LIBRARY 318 - Library Research & Information Literacy

Spring 2013 Syllabus
Saturday, January 19 - Monday, March 18

Instructor: James Telles, MA, MLIS  
Office: FL1 - 28 (inside library)  
Email: tellesj@flc.losrios.edu  
Phone: 916-608-6528  
Course Transferable to: CSU & UC

Instructor Availability
I am in the Folsom Lake College (FLC) Library Monday – Friday 7:30am – 3:30pm.
You will find me at the Library Reference Desk or in my office at FL1 - 28. If you have questions, are struggling with any coursework or having technical difficulties, don’t wait, email me immediately. Don’t wait until after an assignment is due to tell me you had some kind of problem.

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 information tools, locating and retrieving information sources, analyzing and critically evaluating information, organizing and using information. This course holds to the Carnegie Unit (for every hour of lecture, there will be at least two hours of homework). The chapter lectures should take at least one hour and the assignments around two hours. Chapter 2 is the exception, as it combines two lectures and assignments. I have combined them so you only have to visit an academic library once to learn to use print reference collections.

Learning Outcomes
After completing LIBR 318, students should be able to:

- Define the nature and extent of information needed to complete a research task.
- Access needed information effectively and efficiently.
- Evaluate information sources for target audience/reader, information depth and accuracy, credibility, authority, point of view or bias, and physical accessibility.
- Use information ethically and legally.

Prerequisite
There are no specific prerequisites for this course.

Course Materials
There is no assigned textbook for this class. All course material is delivered through the learning management system (LMS), Desire2Learn (D2L). New to D2L? Take a look at orientation and self-help materials at http://d2lresources.losrios.edu. In addition, students can self-enroll in a sample class.
which provides them some experience with the LMS prior to enrolling in an online class.

**Meeting Times**
The course begins on Saturday, January 19 and ends on Monday, March 18. Since this is a fully online course, there are no class meetings. All students are required to participate in class discussions and complete all assignments on time. Timely assignment completion is a sign of attendance. **If the first 3 homework items are not turned in by Friday, January 25, you will be dropped from the course due to non-attendance.** Email me as soon as you are struggling or have an emergency and we can discuss possible extensions, not after the assignments were due.

**Method**
Most coursework may be done off-campus. One assignment, Assignment #2, requires a visit to an academic (college or university) library, not a public library. If you are using an academic library outside of Los Rios, you must email me the name of the library by Friday, January 25, so I can make sure they have all of the types of resources you will need to complete the assignment.

**Grading**
This course requires the completion of:
- 7 Chapter Assignments (140 points) + 3 Discussion Items (30 points) + Cumulative Course Project (100 points) + Final Exam (30 points) = 300 Total Points

Grading is based on standard percentage scale:
- A = 90% - 100%  B = 80% - 89%  C = 70% - 79%  D = 60% - 69%  F = Below 60%

Minimum points needed to achieve grades:

I recommend completing the 15 point Extra Credit Assignment. Those points can make a big difference in your final grade.

**College Policies**
If you have questions about the Student Code of Conduct, Discipline Process, or Grievance Policy, refer to the College Catalog [http://www.flc.losrios.edu/academics/catalog](http://www.flc.losrios.edu/academics/catalog)

**Additional Student Services**
Disabled Students Programs & Services (DSPS):

Student Success Resources:

Reading & Writing Center (FLC):

English Center (El Dorado Center):
Due Dates (Saturday, January 19 and ends on Monday, March 18)

Only one late assignment and one late discussion are accepted and can only earn ½ credit, so make sure you turn in all course work on time.

Assignments are due by midnight on the following dates:

Friday, January 25: 3 items are due
(1) Chapter #1 Assignment Due and (2) email me at tellesj@flc.losrios.edu from your preferred email account and (3) state which library you will be using for Chapter #2 Assignment in that email. If you are using an academic library outside of Los Rios (ARC, CRC, EDC, FLC or SCC), you must email the instructor the name of the library. Get started on Chapter #2 Assignment as soon as possible.

The instructor drops all students who do not complete all 3 items by midnight.

This is also the last day to drop the class without notation on your record.

Sunday, February 3: Last day to add course

Monday, February 4: Chapter #2 Assignment Due. This assignment will take approx. 4 hours in an academic (college or university) library, not a public library, to complete.

