

## Library 191: Introduction to Information Competency Course Syllabus

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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 honor 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 191 is designed to teach and strengthen lifelong research and information competency 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, evaluating, analyzing, organizing, and presenting information. The topics covered include: using online catalogs to locate books and other library resources; developing research strategies; exercising critical thinking to evaluate information; applying critical and search techniques to electronic databases; understanding citation formats and using the internet as a research tool. **Recommended Prep: Eligibility for ENGL 101.**

### Course Materials

A variety of resources will be assigned, including a textbook, online tutorials, websites, and screencasts and additional supplemental resources that contain the major concepts for the class. In many instances, you will have a choice as to which resources to use in learning the various concepts and techniques from class. Assignments will be based on your grasp of these concepts from class and your use of these resources. **For this section of LIB 191, it is recommended that you be able to get access to the following text:**

Badke, William. [Research Strategies: Finding Your Way through the Information Fog](#). 4<sup>th</sup> ed.

Bloomington: iUniverse, 2011. (ISBN # 9781462010172)

*(One 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.*

*This book is also available for purchase in print and as an ebook for the Kindle, Nook, and other devices. Click on the link to the title for more information or visit Amazon.com for more information on this book.)*

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

## Course Requirements

You must be able to access:

- ✓ a computer
- ✓ World Wide Web
- ✓ word processing software to prepare documents in acceptable format
- ✓ Moodle 2.1, the classroom management system used for LIB 191. You may login by going to this url:  
moodle.glendale.edu
- ✓ *It is your responsibility to learn how to use it. Visit the following website for help with Moodle 2.1:*  
<http://glendale.edu/index.aspx?page=5060> *The GCC Student Helpdesk (SF 101 •818.240.1000 x3456, x3457• [ehlp@glendale.edu](mailto:ehlp@glendale.edu)) offers assistance to students on the use of Moodle 2.1. Visit the website for specific information about how to become familiar with Moodle.*

To be successful, you must possess these basic skills:

- ✓ college-level reading comprehension
- ✓ note-taking skills
- ✓ study skills
- ✓ writing skills

## Course Objectives

**Students will gain hands-on experience with:**

- determining the differences among *types* of sources,
- determining the *relevance* and *appropriateness* of various sources,
- applying the principles of the research process,
- communicating concepts through information literacy vocabulary,
- acquiring research skills, techniques, and strategies for print and online sources,
- recognizing and correctly applying MLA citation style,
- evaluating information sources,
- improving critical thinking skills.

## Student Learning Outcomes

### Students will ...

1. Recognize an information need and articulate a research question.
2. Develop research strategies and use search techniques to locate sources.
3. Evaluate information sources for quality.
4. Cite sources using proper citation format.

*Assessments of the above will include exercises, hands-on activities, tests, and annotated bibliography.*

## Instructor Expectations and Student Conduct

### Assignments

- Complete all assignments by the due date. Assignments due via Moodle or Turnitin.com will have an automatic cut-off time. Network or computer failure will not be accepted as an excuse to turn something in late.
- 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 210 out of 300 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. You will be able to earn 5 buffer points each for completing both the pre- and post-assessments via Moodle for a total of 10 points. These assessments will not be graded. The assessment questions are examples of concepts we will be covering in class and will help me determine which areas the class as a whole needs the most practice and instruction.
- If you must miss an assignment for whatever reason, you may use these 10 points as make-up. No questions asked and no excuses accepted. If you do not need any portion of these points for make-up, they automatically count as extra credit points toward your final score.
- Students are responsible for keeping up with the course material, deadlines, and any announcements by accessing [libguides.glendale.edu](http://libguides.glendale.edu) or Moodle frequently; **this expectation also applies to your scores and grades**. For this reason, it is highly advisable for you to keep all your graded and draft work if a discrepancy arises, which is why you need a 3-ring binder for this course. The burden of proof is on you. Individual questions about grades should be addressed outside class time or during office hours. Do not post individual questions about grades to the open forums in Moodle.
- 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 and Participation**

- Students with **more than 2 absences** may be dropped from the class. (See p. 49 of the GCC College Catalog). Do not plead to me about your financial aid status with regard to dropping. 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 for points.
- Your participation score will be based on the following (face-to-face and online):
  - ✓ Active participation individually and in group work relevant to LIB 191
  - ✓ Respectful attitude to fellow classmates and instructor
  - ✓ Appropriate, non-disruptive behavior
  - ✓ Engagement with LIB 191 course
  - ✓ Motivation to succeed
  - ✓ Willingness to work hard and improve

**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 191, and participate fully. If you are conducting personal or non-LIB 191 business, you are not engaging in the business of LIB 191. **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 in Blackboard. 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.

### Grading Method

You will be graded on the following:

<b>Activities, Exercises, and Quizzes</b>	<b>100</b>
<b>Annotated Bibliography</b>	<b>100</b>
<b>Classroom Engagement*</b>	<b>50</b>
<b>Exam</b>	<b>50</b>
<b>TOTAL POINTS**</b>	<b>300</b>

***\*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.***

Your final grade will be determined using the following scale:

A 270 – 300 points

B 240 – 269 points

C 210 – 239 points

D 180 – 209 points

F ≤ 179 points

NOTE 1: Instructor may vary methodology, guidelines, and structure for grading.
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### Schedule of Course

**FINAL: Friday, June 7, 11:00 am – 1:00 pm, in LB 313.**

**You are required to show up for the day of the final 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:

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

