Syllabus

LIB190 - Introduction to Basic Research Skills Ticket # 2607

Tuesday 10:05 am – 12:10 pm - Dates: 10/25/16 – 12/13/16

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/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:

- 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.

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 help you to gain 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.

Recommended Prep: Eligibility for ENGL 120 and ESL 151.

Course Requirements

- Access to a computer

- Internet Access

- Word Processing software (ex: Office 365, Google Drive/Docs). You must prepare documents in an acceptable format.

<mark>Recommendation:</mark>

<mark>Bring or purchase the following for LIB 190: A 3-ring binder</mark>

To be successful, you must:

- Complete all homework & in-class assignments

- Participate in class discussions and group work

- Pay attention and listen carefully to all instructions

- Ask questions when you do not understand something

Course Objectives

Students will gain hands-on experience with:

1. recognizing different types of source
2. determining the quality of a source
3. applying the steps to the research process
4. applying basic information competency vocabulary
5. acquiring basic search techniques to finding source,
6. applying MLA citation style
7. evaluating information sources
8. improving critical thinking skills.

Student Learning Objectives

Students will:

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

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

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 not be accepted.

☑ Students are responsible for keeping up with the course material, deadlines, and any announcements by accessing campusguides.glendale.edu/LIB190alerner2607. You must keep all your graded and draft work which is why you need a 3-ring binder for this course. If there is confusion or disagreement about a(n) (un)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.
    ☑ 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

☑ 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.

Your final grade will be determined using the following scale:	
A	180 - 200 points
B	160 - 179 points
C	140 - 159 points
D	120 - 139 points

You will be graded on the following:	Points
Activities, Exercises, Quizzes	120
Final Assignment	50
Classroom Engagement*	30
TOTAL POINTS**	200

Note:
*Classroom engagement includes attendance and active participation.
**If you are advised to redo an exercise, and you do not, you will receive a "0" for the exercise.

Attendance and Participation

☑ Students with more than 2 absences 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.

☑ 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

Personal Electronic Devices

☑ 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 Dean of Student Affairs and 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 on the class website. Students will submit assignments via plagiarism detection software upon the request of the instructor.

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

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.