Wednesday, February 6: 2 items are due
(1) Discussion Item #1 Due and (2) Email Cumulative Course Project topic to your instructor for approval

Monday, February 11: Chapter #3 Assignment Due

I recommend getting started on the Cumulative Project at this point.

Monday, February 18: Chapter #4 Assignment Due

Wednesday, February 20: Discussion Item #2 Due

Monday, February 25: Chapter #5 Assignment Due

Sunday, March 3: Last Day to Drop Class with a withdrawal (W) grade

Monday, March 4: Chapter #6 Assignment Due

Wednesday, March 6: Discussion Item #3 Due

Monday, March 11: Chapter #7 Assignment Due

Anytime between Monday, March 11 - Monday, March 18: Take Final Exam

Monday, March 18: 2 items are due
(1) Cumulative Course Project Due and (2) last day to complete extra credit assignment
COURSE OUTLINE

Chapter 1 - Research Process (10 points)
  a. Cycle of Information
  b. Value of Research
  c. The Process

Chapter 2 - Reference Tools (20 points)
  a. Dictionaries
  b. Encyclopedias
  c. Almanacs
  d. Biographical Sources
  e. Statistical Sources
  f. Atlases and Gazetteers
  g. Directories
  h. Handbooks

Discussion Board #1 - Share Your Favorite Reference Tool (10 points)

Chapter 3 - Searching the Catalog (20 points)
  a. Library Organization
  b. Searching the Library Catalog
  c. Limiting Your Search
  d. Personalized Features

Chapter 4 - Topics & Databases (30 points)
  a. Finding a topic
  b. Narrowing a topic
  c. Research Strategy
  d. Periodicals
  e. Online Research Databases
  f. Search Strategies

Discussion Board #2 - Current Information Issues (10 points)

Chapter 5 - Internet Searching (25 points)
  a. Subject Directories
  b. Search Engines

Chapter 6 - Evaluating Material (30 points)
  a. Currency
  b. Authority
  c. Publisher Credibility
  d. Publication Type
  e. Purpose
  f. Accuracy
  g. Scope & Content

Discussion Board #3 - Copyright & Plagiarism (10 points)

Chapter 7 - Citations / Bibliographies (5 points)
  a. Style Guides
  b. Types of Citations
  c. Bibliographies, References and Work Cited Lists

Cumulative Course Project (100 points)
This is the most important assignment. You must complete this project to earn a passing grade.

Extra Credit Assignment (15 points)
Using eBook Databases

Final Exam (30 points)
CUMULATIVE PROJECT - CREATING A SUBJECT RESEARCH GUIDE (100 pts)

The Cumulative Course Project is the most important part of the course. It is worth 100 points. The project is to create a research guide on a topic you are interested in. It will take time to do the research for the guide and also to put the guide together in the proper format. I recommend starting the research after completing the Chapter 3 Assignment. Your finished project should illustrate your ability to:

- create a clean, uniform document
- focus/narrow your topic
- find Library of Congress subject headings related to your topic
- find and select resources that speak to your specific research needs
- cite your resources proficiently

Please note before starting this assignment:

- this will take a considerable amount of time and research
- I expect a quality document. Do not leave it to the last week before it is due.
- the best way to approach the project is to work on it each week, using the new skills you learned that week from your coursework

A subject research guide is a document that helps other students locate information on a particular subject. Usually prepared by subject specialists, these guides typically include sections on books, journal articles, and Internet resources in a particular subject.

A subject research guide combines the qualities of a bibliography, an Internet links page, and a subject heading list in order to guide the researcher to the best materials on the chosen topic. The goal of the subject research guide is not only to save the time of future researchers who are studying your chosen topic, but also to lead them to the best sources on the subject.

Your cumulative course project for LIBR 318 is to create a subject research guide, using the skills you have gained from the class. See the A+ Example provided under the Cumulative Project section of the 318 D2L Content page to get an idea of what your research guide should look like.

By following all the directions below (1-6), a good grade on the project is possible:

1. Choose a topic from a research paper you are working on this semester, a topic from the 'Hot Topics' handout, or any topic that might interest you. Be sure to let me know what topic you have chosen (see syllabus for date you must notify me of your topic by).

