

Course Syllabus Library 191: Introduction to Information Competency

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Office Hours: Mon 10:00-10:30 a.m., Wed 11:35-12:00, or by appointment

Fall 2010

M 10:45-11:50, W 10:45-11:35

Ticket Number: 3422

Room: LB313

This syllabus 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*. 3^d ed. New York: iUniverse, Inc., 2008.

Note: Two copies of this textbook are on RESERVE in the GCC Library. Ask at the Circulation/Reserve Desk. Be aware that damage to reserve books will result in a \$10 fine and your name being sent to the Dean of Student Affairs for disciplinary action.

This textbook is also available as an electronic book for \$6.00 through the following website:

<http://www.iuniverse.com/bookstore/BookDetail.aspx?BookId=SKU-000063139>

In addition to the GCC Bookstore, you can purchase the print textbook from various online vendors through web sites such as addall.com and booksprice.com. These web sites will compare the prices of different vendors and provide a link to the vendors.

In addition to the textbook, there may be other readings assigned.

Course Description/Rationale

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, organizing, and presenting information. The topics to be covered include: understanding call numbers; using online catalogs to locate books and other library resources; knowledge of reference materials; developing and executing research strategies; critical thinking to evaluate information; application of critical and technical skills to periodical and online databases; understanding bibliographic citation formats, the role played by annotations in the evaluation and research process; and the Internet as a research tool.

These skills are essential to success as a college student and beyond. The class consists of lecture and discussion, readings, in-class and take-home assignments, midterm quizzes, and a final annotated bibliography project. **Recommended Prep: Eligibility for ENG 101**

Course Requirements

- **BASIC COMPUTER SKILLS:** Access to a computer, the World Wide Web, and the ability to use word processing software to prepare documents in acceptable format are required.

- **STUDY SKILLS:** To be successful, students must have college-level English comprehension as well as note taking, study, and writing skills.
- **FLASH/USB DRIVE:** You will need a thumb drive in order to save assignments and work you do in class. Bring your thumb drive to class every day.

Course Objectives

Students will gain hands-on experience with:

- Recognizing differences in various types of information sources,
- Determining the relevance and appropriateness of various information sources,
- Acquiring research skills, techniques, and strategies for print and online resources
- Applying the principles of the research process
- Communicating concepts using information literacy vocabulary
- Recognizing and correctly applying the Modern Languages Association (MLA) style,
- Applying evaluation criteria to information sources,
- Improving critical thinking skills.

Student Learning Outcomes

Students will:

1. Develop search strategies in order to identify and locate appropriate sources of information. *Assessment includes in-class exercises and review quizzes.*
2. Determine the quality of an information source based on evaluation criteria. *Assessment includes in-class exercises and an annotated bibliography.*
3. Evaluate sources through the process of compiling bibliographic annotations. *Assessment includes in-class exercises, an annotated bibliography, and review quizzes.*

Instructor Expectations and Student Conduct

- Assignments must be completed and turned in by the beginning of class on the due date. In rare instances some assignments may be emailed to the instructor. Learn how to use email to attach documents for out-of-class assignments. Documents must be saved and sent as a Microsoft Word or Rich Text Format (.rtf) file. Documents that cannot be opened will not be accepted or graded.
- If you must miss a class, inform the instructor—ahead of time if at all possible. By contacting the instructor you can get any assignments and be prepared when you return to class. In such circumstances, acceptance of late assignments is at the discretion of the instructor.
- Students will receive detailed information about the midterm quizzes and the final project as the time approaches.
- During class sessions you are expected to engage in the business of LIB 191 and participate fully. Your attendance and participation will be part of your grade for the class. The instructor reserves the right to dismiss students from class who do not comply.
- Demonstrate respect and consideration for classmates and instructor. The instructor reserves the right to dismiss any student who does not.

Attendance/Absence/Tardiness Policy

- Missing class, lack of participation, and tardiness will negatively affect your final grade.
- "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." (GCC College Catalog 2009-2010, p. 49) For this class that is about 4 hours, or 4 class sessions.
- "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." (GCC College Catalog 2009-2010, p. 49)

ELECTRONIC/PERSONAL DEVICE POLICY: Cell phones, CD/MP3 players, and similar devices may not be used in class and must be turned off before the start of class. When in class, students are expected to engage only in coursework related to LIB191. The classroom printer may be used only with prior instructor permission.

POLICY ON ACADEMIC HONESTY: Plagiarism and cheating will not be tolerated. Plagiarism is using someone else's work, words, or ideas without acknowledgement of the source. Plagiarism and/or cheating will result in a "0" for the project, 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 Catalog 2009-2010* (p. 55) and in the current *Schedule of Classes*. 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 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 with the Center for Students with Disabilities at 818-240-1000, x5905 in the San Rafael Building.

GRADING

You will be graded on the following:

Attendance and participation	10% = 40 points
Textbook reading responses/quizzes	15% = 60 points
Citation/annotation/research process exercises	30% = 120 points
Midterm exam	15% = 60 points
Final Project: Annotated bibliography/research journal	30% = 120 points
Total	100% = 400 points

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: There will be no final exam for this class. Instead, you will submit a final project: an annotated bibliography and research journal. Your completed project will be due at the session scheduled for the final exam, which is **Wednesday, December 8th, 7:30-10:00 am**. You must turn in a final project in order to pass the class.

SCHEDULE: We may spend more time on certain topics than on others, depending on the progress and the needs of the class, but some of the topics to be addressed are:

- Research strategies and techniques
- Reference sources
- Databases
- Library catalogs
- Periodicals
- Internet research
- Critical evaluation of information sources
- Quoting, paraphrasing, and avoiding plagiarism
- Understanding and applying the MLA style for creating Works Cited pages

Affidavit

My signature below indicates that I have read and understand the syllabus for this course, and agree to abide by its provisions. This syllabus is also available on the Library's web site at: <http://www.glendale.edu/library/instruction/credit-courses.html>.

Student Name (Please print): _____

Student ID number: _____

Student Signature

Date