LIBRARY SKILLS 2 SYLLABUS

Information and Computer Literacy

HOW TO CONTACT ME

Instructor:  Stephanie Curry

Phone – 559-638-0362

 Class Web page – [https://scccd.instructure.com](https://scccd.instructure.com/)

Email – stephanie.curry@reedleycollege.edu

Office Hours – via email or by appointment

Q & A Discussion Board

WELCOME TO LIBSKLS 2

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.

WHAT WE WILL LEARN

Learning Outcomes:

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

1. Select and narrow a research topic using the research process
2. Select, locate, organize, and cite resources that provide relevant and reliable information on a topic
3. Use application technology to create and submit assignments
4. Use evaluation techniques (authority, currency, relevance, accuracy and purpose) to evaluate information resources

WHAT YOU NEED

Course Material/Required Text:

This semester we will be using a free online textbook (OER). You can access the textbook from the website below. This resource can be downloaded and/or printed.

Choosing and Using Sources: A Guide to Academic Research (July 2018)

Teaching and Learning Universities Libraries (The Ohio State)

[https://ohiostate.pressbooks.pub/choosingsources/ (Links to an external site.)](https://ohiostate.pressbooks.pub/choosingsources/)

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 [https://scccd.instructure.com](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.

WHAT YOU WILL DO

Each week I will open a module with your weekly tasks including readings, assignments, discussion boards and tests.

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 three times(as required) during each week that a discussion is in progress.
* 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.
1. *Journal Once*during the semester, 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...The journal entry is worth twenty (20)

WHERE TO GO

Course Geography:

This class is conducted online in an electronic platform called CANVAS. The course Web site is [https://scccd.instructure.com](https://scccd.instructure.com/)

Please use the *Q & A*, a discussion thread on CANVAS, for general questions, comments, or any topic of interest to your classmates.

Attendance/Drop Policy

You are expected to sign in each week to complete the modules. I will take attendance through your submitted weekly assignments.  Students who do not complete the first introduction assignment by the designated date and tine will be dropped.

HOW YOU WILL BE GRADED

Grading and Late Work:

If you are unable to complete an assignment by the due date please contact me and let me know. I would rather you complete the assignment late than not do the assignment. The downside of late assignments is that you may not get timely feedback that could help with your future assignments. The exception will be for Midterm, Finals or Final Projects, I will not accept them late. Towards the end of the semester I will send out an announcement to the class with a final due date for all late/missing assignments.

Table 1: Assignments and Points

| **Assignment** | **Number of Assignments** | **Per Assignment Points** | **Total Points** |
| --- | --- | --- | --- |
| Discussion Boards | 6 | 15 | 90 |
| Journals | 1 | 20 | 20 |
| Weekly Assignments | 5 | 30 | 150 |
| Weekly Reflections | 5 | 15 | 75 |
| Midterm | 1 | 50 | 50 |
| Final Project | 1 | 50 | 50 |
| Final | 1 | 50 | 50 |

Total (485 points)

WHAT NOT TO DO

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 (Reedley College)

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.

If you are struggling please contact me with content or timelines. I can help you get additional support.

HOW TO GET HELP

Contacting the Instructor:

Communication with me can be made via email, phone, or the CANVAS Q & A discussion board.  The Q & A discussion board is a great place for questions you think others might have as well as it is open to everyone in the course. 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.

Accommodations:

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.  Contact [DSP&S Services (Links to an external site.)](https://www.reedleycollege.edu/student-services/disabled-student-programs-and-services/index.html) for assistance

Tutorial Service:

Reedley College provides multiple support services including the [Tutorial Center (Links to an external site.)](https://www.reedleycollege.edu/academics/tutoring-services/learning-center.html), [Reading and Writing Center (Links to an external site.)](https://www.reedleycollege.edu/academics/tutoring-services/reading-and-writing-center/index.html), [Math Center (Links to an external site.)](https://www.reedleycollege.edu/academics/tutoring-services/Math-Center.html) and online tutorial services through Smart Thinking (available through Canvas)

Basic Needs

*Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact*me*or your Counselor*counseling@reedleycollege.edu*or*[**Online Live Help Counseling** (Links to an external site.)](https://www.reedleycollege.edu/student-services/counseling/online-academic-counseling.html)*for  support. The college provides support for transportation and has a food pantry, the*[*Tiger Pantry* (Links to an external site.)](https://www.reedleycollege.edu/campus-life/student-activities/tiger-pantry.html)*which is available to all students ( Monday-Friday from 11:00 a.m. - 1:00 p.m.)*

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