LIBRARY SKILLS 2 SYLABUSS

# Information and Computer Literacy

Web – based course

Reedley College

Fall 2016

**Instructor:** Stephanie Curry

Phone – 559-638-0362 Reedley College Library

 Class Web page – https://scccd.instructure.com

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Office Hours – via email or by appointment

**Course Syllabus**

**Course Description:**

In depth research skills for college students, including the concept of information, its organization, location, evaluation and use. General computer technology concepts, word processing e-mail, spreadsheets and navigating the World Wide Web.

**Learning Outcomes:**

Upon completion of this course the student will be able to:

1. Determine the nature and extent of the information needed

2. Access needed information effectively and efficiently

3. Evaluate information and its sources critically and incorporate selected information into their

 knowledge base and value system

4. Use information effectively to accomplish a specific purpose

5. Understand many of the economic, legal, and social issues surrounding the use of information and

 access and use information ethically and legally

**Course Material:**

**Required texts**:

Barker, Donald. Internet Research-Illustrated Series. 7th Edition. 2014. ISBN 978285854120

Wilson, Gwenn . 100% Information Literacy Success. 3rd Edition. 2015. ISBN: 97812585430041

***Additional Readings:*** Students will read a variety of timely and relevant articles, bibliographies, and reference sources. These will be made available throughout the duration of the course. Students will be expected to read and respond in written and online assignment and discussion formats. Students will be required to evaluate and use key reference and informational materials, which will necessitate visiting and accessing library print as well as online collections.

***Web Resource:*** The course web site is https://scccd.instructure.com. Changes in the class schedule are inevitable so you will need to access Canvas weekly for announcements, additional readings, assignments, and updated schedule information. All assignments will require you to post your homework to Canvas. Your grades and class progress are also accessible through Canvas.

**Expectations:**

***Assignments***

You are expected to submit all assignments on Sunday by 11:59 p.m. unless otherwise noted.

***Participation***

Participation is a significant portion of your grade. This will be assessed in two areas:

1. ***Threaded Discussions through the Discussion Board in Canvas*:** We collaborate and construct knowledge together to achieve the course objectives primarily through threaded discussions based on selected readings and keyed into the course’s line of inquiry. These will be evaluated both quantitatively (i.e.-number of posts) and qualitatively (the substance/content of your original and response postings. The expectation is that each of us will make several postings for each threaded discussion, which will be open and active for one week (usually).

Here are some tips for making these discussions highly interactive, intellectually stimulating, and, ultimately, critically engaging:

* Post in a timely fashion. Read and post at least **two times** (as required) during each week that a discussion is in progress. One
* When you post, start a new thread if your topic or point is indeed a new topic or point. If it isn’t, post your remarks within another person’s thread that is similar to your original point. Don’t just agree, however; go ahead and extend, elaborate, give examples, draw comparisons, make connection to your own lived experiences.
* Indicate paragraphing by skipping a line between ideas. Avoid excessively large “chunks” of text online for the sake of readability. Your paragraphing should reflect breaks in ideas or represent sub-points.
* Don’t be afraid to disagree and to challenge each other, **but always be civil**. Don’t insult others or dismiss their views
* Clearly written communication is appreciated, including the use of spell check. Use the Spell Check feature available in the Discussion Board text box.

I will grade **four** threaded discussions all semester, each worth **a maximum of ten (10)** points. I will determine which four will be evaluated and graded, so it is advisable to participate in all discussions in order to receive full credit.

Again, In order to receive full credit for your discussion participation you must follow the guidelines described in the **Discussion Board Rubric** which is available under **Assignments – Discussion Board**. **You will be instructed to submit one original and two response posts each time, unless otherwise noted**.

***2. Journal Entry:*** **One**  times during the summer, you will send a journal entry to the instructor. The journal entry should be 2-3 paragraphs on any topic related to the class such as experiences, struggles, readings, questions, etc. The purpose of the journal is to help the instructor better meet the needs of the students... Each journal entry is worth **twenty (25)** points.

**Communication:**

Communication with me can be made via email, phone, or the Canvas discussion board under *Library Lounge*. You are expected to check the Announcements page of our course in Canvas and the class discussion board at least twice a week, to post your messages and check for any schedule changes, class assignments, or deadlines.

I will generally respond to email within 24 hours and check the Canvas discussion regularly. However, I will not necessarily respond to every message posted on the discussion boards or to messages on weekends or holidays.

**Course Geography:**

This class is conducted online in an electronic platform called Canvas. The course Web site is

[www.scccd.instructure.com](http://www.scccd.instructure.com)

Please use the *Library Lounge*, a discussion thread, for general questions, comments, or any topic of interest to your classmates.

**Grading:**

All assignments must be completed by the due date in order to receive full credit. Late assignments will be marked down for each day (24 hour period, including weekends and holidays) late. If you are unable to complete an assignment by the due date (e.g., in case of emergency), you must notify the instructor in advance to make special arrangements. No late Midterm, Finals or Final Projects will be accepted.

* Discussion Board 40 points

(4 posts graded maximum 10 points each)

* Journals 25 Points

(1Journal Entries 25 Points each)

* Weekly Quizzes (6 @ 10-20 points Each) 80 Points
* Weekly Assignments
	+ Self-Analysis 20 Points
	+ Unit Skills Reviews 4 @ 20 Points Each 80 Points
	+ Research Questions 15 Points
	+ Print /Online Resources List 40 Points
	+ Annotations 40 Points
	+ APA and MLA Citations 20 Points
* Final Project: Annotated Bibliography 75 Points
* Midterm Quiz 50 Points
* Final 75 Points
* **Total 560 points**

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**Cheating and Plagiarism:**

Plagiarism and cheating will not be tolerated. Academic dishonesty will result in a failing grade for this course and you will be reported to the College.

Cheating is the act of deception by which a student misleadingly demonstrates that he/she has mastered information on an academic exercise. Examples include but are not limited to:

1. Copying or allowing another to copy a test, paper, project or performance.
2. Using unauthorized materials during a test, for example, notes, formula lists or "cheat sheets".
3. Taking a test for someone else or permitting someone to take a test for you.

Plagiarism is the act of representing the work of another as one's own without giving credit. Plagiarism includes but is not limited to:

1. Incorporating the ideas or words of another's work without giving appropriate credit.
2. Representing another's artistic or scholarly works, such as musical compositions, computer programs, photographs, etc., as one's own.

Disciplinary Procedures

When a faculty member discovers a violation of the cheating or plagiarism policy, the faculty member:

1. Will arrange a conference with the student and at that time advise the student of the allegations.
2. Will notify the dean of the division in writing that an act of dishonesty has occurred. This report will become a part of the student's permanent record. A copy will be mailed or given to the student.
3. May give the student an "F" for the assignment and/or for the course, depending upon the seriousness of the infraction.

**Special Needs:**

If you have a verified need for an academic accommodation or materials in alternate media (i.e. Braille, large print, electronic text, etc.) per the American with Disabilities Act or Section 504 of the Rehabilitation Act please contact your instructor as soon as possible.

*\*The instructor reserves the right to make changes to the syllabus, schedule and assignments as necessary.*