

LITEC 258 - SCHEDULE #50411
Wednesdays 9:00 a.m. – 9:50 a.m.
LRC Room 104
Fall Semester 2011

INSTRUCTOR:

Ms. Lauren MacDonald, M.A.

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COURSE DESCRIPTION:

This course provides supervised use of computers and instruction in the organization, location, access, evaluation, and use of electronic research databases, library catalogs, and internet sources. The course will reinforce concepts from classroom studies and develop problem-solving abilities on an independent level.

COURSE OBJECTIVES:

In the process of completing this course, students will:

1. Demonstrate familiarity operating a computer.
2. Identify potential information sources in a variety of formats including books, e-books, periodicals, electronic databases, and Internet sources.
3. Access information capably through the construction of effective search strategies tailored to a specific information format.
4. Determine the accuracy, currency, relevancy, and comprehensiveness of information retrieved.
5. Locate and evaluate, in writing, information from the Internet.
6. Select information appropriate to specific class assignments.

COURSE OUTCOMES:

Upon completion of this course, students will be able to:

1. Use a computer to complete assignments in college classes.
2. Identify print and electronic resources in the library.
3. Evaluate print, electronic and internet resources for accuracy, currency, relevance, and comprehensiveness.
4. Demonstrate an understanding of the research process.

STUDENT RESPONSIBILITIES:

Attendance

Required. Students are expected to attend all class meetings, be on time, and be in class the entire class session. **Attendance will be taken every class period.** Students absent for more than one day should contact the instructor.

When you use the computer lab please remember to **Sing In** and **Sign Out** on the **LITEC 258 Sheet**. If you do not sign in on this sheet you will not get credit for your hours.

Assignments

In order to pass this class you must complete four assignments

- 48 Hours of class time or using the library computer lab.
 - 48 + Hours = A (100%)
 - 47-42 Hours = A- (90%)
 - 42-35 Hours = B (80%)
 - 34-30 Hours = C (70%)
- Portfolio – You must turn in copies of the assignments that you have worked on in this class.
- Library Tour
- Semester Exam (must be passed with 70%)

Behavioral Standards

- Cell Phones and Listening Devices are strictly forbidden. If you have one in your possession during class time it must be turned OFF and kept out of sight throughout class.
- No listening devices may be worn during class. NO EXCEPTIONS.
- Refrain from talking during lecture unless acknowledged by the instructor.
- Avoid entering or exiting the classroom late or early. If you must leave early or arrive late on a specific day, please have the courtesy to inform the instructor before class begins.
- Visitors to class are not allowed without prior permission from the instructor.

Accommodations

Please inform the instructor of any special circumstances you might have. 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 Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please notify the instructor immediately.

GRADING:	Values
Library Tour	25%
Portfolio	25%
Semester Exam	25%
Library Hours (48 total hours)	25%
Total	100%

CLASS SCHEDULE – LITEC 258

Week 1	Introduction and Library Tour
Week 2	Library and Computer Vocabulary
Week 3	Basic Computer Use (Word Processing, e-mail)
Week 4	Internet Navigation / Boolean Searching
Week 5	Evaluating Internet Resources
Week 6	Online Library Catalog and Asking a Reference Question
Week 7	Identifying and Evaluating Print Resources
Week 8	Scholarly vs. Popular Resources
Week 9	Online Databases
Week 10	Online Databases
Week 11	E-books
Week 12	Spanish Language Resources
Week 13	Avoiding Plagiarism and Citing Resources
Week 14	Citing Resources
Week 15	Website Reviews <i>Thanksgiving Break</i>
Week 16	Website Reviews
Week 17	Semester Exam
Week 18	Finals Week

The instructor reserves the right to alter the course syllabus and class schedule at any time during the course of the semester.