LIBR 8: Research and Information Literacy
Syllabus - Fall 2016
CRN# 20921 | 2 Transferable Units | Graded (with Pass/No Pass option)

General Information:

Instructor: Kali Rippel, MLIS.
Email: krippel@laspositascollege.edu
Phone: 925-424-1155
Course Library Guide: http://libraryguides.laspositascollege.edu/LIBR8

Office Hours: Tuesdays from 4:30p-5:30p. Note: If you call in advance we can arrange a meeting at other times, M- F. You can also drop by the library and ask for me, but I may be unavailable at the time.

Dates to Know: Last day to add or NGR is 10/3/16 and the last day for a W is 11/12/16


Required Material: Campus Print Card and an LPC Student ID Card

Meeting Dates/Times: This is a hybrid course with weekly material to be completed online with mandatory, in-person meetings dates on September 20, September 27, October 18, November 22, and November 29 in room 2003 from 6:00-7:30p. The class is scheduled from September 20 to November 29, 2016.

Course Description:

Introduction to research techniques using college library resources. Teaches the skills needed to successfully find, evaluate, and document information in print, electronic, and Internet formats. Covers plagiarism, the ethical and legal aspects of information use, and the critical thinking skills necessary for successful college research.

Course Requirements and Student Responsibilities:

1. Students must attend each in-person class.
2. Students must check email regularly for course announcements and communications.
3. Students must login to online course frequently.
4. Students must actively participate in online and in-person discussions.
5. Students must do independent and/or group projects.
6. Students must complete and turn in weekly exercises/assignments/activities.
7. Students must complete the semester project.

Course Objectives:

Upon completion of this course students should be able to:

After completing this course you will be able to:

● Identify an information need by choosing a topic and creating a research question.
● Develop and refine search strategies to efficiently find information sources using the library databases and open web searching.
● Evaluate information to determine its quality, credibility, and usefulness.
Ethically use the information by correctly citing sources in MLA and APA formats using Noodlebib. **Citing your sources helps you avoid plagiarism by giving credit to the sources you used.** Read the LPC Academic Honesty Statement for more detail [http://www.laspositascollege.edu/facultystaff/honesty.php](http://www.laspositascollege.edu/facultystaff/honesty.php).

Use the information gathered to create a cumulative project that includes a research question, statement of intent, paper outline, and annotated bibliography containing 8 sources.

**Student Learning Outcomes:**

Student Learning Outcomes (SLOs) are statements describing knowledge, skills, abilities, and attitudes that a student will be able to demonstrate at the end (or as a result) of his or her completion of a particular assignment, course, or program.

1. Students will develop and refine search strategies to locate appropriate information sources using books; newspaper, magazine and journal databases; special research databases; and websites for an approved topic.
2. Students will create MLA and APA bibliographies from the appropriate information sources.

**Attendance:**

A hybrid class requires active learning at all times. You will not be successful in this course if you do not actively engage with the weekly discussions, activities, assignments, and coursework. Each of these constitute a major portion of the learning experience in this course. Not keeping up on your weekly work and/or being absent interferes with your learning, and missed weeks or in-person classes cannot be “recovered”. This is why attendance and participation are expected for all weeks and course meetings. To that end, please note the following:

1. You must attend each in-person meeting, arrive on time, and stay until the class is over.
   a. Participation points will be deducted when you arrive late or leave early from the in-person meetings. No exceptions.
   b. If you are absent for any of the in-person classes you may be dropped from the course. At the minimum an absence will result in a reduction of points. The only “excused” absences are for court ordered attendance, military duty, and jury duty. In these cases, original documentation is required. Other absences such as travel, work commitments, illness, doctor’s appointments, family challenges, and car troubles are not excused.
2. You must actively participate in the online course on a weekly basis.
   a. If you do not log in to the online course within 48 hours of the course start date, you may be dropped from the course.
   b. If you do not log in to the course for more than a week you may be dropped from the course.
3. If you miss a session, please review the outline posted on Blackboard and arrange with another student to review what was covered. Thank you for not asking me what you missed.
4. If you do not plan to attend a class or complete the course requirements you should drop the class. It is your responsibility to drop the class, not mine. However I may drop you from the class without notice and without the option of reinstatement if you are not logging into the course and/or have unexcused absences without being in two-way communication with me.
Classroom Behavior:

- **You must arrive on time and stay until the class is over.** Students who arrive more than 5 minutes late or leave before class is dismissed will have their participation points reduced depending on amount of class time missed.
- Cellular phones, pagers, iPods, CD/DVD players, and any other noise-producing device (with or without earphones) must be turned OFF during class.
- Students may not eat or drink in class. A 20-minute break will be given.
- Students are not to engage in disruptive chitchat with others or sleep in class.
- At the beginning of the class, seating is on a first come, first served basis. However, the instructor reserves the right to make specific seat assignments as necessary.

