**Lib 191 – Introduction to Information Competency Course Guide and Syllabus**

**Ticket #3971, February 17 – June 2:** Tuesdays 10:45am - 11:50am, Thursday 10:45am - 11:35am  
**Location:** LB313  
**Final Exam:** Thursday, June 4, 11:50am – 2:10pm, Lib 313  
**Instructor:** Pat Sullivan  
**Email:** psulliva@glendale.edu (NOTE: no n)  
**Phone:** 818-240-1000, x1228  
**Office hours:** Immediately after class or by appointment

This *Course Guide and Syllabus* provides information to guide you through the course. It also contains the rules and expectations for students taking the course. Please read it carefully.

This *Course Guide and Syllabus* is accessible electronically both through Moodle and at [http://gcc.glendale.edu/library/instruction/credit-courses.html](http://gcc.glendale.edu/library/instruction/credit-courses.html)

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**Course Description**
The Library 191 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; how to use reference works, books, periodicals, and other sources; and how to critically evaluate and cite information.

These skills will provide students with the confidence to conduct research, and are necessary to succeed as college students and beyond. The class consists of discussions and demonstrations, readings, in-class exercises, take-home assignments, quizzes, a group presentation, mid-term and final exams, and a final project.

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

**Course 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 also be able to access:

- a computer and the Internet (World Wide Web)
- word processing software to prepare documents in acceptable format
- Moodle, the classroom management system used for LIB 191. *It is the student’s responsibility to learn how to use Moodle. If you need help doing so, please contact the Instructional Technology Help Desk x3457, option 3 or visit them in SF101. Moodle tutorials for students are also available at: [http://www.glendale.edu/index.aspx?page=6415](http://www.glendale.edu/index.aspx?page=6415)*
- Turnitin (more information on Turnitin will be given later in the course)

What can you do to be successful in this class? **Read this document carefully and completely, read the instructions for each assignment, quiz or test carefully, and then follow the instructions.**

**Student Learning Outcomes**
Upon successful completion of the required coursework, a 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 appropriate sources of information.
3. Evaluate information sources for quality.
4. Recognize the ethical and legal use of information and correctly apply proper citation format.
Assessment
You will be assessed in this course through a combination of class engagement, assignments and exams related to practicing skills. There will also be a final project unifying all these skills.

Grading
You will be graded on the following:

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<tr>
<td>Class Engagement*</td>
<td>100 pts. or 25%</td>
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<tr>
<td>Assignments / Exercises / Quizzes (10 points each)</td>
<td>100 pts. or 25%</td>
</tr>
<tr>
<td>2 Exams: Midterm and Final (50 points each)</td>
<td>100 pts. or 25%</td>
</tr>
<tr>
<td>Final Project: Annotated Bibliography (Required)</td>
<td>100 pts. or 25%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>400 points</td>
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*Class Engagement is more than merely attendance and on-time arrival. See section on Instructor Expectations and Student Conduct on p. 6 below.

Students will receive more detailed information about Assignments, Exams and the Final Project as the class progresses. Regardless of a student’s total points earned during the class, each student is required to take the Final Exam and complete the Final Project to pass the course.

Your final grade will be determined using the following scale:

A  360 – 400 points
B  320 – 359 points  NOTE: Instructor may vary methodology,
C  280 – 319 points  guidelines, and structure for grading.
D  240 – 279 points
F  below 239 points

Final Exam date/time
Thursday, June 4, 11:50am – 2:10pm, in LB 313. You are required to show up during this final exam period in order to pass the class.

Textbook
Course Materials
A variety of resources will be assigned, including a textbook, online tutorials, websites, and screencasts and additional supplemental resources that cover the major concepts for the class. For this section of LIB 191, it is recommended that you be able to get access to the following text:

(A copy of the Badke text is available at the Reserves Desk. An electronic copy of the book is available for $9.99 and is downloadable as a pdf file to a personal computer or a USB/flash drive from this website: http://bookstore.iuniverse.com/Products/SKU-000704075/Research-Strategies.aspx).

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:

- Academic Research Strategies and Techniques
- Databases
- Library Catalogs
- Finding Articles from Periodicals
- Basic and Advanced Internet Research
- Avoiding Plagiarism and Understanding Proper MLA Style Format
- Critical Evaluation of Information Sources

Instructor Expectations and Student Conduct

Assignments
You will receive detailed instructions on assignments. You are expected to carefully review and follow all the instructions for each assignment. Many students who do poorly do so because they did not read or follow the instructions carefully. It is also your responsibility to speak to the instructor PRIOR to the due date if you do not understand the instructions.

Some of your assignments will be submitted through Moodle or by uploading a word document to Turnitin through Moodle. When uploading word documents for submission, please type your name on the first page of the document you are submitting and also include your last name in the title of the document, e.g. Sullivan_Book_Annotation.doc. Always save a copy of your assignment or print out a copy for your records in case there are technical difficulties. Doing so is insurance that you have done the work even if there are technical problems.

LATE ASSIGNMENTS WILL NOT BE ACCEPTED. By doing this, I am helping you to learn how to assess workloads and manage your time to meet deadlines. These skills are fundamental to your success if you plan to transfer to a university. This will also make you a more desirable employee. Therefore, you must complete all assignments by the due date. Missing class, for whatever reason, does not excuse you from turning in assignments on time. If you do miss a class, it is your responsibility to use Moodle to find out the homework assignment from the class you missed. Assignments due via Moodle or Turnitin.com will have a due date assigned. Network or computer failure will not be accepted as an excuse to turn something in.

Exceptions to this policy will be considered in extraordinary and/or emergency circumstances only with advance communication with the instructor, but such exceptions will rarely be granted (see email address and phone extension at the beginning of this syllabus for your use in communicating with the instructor).
Turning something or anything in does not guarantee you points. Also, 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.

**Attendance**

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, that is 4 hours or 2 class sessions.

**Class engagement:**

Attendance and timeliness are important since absences or late arrivals can result in missed information and skills practice, critical for success in completing assignments. 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.** This means that you will complete all readings or video viewings assigned as homework, complete and/or turn in any items requested for class discussion and arrive 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.

*Reminder:* “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 College Catalog Attendance and Drop Policy*).

**Electronic/Personal Device Policy**

Please be considerate to your classmates and instructor by turning off all cell phones, pagers, IPOD/MP3 players, and similar devices before the start of class. When in class, students are expected to engage only in coursework related to LIB191 and class time may not be used to check Facebook, send emails, etc. 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 your Participation grade.
Academic Honesty Policy
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 as is allowing someone else to take or copy your answers. These are violations of academic honesty and will result in a “0” for the project or test, 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 College Catalog. 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 an accurate assessment of achievement – such as 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 in the San Rafael Building.

The 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. You will find the list and description of Learning Center workshops being offered this semester at http://www.glendale.edu/index.aspx?page=2894.

If you wish to be referred to the Learning Center for tutoring, please remember that the goal of tutoring is to enable students to work independently – not to complete, correct, or proofread their work. Please ask the instructor for a referral to the Learning Center if you would like tutoring assistance. If you have any questions, please call the Learning Center at (818) 240-1000, extension 5333.
Affidavit
This Course Guide and Syllabus contains the rules and expectations for students taking this course. My signature below indicates that I have read and I understand this document. It also indicates that I agree to follow the rules and meet the expectations outlined.

__________________________________________
Print name

__________________________________________
Signature

__________________________________________
Date