Syllabus – LIB 190: Introduction to Basic Research Skills
Spring 2015 | #3290
Instructor: Christina Sheldon | E-mail: csheldon@glendale.edu
Meeting Times: Wednesdays, 10:05-12:10pm in LB 313 between Apr. 22-June 10, 2015 (8 weeks)
Office Hours: Prof. Sheldon works at the Reference Desk on Tuesdays 2-5pm & Thursdays 11am-1pm
Course Web Page: http://campusguides.glendale.edu/LIB190Sheldon

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 the specifications established in this syllabus. This syllabus is accessible electronically at http://www.glendale.edu/library/instruction/credit-courses.html

Course Description
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, and plagiarism. Recommended Prep: Eligibility for ENGL 120 and ESL 151.

Student Learning Outcomes
Students through participation in this course will…

- Demonstrate an understanding of library resources and services in order to fulfill an information need.
- Define a research strategy.
- Use effective search techniques to locate sources.
- Identify and use evaluation criteria.
- Cite sources using proper citation format.

Course Materials
There is no textbook for the class. Students will review and complete in-class and online tutorials, websites, videos, worksheets, activities, and readings that will help students gain experience in locating credible resources for a research project. This class takes a hands-on, active approach to learning the tools and techniques for academic research.

Recommended: A 3-ring binder and a 2G (or larger) flash drive.

Grading
Course grades will be determined as a percentage of the total points assigned throughout the course, based on the following scale for earned points.

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<tr>
<th>Grade</th>
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<tr>
<td>A</td>
<td>90-100%</td>
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<td>B</td>
<td>80-89%</td>
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<td>C</td>
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<td>D</td>
<td>60-69%</td>
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<tr>
<td>No Credit</td>
<td>Less Than 59%</td>
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Grade weighting will reflect the following distribution:
- Attendance & participation 30%
- Homework & quizzes 20%
- Research Logs 25%
- Final Project (Annotated Bibliography) 25%
Course Requirements

Attendance and Participation
For this short-term (8 weeks) course, attendance and participation are critical. Punctual attendance and active participation are required. Classes start on time; attendance will be taken; attendance will affect your grade. Per campus policy: “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 with more than 2 absences may be dropped from the course. (See the Attendance and Drop Policy in the GCC College Catalog.)

When sickness, family issues, or other responsibilities make attendance impossible, the student must communicate such with the instructor in advance of the missed class session. Absences are not excuses to miss assignments, and in-class activities & assignments cannot be made up. Per class policy described below, no late work is accepted. You have the option of turning assignments in early at the Library Reference Desk if you know you will be absent.

Course Projects
Students will complete one major project over the course of the term: an Annotated Bibliography, in which each student documents credible sources that relate to a Research Question of the student’s personal choice. Research Logs will be completed on a weekly basis to document the student’s progress in locating credible books, articles, and web sites that assist in answering the Research Question.

Student Conduct & Expectations

Late Work? Nope.
Unless otherwise indicated by the instructor, all assignments are due at the beginning of class on the indicated due date. No assignments will be accepted via email or fax except in the case of an emergency and with advance approval by the instructor. NO LATE ASSIGNMENTS WILL BE ACCEPTED. Exceptions to this policy will be considered in extraordinary and/or emergency circumstances given advance communication with the instructor, but such exceptions will rarely be granted. If you know you will be absent, you may always turn in assignments early at the Library’s Reference Desk.

Communication
Email is the best way to reach Prof. Sheldon with questions or to contact her about other issues. Put LIB 190 in the email subject line and some indication as to the content of your question; otherwise your email may go to spam. You will usually receive a response within 24 hours.

You can also visit me in-person during office hours or while I’m working at the Library’s Reference Desk at the following times for the 2015 Spring term: Tuesdays from 2-5pm and Thursdays from 11am-1pm.

