LIBR 318 Course Syllabus

Library Research & Information Literacy – Fall 2015
1st 8-Week Session, August 22 – October 14

Instructor: Margaret Keys
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Phone at Library: 608-6112

General Education: AA/AS Area III (b)
Course Transferable to: CSU and UC
No Textbook required.

No face-to-face orientation required.

Instructor Availability: During the business week, I will answer emails within 24 hours. I work at the FLC Library Reference Desk on Tuesday and Thursday, 3-8 p.m. and Friday 11:00-4:30 p.m. That’s a great time to email or call me, or stop by.

Description: This course will help students acquire the information competency skills necessary to conduct academic or personal research. It provides a step-by-step guide to the research process that is applicable to term papers, course work and life-long learning. It emphasizes developing effective search strategies; selecting the most appropriate information for the information need; using tools required for locating and retrieving information sources; analyzing and critically evaluating information; and organizing and using information. Students can expect to spend at least four hours per week on work for this class, including reading, watching instructional videos, doing assignments, and participating in online discussions with classmates. All course materials will be delivered online through D2L. No textbook required.

Learning Outcomes: After completing LIBR 318, students should be able to...
- define the type and extent of information needed to complete a research task.
- access needed information efficiently and effectively.
- evaluate information sources for target audience/intended reader, depth, accuracy, credibility, authority, point of view/bias, and physical accessibility.
- use information ethically and legally.

Prerequisite: None. Understanding how to use D2L and email and how to download and attach files is helpful.

Web Browser: D2L courses work best on the Firefox browser. Download Firefox for free if you don’t already have it: https://www.mozilla.org/en-US/firefox/new/

ADA Notice: If you are a student with a learning, physical, or other disability requiring accommodations, please let me know as soon as possible. We can arrange a time to discuss this over the phone so that I can ensure your documented needs will be met during this course.

Late Work Policy: If you must submit something late:
- You may do so once.
- You must notify me by email 24 hours in advance via email to avoid penalty to your grade.
You must submit the work no more than three days after the original due date unless we arrange a different due date (again, to avoid a penalty to your grade).

If you fail to notify me in advance, or if the work is more than three days late or past the date we set, I will lower the grade of that assignment one full letter grade (for each day it is overdue) once I receive it.

**Course Design:** Each week there will be lectures to read in D2L and the occasional video to watch. There is an assignment almost every week (five in all), and/or a quiz (five in all), and/or a discussion (five). If there is no assignment, then the discussion that week will be more in-depth. Course materials are listed under the CONTENTS tab. Quizzes are listed by week beneath the QUIZZES tab. Assignments will be submitted via the D2L Dropbox.

- All readings, videos, handouts, and assignments are located in the CONTENTS tab in the appropriate Week folder (Week 1, etc.).
- All of the readings will be available throughout the semester.
- Assignments will become available on Fridays at 7 a.m. and will be due the following Thursday at 11:30 p.m. (seven days later).
- Please submit assignments via D2L’s Dropbox. Each assignment has its own Dropbox. Just click the DROPBOX tab to access.
- Discussion Boards will also be accessible each Friday at 7 a.m. and will be due the following Thursday at 11:30 p.m. (seven days later). You will not be able to add comments after that. We have five discussions out of the eight weeks, located in the DISCUSSIONS tab.
- Quizzes are available by clicking the QUizzes tab. Quizzes become available on Thursdays at 7:00 a.m. and are due Saturdays at 11:30 p.m. (three days later). You will be allowed two attempts to maximize your learning of the material and prevent technological issues.
- All of the work for Library 318 can be done online.
- The Assignment Schedule with Due Dates is listed in CONTENTS in the Assignment Schedule folder.
- If you have an issue with D2L, need more time to complete an assignment, or have some other issue you need to discuss with me, please email me. I will consider how best to address the issue.

**Discussion Board Details:** Participation is required in lieu of face-to-face meetings. The following length requirements will help ensure meaningful discussions:

- Your initial response to the Discussion Board prompt needs to be 250 words long.
- Unless otherwise stated, you must also respond to at least two classmates’ postings. Each must be 75-100 words.

I suggest writing your posts in a word processing program so that you can run the word count function before copying and pasting into the Discussion Board feature of D2L.
340 Points Possible:

- 5 Discussion Boards (5-15 pts each/50 points total)
- 5 Chapter Assignments (15-30 pts each/115 points total)
- 5 Quizzes (5 pts each/25 points total points)
- Course Project (150 total points)

Letter Grade Scale:

- 340-306 A
- 305-271 B
- 270-235 C
- 234-200 D
- 199 and below F

Final Project (150 Points): Annotated bibliography with additional questions for you to answer. Resources required for the bibliography (Works Cited page) are:

- 2 Books
- 3 Scholarly Journal Articles
- 2 Popular Periodical Articles (magazine and newspaper)
- 1 Encyclopedia Entry
- 2 Websites

10 items total.

There are additional questions on concepts such as narrower and broader terms, keyword search combinations, and other things you will learn in the course and should be able to apply to the project. **50 points for that section.**

5 points for documenting each of the information resources correctly in MLA format. **(50 points for that section)**

5 points for summarizing each in three to five sentences, placed directly beneath each citation, and for explaining the usefulness of each resource/why you chose it; this should come after each summary. **(50 points for that part)**

Due Date: This assignment is due on **October 14** at 11:30 p.m.

The final project assignment sheet, with more clear, detailed instructions, is available under CONTENTS in the Final Project folder.

Please send me an email acknowledging that you have read through this syllabus completely. Be sure to sign your name.

Thanks! [keysm@flc.losrios.edu](mailto:keysm@flc.losrios.edu)