Online Behavior:

1. Emails sent to classmates and/or professors must be sent in a professional manner; this means including a relevant subject line (i.e. “LIBR 8 - Week One Assignment”), a greeting/salutation (i.e. “Dear Kali” or “Hello Kali”), a closing (i.e. “Regards,” or “Thank You,”), followed by your name/signature.
2. "Netiquette" or online etiquette must always be followed. This is extremely important for us to function well as a class and create a true learning community. See [http://www.laspositascollege.edu/onlinelearning/success.php](http://www.laspositascollege.edu/onlinelearning/success.php), Lesson 4, of the "Succeeding in an Online Course" tutorial, which deals with communicating online.

Grading:

Weighting of work:

- Assignments: 400 points or 40% of grade
- Participation: 300 points of 30% of grade
- Semester Research Project: 200 points or 20% of grade
- Final Exam: 100 points or 10% of grade

**Grading Scale:**

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<thead>
<tr>
<th>Letter</th>
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<tbody>
<tr>
<td>A</td>
<td>90--100%</td>
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<td>B</td>
<td>80--89%</td>
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<td>C</td>
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<td>D</td>
<td>60--69%</td>
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<td>F</td>
<td>59% and below</td>
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Semester Research Project:

Starting the first week of class, you will begin working on your semester research project. The semester research project will entail creating an annotated bibliography on a topic of your choice. You will select a topic you are interested in and create a research question/statement and devise a search strategy. Throughout the course you will find materials related to your topic, then create citations and annotations for the materials. The goal of the project is to provide you with the skills and strategies to prepare you to write an academic level research paper.

Late Policy:

Late assignments will be docked one letter grade for each day late.
Note for Students with Learning Disabilities:

If you are a student with a disability that affects your learning, please feel free to contact me privately so that we can discuss the accommodations you need to be successful.

Student Rights and Responsibilities:

1. Students have the right to be treated in a courteous, professional, and appropriate manner by faculty, staff, and other students. Students are also expected to behave and interact with others in a courteous, professional, and appropriate manner inside and outside of the classroom. Intimidation, threats, and demeaning/derogatory language or behaviors are unacceptable.

2. The following issues are inappropriate at Las Positas and will not be tolerated: plagiarism (including copying words or ideas from other students, or allowing his or her personal effort to be used by others); sexual harassment; harassment for any other illegal reason (i.e., race, religion, gender, age, ethnicity, etc.); discrimination; creating a hostile or demeaning atmosphere; threats of violence or intimidation and any other violations of the school’s honor code, the educational process, and the school’s general policies. Students with concerns in these areas, or others, may speak with their professor, or contact Student Services. For additional information, contact Rajinder Samra, Director of Research and Planning, at 925-424-1027.

Repetition Policy:

There is a new, state-mandated Repetition Policy for the Chabot-Las Positas District that is retroactive to the date a student first started taking courses within the district (at either Chabot or Las Positas).

What does this mean for students?

- Within the district, a student is allowed to attempt a course (or courses equivalent to it) a total of THREE TIMES. If the first attempt is unsuccessful (W, D, F, or NP (No Pass)), a student has two additional attempts to complete the course with a passing grade (A, B, C or P (Pass)).
- After three attempts to pass a course (or equivalent course), students will be blocked from registering for that course (or its equivalents) again at either Las Positas or Chabot College unless a special circumstance petition is approved, as described in the Administrative Rules and Procedures. (Adapted from CLPCCD Board Policy BP4225 and Administrative Policy for Course Repetition AP 4227)

Tutoring:

The LPC Tutorial Center has free tutoring for your classes. Located in the Study, Tutoring & Reading Room (2401), you can get FREE drop-in and scheduled tutoring, as well as assistance for writing in any class. www.laspositascollege.edu/tutorialcenter gives the hours, subjects tutored, drop-in schedule, study tips, and allows you to make a tutor request.
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Schedule - Fall 2016

W1: INTRODUCTION & ACADEMIC SUCCESS (9/20/16-9/24/16)
Required In Person Meeting 9/20/16

Topics
● Introduction to the Course
● Introduction to the Library
● Academic Success
● Basic Searching

Lectures & Readings for the Week

- Watch Introduction Lecture
- Watch Academic Success Series: Active Listening & Notetaking (FoD)
- Watch Academic Success Series: Time Management (FoD)
- Watch Academic Success Series: Stress Management (FoD)
- Review Syllabus & Schedule
- Review Semester Project Materials

Due by End of Week
- Get Student ID (5 Points)
- Get Print Card (5 Points)
- Recall Quiz (15 Points)
- In-Class Exercise Packet (30 Points)
- In-Class Participation (5 Points)

W2: INFORMATION OVERLOAD (9/25/16-10/1/16)
Required In Person Meeting 9/27/16

Topics
● Information Types
● Information Cycles
● Information Production
● Topic Development

