call the Learning Center at 818 240-1000, x5333.

Tentative Schedule

	Date	Topic
Week 1	Aug 31	Introductions to the class; Why is IC important?
Week 2	Sep 7 (online)	Research Process and Choosing a Topic
Week 3	Sep 14	From Topic to Research Question
Week 4	Sep 21 (online)	Reference and Searching Techniques Choosing a Database
Week 5	Sep 28	Writing a Paper; Outline and Intro Paragraphs
Week 6	Oct 5 (online)	Citing Resources
Week 7	Oct 12	Plagiarism
Week 8	Oct 19 (online)	Beyond Books; Presenting information
Week 9	Oct 26	Group Presentations on Textbook Chapters
Week 10	Nov 2 (online)	Evaluating information
Week 11	Nov 9	In-text citations: Paraphrasing, Quoting, and Summarizing
Week 12	Nov 16 (online)	Beyond Print; Beyond your Paper
Week 13	Nov 23 (online)	Social Issues in the Digital World – Privacy, Copyright and Information Ethics
Week 14	Nov 30	IC Jeopardy – Review for Final
Week 15	Dec 7	Final Exam 5:10 pm-7:30 pm

Grading

Grading will be based on the following:

Attendance/Participation	100
Homework Assignments	100
Group Presentations	50
Quizzes	50
Final Exam	100
Final Project	100
TOTAL	**500 points**

The final exam is scheduled in LB 313 on **Wednesday, December 7, 2016, 5:10 pm-7:30 pm.** Final project will be due at 5:10 pm on December 7. Prior arrangements must be made with the instructor if there are conflicts with the final exam date.

Students will receive more detailed information about the Assignments, Exercises, Quizzes, and the Final Project throughout the course.

Final grades will be determined using the following scale:

A   450 – 500 points
B   400 – 449 points
C   350 – 399 points
D   300 – 349 points
F   below 299 points

NOTE: The instructor may vary the methodology, guidelines, and structure for grading.

Affidavit

This syllabus contains the rules and expectations for students taking this course. My signature below indicates that I have read and I understand the syllabus for this course. It also indicates that I agree to follow the rules and meet the expectations outlined in this syllabus.

Student Name (Please print)

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Student Signature   Date