Personal Electronic Devices
Except if called upon to use mobile devices for a class exercise, cell phones and hand-held devices must be turned off or on silent mode. When in class, students are expected to engage only in coursework related to THIS course, and class time may not be used for non-course-related activities, including social networking (Facebook, Twitter, email, chat, or other apps). The instructor reserves the right to dismiss students from class who do not comply or are disrupting the learning environment. Students asked to leave class will lose participation points for that day.

Accommodations for Disabilities
If you are a student with a disability and you believe you may need an accommodation to successfully complete this course, you must contact GCC’s Center for Students with Disabilities and make an appointment to discuss your needs. Reasonable accommodation will be provided to any student who provides documentation to the instructor from GCC’s Center for Students with Disabilities. For more information about Disabled Students Programs and Services, please visit http://www.glendale.edu/index.aspx?page=1970 or call 818-240-1000, x5905.

Academic Honesty
Plagiarism and cheating will not be tolerated. Using someone else’s work, words, or ideas—from a book, article, web site, lecture, etc.—without citing the original source will result in a "0" for the assignment, and could result in a failing grade for the course. The instructor reserves the option to forward the names of students who have plagiarized or who have been caught cheating to the Vice President of Instruction for further action. Sanctions could include a notice in the student’s record, and possible suspension or dismissal from the college. Familiarize yourself with GCC’s “Policy on Academic Honesty” in the GCC catalog. Students will submit assignments via plagiarism detection software upon the request of the instructor. When in doubt, cite, and if confused on how to do so, ASK YOUR LOCAL LIBRARIAN: ME!
**Additional Tips**

- To be successful in this course, you must:
  - Use a computer and word-processing software such as MSWord to...
    - Access websites & email using a reliable Internet connection
    - Create, download, edit, and save text documents; attach and send documents through email
    - Prepare & submit documents in acceptable format (.doc, .docx, or .pdf)
  - Complete all homework and in-class assignments on time – NO LATE WORK ACCEPTED
  - Participate thoughtfully in class discussions and work groups
  - Pay attention and carefully follow all instructions
  - Ask questions when you do not understand something

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

- Students are responsible for keeping up with course activities, deadlines, and announcements by reviewing the class webpage, [http://campusguides.glendale.edu/LIB190Sheldon](http://campusguides.glendale.edu/LIB190Sheldon). It is recommended that you keep all graded and draft work in a 3-ring binder for this course (see above under Course Materials). If there is confusion or disagreement about a recorded score, you must be able to show the instructor the graded assignment in order for your score to be adjusted. Individual questions about grades should be addressed outside class time or during office hours.

- Missing class, lack of participation, tardiness, and demonstrating disrespect or lack of consideration toward the instructor and/or fellow classmates will negatively affect your final grade. Please read the “Standards of Student Conduct” in the GCC Catalog. “Students also have the responsibility to officially withdraw from a class when they stop attending, and to observe established deadlines. Otherwise, ‘F’ grades may be assigned.” (See GCC Catalog Attendance and Drop Policy.) For this class, the deadlines are 4/25/15 to drop the class and receive a refund; 5/30/15 to drop the class with a “W”.

- When in doubt—confused, lost, or curious if you found the best information—ASK A REFERENCE LIBRARIAN. Not just Sheldon: any person sitting at the GCC Library Reference Desk can help you, especially in completing the weekly Research Logs. Don’t be shy! Step up and ask your question in-person, or telephone them at (818) 240-1000, ex. 5577.

**Course Schedule**

You are required to show up for the final day of class—**Wednesday, June 10**—in order to pass the class. The final course project, your Annotated Bibliography, is also due on this date.

The following are topics that will be covered in class. Always check the course web page at [http://campusguides.glendale.edu/LIB190Sheldon](http://campusguides.glendale.edu/LIB190Sheldon) to learn what is scheduled to be covered week-by-week.

- The Information Cycle and Source Types
- How to Develop a Research Question and Brainstorm Search Terms
- How to Use Library Catalogs to Find Books
- How to Use Library Databases to Find Articles
- Effective Internet Search Techniques
- Evaluating Sources for Quality
- Citing Sources and Avoiding Plagiarism