Lectures & Readings for the Week

- Read the Preface & Introduction (pages VII-10) in our textbook, Information Now.
- Watch Popular and Scholarly Sources: The Information Cycle (John M. Pfau Library, CSUSB)
- Watch Primary and Secondary Sources (from EasyBib)
- Watch Peer-Review Video (Western University)
- Watch What's the Deep Web & Why the Library (John M. Pfau Library, CSUSB)

Due by End of Week
- Cornell Notes (15 Points)
- In-Class Participation (15 Points)
Assignment: Topic Selection Using Periodicals (30 Points)

W3: THE RESEARCH PROCESS

Online Only

Topics
- Topic Brainstorming
- Research Question Development
- Search Strategy
- Search Statement

Lectures & Readings for the Week

- Creating a Concept Map
- Creating a Research Question
- Creating a Search Statement
- Creating a Search Strategy
- Read Chapter One in our textbook, *Information Now*

Due End of Week
- Participation/Recall Items (30 Points)
- Concept Map Activity (20 Points)
- Research Question Activity (30 Points)

W4: EVALUATING INFORMATION

Online Only

Topics
- Evaluating Information
- Reference Materials
- Introduction to Citations

Lectures & Readings for the Week

- Evaluating Materials Video (Western University)
- Researching with Wikipedia Article
- Finding eReference Video
- Read Chapter Six in our textbook, *Information Now*

Due End of Week
- Participation/Recall Items (30 Points)
- Wikipedia Activity (30 Points)
- Encyclopedia Activity (30 Points)
WK 5: USING INFORMATION ETHICALLY

Required In Person Meeting 10/18/16

Topics
- Plagiarism
- Citations
- Annotations
- Noodlebib

Lectures & Readings for the Week - (to be completed prior to in-person session on 10/18/16)

- Plagiarism: What do you value? (FoD)
- Plagiarism 2.0 Information Ethics (FoD)
- APA Citation Overview (From University Now)
- How to Read Citations (from Cornell University)
- What are In-Text Citations? (From EasyBib)
- Using NoodleBib Video
- Read Chapter Seven in our textbook, Information Now

Due End of Week

- In-Class Participation (15 Points)
- Citation Recall Quiz (15 Points)
- Noodlbib Reference List Activity (50 Points)

W6: BOOKS AND THE LIBRARY CATALOG

Online Only

Topics
- Library Catalog
- Record Structure
- Information Organization
- Book Evaluation
- Book Citations
- Book Annotations

Lectures & Readings for the Week

- Read Chapters Two & Three in our textbook, Information Now
- The Future of the Book an Essay from the Economist
- Finding Books Video

Due End of Week

- Participation/Recall Items (30 Points)
- Finding Books Assignment (50 Points)
W7: JOURNALS AND DATABASES

Online Only

Topics
- Library Databases
- Record Structure
- Article Evaluation
- Article Citations
- Article Annotations

Lectures & Readings for the Week
- Read Chapter Four in our textbook, *Information Now*
- *What is the Deep Web?* InfoGraphic
- *The Deep Web You Don't Know About* article from money.cnn.com
- Finding Articles Video

Due End of Week
- Finding Articles Assignment (50 Points)
- Participation/Recall Items (30 Points)

W8: SEARCHING THE OPEN WEB

Online Only

Topics
- Internet Structure & Authority
- Website Credibility
- Website Evaluation
- Website Citations
- Website Annotations

Lectures & Readings for the Week
- Read Chapter Five in our textbook, *Information Now*
- Effective Internet Search Video (FoD)
- Using Google Scholar
- "We Knew the Web was Big" Article
- Power Searching with Google, Lesson 1.3 (from Google)
- Power Searching with Google, Lesson 1.4 (from Google)
- Power Searching with Google, Lesson 3.1 (from Google)

Due End of Week
- Finding Websites Assignment (50 Points)
- Participation/Recall Items (30 Points)

W9: INFORMATION ISSUES & REVIEW

Required In Person Meeting 11/22/16

Topics
- Copyright/Intellectual Property
Lectures & Readings for the Week - (to be completed prior to in-person session on 11/22/16)

- A Fair(ly) Use Tale Video
- Henrietta Lacks Video
- Securing the Web Video (FoD)
- 5 Tips for staying Safe on the Web from Google
- Review material for final.

Due End of Week

- Bibliography Assignment (60 Points)
- EFF Information Issues Discussion Board Activity (30 Points)

W10: WRAP IT UP

Required In Person Meeting 11/29/16

Topics

- Outlines
- Review

Lectures & Readings for the Week - (to be completed prior to in-person session on 11/22/16)

- Outlines (from EasyBib)
- Study Final Exam Materials
- Have a Rough Draft of the Semester Project (with as much as possible assembled)

Due End of Week

- Participation/Recall Items (30 Points)
- In Class Final (100 Points)
- Semester Research Project (200 Points)