   Your subject should not be too broad or too narrow. A broad topic (i.e. American Literature) would demand too many resources (you could write books on this broad topic!). However, an overly narrow topic (i.e. a critical comparison of Huckleberry Finn to Uncle Tom's Cabin) would make it difficult to find many sources at all. Choosing a topic in-between broad and narrow is essential. I will provide you with feedback when you email the topic you are interested in to me. I can help you broaden or narrow if need be.

2. Create a guide to researching the topic. Your audience will be other students researching the topic for the purposes of an academic essay. The guide must include the following sections:

   A. **NARROWER TOPICS** - You must provide at least 3 narrower topics. (5 points)
There are lots of ways of narrowing a subject down. Here are some examples. If your main topic is the American Civil War, you could narrow down to certain types of people involved (Women and the American Civil War), types of professions (Nurses and the American Civil War), geographical location (The American Civil War in Georgia), etc.

**B. LIBRARY OF CONGRESS (LC) SUBJECT HEADINGS** related to the topic. You must provide at least 3 LC Subject Headings. (5 points)

If a student were to look up the topic using a subject search in the library catalog, what "subject headings" could they use for your topic?

**C. At least 2 entries (articles) from a print or online SUBJECT-SPECIFIC ENCYCLOPEDIA** that have useful information on the topic. (10 points - each article is worth 5 points)

Subject-specific encyclopedias focus on a particular topic and have very long entries that are usually signed by the expert that wrote them. Make sure you find and cite at least two different individual entries (articles).

**D. At least 4 recent SCHOLARLY BOOKS** on the topic. (20 points - each book is worth 5 points)

Scholarly books are hugely important in doing thorough academic research, as they are written by experts/scholars/specialists and are the best resources for a broad discussion of a topic. They provide their authors with lots of room to analyze the history and major issues related to a topic.

**E. At least 4 SCHOLARLY JOURNAL ARTICLES** on the topic that you can find. Each article must be full text (no abstracts) and over 5 pages. (20 points - each article is worth 5 points)

Scholarly journal articles are also written by experts/scholars/specialists, but are different from books in that they are shorter in length and usually focus on a very specific aspect of a topic.

**F. At least 2 WEB SITES** that you can find on the topic. Remember that .edu, .gov & .org will provide much more useful data than .com sites. (10 points - each website is worth 5 points)

There are decent websites out on the Internet, but there are many, many more that are of no academic value. Try to find sites that have been created by experts/scholars/specialists. Use advanced searches in your favorite search engines narrowing to the following domains: edu, gov & org

3. **Cite all of your sources; Reference Books, Books, Journal Articles & Websites in MLA style.** Chapter #7 Lecture and Assignment are all about MLA citation.

You are also **required to provide annotation** for each source. The annotation you need to provide should include all of the following:

1. A brief description of the content and scope of the source,
2. why the source is reliable,
3. the currency of the source and
4. how it is relevant to your research topic
4-5 sentences are required for each annotation. (25 points - 10 points for proper MLA citation and 15 points for thorough annotation)

4. Type your assignment in an easy to read, attractive format. Pick a font and stick with it throughout. Include your name, my name, the course and date at the top left of page. (5 points for presentation - See the A+ Example for guidance)

5. I encourage you to email rough drafts of your assignment well before the due date, so I can let you know if you are on track. Be sure to save your work as either a Word doc or rtf before you send it to me, so I will be able to open your document. (Send drafts to my email address)

6. When you are ready to turn in your final draft to me for final grading, use the Dropbox under the Cumulative Project section of the Content page to send it to me. (Final draft to Dropbox)

Please note that all MLA entries need to be in alphabetical order & double spaced.

Contact me at tellesj@flc.losrios.edu if you have any questions on the project. (Don’t wait until the end of the course to get this started or to contact me about problems. Start early and email me any time you encounter trouble. I am here to help.)
**Learning Outcomes**
After completing LIBR 318, students should be able to:

1. Define the nature and extent of information needed to complete a research task.
2. Access needed information effectively and efficiently.
3. Evaluate information sources for target audience/reader, information depth and accuracy, credibility, authority, point of view or bias, and physical accessibility.
4. Use information ethically and legally.

### Uniform Layout

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