

LIBSKL 1 - SCHEDULE #51602
Thursday 8:30 a.m. – 9:20 a.m.
LRC Room 104
Spring Semester 2012

INSTRUCTOR:

Ms. Lauren MacDonald, M.A.

Email – lauren.macdonald@reedleycollege.edu

COURSE DESCRIPTION:

This course is an introduction to research skills and strategies for college students to successfully locate, access, evaluate, and use information in various formats. Students will learn how to use print, database and Internet resources, cite sources, create bibliographies, and understand plagiarism.

LEARNING OUTCOMES:

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

1. Demonstrate knowledge of the organization of resources and services of academic libraries and the basic steps of the research process to retrieve the library's print and online information sources.
2. Identify the differences in content and comprehensiveness among print and online sources including books, periodicals and web sites.
3. Construct effective search strategies tailored to a specific information format.
4. Evaluate information for reliability, accuracy, authority, and relevance.
5. Organize and integrate information effectively for a particular assignment, product or performance.
6. Cite information properly according to appropriate citation style.
7. Recognize the ethical and legal issues surrounding information and information technologies.

COURSE MATERIAL:

There are no required texts for this course.

The instructor will provide readings and exercises on a weekly basis from texts and journals including:

Solomon, Amy *100% Information Literacy Success*, Cengage, Florence, KY, 2011.
Quaratiello, Arlene R. *The College Student's Research Companion fifth edition*, Neal Schuman Publishers, Inc., New York, NY, 2011.

EXPECTATIONS:

Assignments	Values
Written Assignments (8)	120 points
Final Project	100 points
Midterm	50 points
Final	50 points
Total	320 points

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.

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.

Academic Dishonesty

Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. As cheating, plagiarism and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offence and will incur serious consequences.

Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

Plagiarism is a specific form of cheating: the use of another's works or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.

Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on the particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

DATES TO REMEMBER:

January 9	Instruction Begins
January 16	Martin Luther King Jr. Day holiday
January 20	Last day to drop a class for a fee refund/reversal
February 17	Lincoln Day holiday
February 20	Washington Day holiday
March 9	Last day to withdraw
April 2 – April 7	Spring Break
May 18	End of Spring Semester

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

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

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