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://gcc.glendale.edu/library/instruction/credit-courses.html

Course Description/Rationale

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: the information cycle; 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.

Course Materials

There is no textbook for the class. Students will be assigned online tutorials, websites, videos, handouts, worksheets, and other exercises and readings that will provide practice and experience in searching library and non-library resources for a specific research project. This class will involve a hands-on, active approach to learning the tools and techniques to using the library and other resources for researching.

Course Requirements

You must be able to access:

- a computer
- World Wide Web
- word processing software to prepare documents in acceptable format (.doc, .docx or .pdf only)

To be successful, you must:

- complete all homework and in-class assignments
- participate in class discussions and work groups
- pay attention and listen carefully to all instructions
- ask questions when you do not understand something
Student Learning Outcomes

1. Students will demonstrate an understanding of library resources and services in order to fulfill an information need.
2. Students will define a research strategy.
3. Students will use effective search techniques to locate sources.
4. Students will identify and use evaluation criteria.
5. Students will cite sources using proper citation format.

Assessments of the above will include exercises, hands-on activities, quizzes, and a summative annotated bibliography.

Grading

You will be graded on the following:

<table>
<thead>
<tr>
<th>Activities, Exercises, and Quizzes**</th>
<th>100</th>
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</thead>
<tbody>
<tr>
<td>Final Project</td>
<td>50</td>
</tr>
<tr>
<td>Classroom Engagement*</td>
<td>50</td>
</tr>
<tr>
<td>TOTAL POINTS**</td>
<td>200</td>
</tr>
</tbody>
</table>

*Classroom engagement is more than merely attendance and on-time arrival. See following section on Instructor Expectations and Student Conduct. **If you are advised to redo an exercise, and you do not, you will receive a “0” for the exercise.

Your final grade will be determined using the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Range</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>180 – 200</td>
<td>100</td>
</tr>
<tr>
<td>B</td>
<td>160 – 179</td>
<td></td>
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<tr>
<td>C</td>
<td>140 – 159</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>120 – 139</td>
<td></td>
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<tr>
<td>F</td>
<td>≤ 119</td>
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</tbody>
</table>

NOTE: Instructor may vary methodology, guidelines, and structure for grading.

You must show up for the last day of class, Thursday, February 6 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 covered in class will be:

- Developing a Research Topic
- Citing Sources and Avoiding Plagiarism
- Types of Information
- Library Catalogs
- Databases
- Effective Internet Search Techniques
- Evaluating Sources for Quality
Instructor Expectations and Student Conduct

Assignments

- Complete all assignments by the due date.

- Turning something/anything in does not guarantee you points or a passing score. In order to pass with a “C” in this class, you will need to earn at least 140 out of 200 points. *If you are given permission to redo an assignment, you are not guaranteed a better score. The permission to redo something only gives you an opportunity to do better.*

- Late work will be penalized.

- Students are responsible for keeping up with the course material, deadlines, and any announcements by accessing libguides.glendale.edu.

- Keep all your graded and draft work. If there is confusion or disagreement about a recorded score, you must be able to show me the graded assignment for your score to be adjusted. Individual questions about grades should be addressed outside class time or during office hours.

- Students will receive detailed instructions on assignments. Contact me when you are unclear about what the instructions are or if concepts are confusing. Don’t wait until you receive a poor grade to speak to me. **You are expected to carefully review and follow all the instructions for each assignment. Most students who do poorly do so because they did not follow the instructions carefully.**

Attendance

- Students with 2 absences or more may be dropped from the class. (See p. 49 of the GCC College Catalog). 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.**

Class engagement:

Attendance and timeliness are important, but to receive full class engagement credit, you must do more than simply show up for class. When class is in session, you are expected to engage in the business of LIB 191, specifically by doing the following:

- arrive on time and be prepared with all materials needed for class sessions.
• be fully mentally and physically “present” in class. Using class time for any other purpose (i.e., sleeping, reading materials other than course materials email, chat, Facebook, Twitter, etc.) indicates a lack of class engagement and will be reflected in your grade.

• demonstrate respect and consideration for classmates and instructor. This includes not talking while others are talking, inappropriate computer use (see below) or any other activity that may prevent others from fully taking advantage of the learning opportunity this class provides. See the “Standards of Student Conduct” found in the GCC Catalog. If the instructor determines that a student’s behavior is disruptive or otherwise interferes with a beneficial learning environment, the student may be asked to leave class and receive no credit for the day.

ELECTRONIC/PERSONAL DEVICE POLICY: Cell phones, tablets, MP3 players, etc., are not to be used in class and must be turned off before the start of class except by permission of instructor. When class is in session, you are expected to engage in the business of LIB 190, and participate fully. If you are conducting personal or non-LIB 190 business, you are not engaging in the business of LIB 190. 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.

ACADEMIC HONESTY POLICY: Plagiarism and cheating will not be tolerated. Using someone else’s work, words, or ideas without acknowledgement of the 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 name of the 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,” a link to this web page will be accessible in the Web Links section on the class website. Students will submit assignments via plagiarism detection software upon the request of the instructor.

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 building.
Affidavit

My signature below indicates that I have read and agree to the terms in this syllabus. An electronic copy of this syllabus is available at http://gcc.glendale.edu/library/instruction/credit-courses.html.

__________________________________________________
Student Name (Please print)

__________________________________________________
Student Signature

                          Date