

## ***LIBR 4: College Research Techniques - SYLLABUS***

Fall Semester 2017

.5 Transferable Unit - Pass/No Pass

CRN# 22239

This course is designed to develop your ability to use basic research techniques and the key resources of the Las Positas College Library and is *three 3 hours classes in 2003 located in the library*. The class is scheduled August 18, August 25, & September 1.

**Instructor: Tina Inzerilla, Ph.D.**

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**Work Phone** 925-424-1158

**Office Hours:** On-campus office hours: Monday, Wednesday, and Friday 1-2pm. If you call in advance we can arrange a meeting at other times Monday through Friday. You can also drop by the library and ask for me Monday through Thursday 9am-3pm. Dropping by is riskier because I may be in meetings.

**Notes:** You may have a better chance of talking to me at the reference desk number (Library Reference Desk: 925-424-1150).

**Textbook:** Links to LIBR 4: College Research Techniques are available online at the Library Classes webpage <http://libraryguides.laspositascollege.edu/libr4>

**Dates to Know:** Last day for NGR: 8/18/17

Last day for W: 8/25/17

**Supplies:** Discount GoPrint cards to print from library computers are available at the Bookstore  
Student I.D. card

### **Course Description:**

Introduction to basic research techniques in a college library. Focus is on use of the library catalog, search strategies, organization of materials in the library including reference, faculty reserves, circulating books, audiovisuals, use of reference materials, evaluation of relevant resources, recognition of plagiarism, and bibliographic citation of books, audiovisuals, and magazines and journals.

### **Course Requirements and Student Responsibilities:**

1. **Attendance is mandatory. No make-up days will be allowed.**
2. Students must be willing to do independent and group projects.
3. Students will complete and turn in hands-on exercises at the end of each class.
4. You will receive credit for your work after you have successfully completed the hands-on exercises, homework, and the final project.

### **Course Objectives:**

Upon completion of this course students should be able to:

1. Identify Library service areas and collections;
2. Locate and use the Library homepage as a research tool;
3. Demonstrate understanding of Library of Congress classification and arrangement;
4. Use the library catalog proficiently;
5. Formulate effective research strategies for locating materials on a selected topic in the Library catalog;
6. Select and evaluate information from appropriate sources;
7. Demonstrate the ability to cite information;
8. Explain ethical, social, and legal issues concerning plagiarism; and

9. Develop and modify effective search strategies to compile a bibliography on a chosen topic using a standard citation style.

**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 create MLA and APA bibliographies from the appropriate information sources.
2. Students will develop and refine search strategies to locate eight appropriate information sources using the library catalog for an approved topic.

**Classroom Behavior:**

Cellular phones, pagers, iPods, CD/DVD players, and any other noise-producing device (with or without earphones) must be turned OFF during class.

1. **You must arrive on time and stay until the class is over.** Students who arrive 5 minutes late or leave 5 minutes early will have their participation points reduced 5 points.
2. Students may not eat or drink in class. A 20-minute break will be given.
3. Students are not to engage in disruptive chitchat with others or sleep in class.
4. 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.

**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 College 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 NC (No Credit)), a student has two additional attempts to complete the course with a passing grade (A, B, C or Cr (Credit)).
- 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](http://www.laspositascollege.edu/tutorialcenter) gives the hours, subjects tutored, drop-in schedule, study tips, and allows you to make a tutor request.

**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.

**Grading:**

Day 1 Participation and Exercises	30	Day 1 Homework	30
Day 2 Participation and Exercises	30	Day 2 Homework	30
Day 3 Participation and Exercises	30		
Final Project	100		

To receive a grade of PASS students must have 175 points.

**NOTE: STUDENTS WHO DO NOT COMPLETE THE FINAL PROJECT WILL RECEIVE A NO-PASS GRADE.**

**Deadline Calendar**

**ATTENDANCE IS MANDATORY FOR ALL CLASSES TO RECEIVE CREDIT FOR THE CLASS.**

**Week 1**

Friday 8/18 In-Class Exercises, Homework due 8/25 (beginning of class)

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**Week 2**

Friday 8/25 In-Class Exercises, Homework due 9/1 (beginning of class)

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**Week 3**

Friday 9/1 In-Class Exercises, Final Project due 9/8 by 2 pm

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**Complete Final Project by September 8, 2017 (this is required to pass the class). Late projects are NOT accepted.**