LIBRARY 318 - Library Research & Information Literacy
Spring 2011 Syllabus

**Instructor:** James Telles, MA, MLIS  
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**General Education:** AA/AS Area III(b)  
**Course Transferable to:** CSU & UC

**Instructor Availability**
I am in the Folsom Lake College (FLC) Library, Monday – Friday, 8:30am – 4:30pm. You will find me at the Reference Desk or in my office at FL1 – 28. You may also email or phone me. Email me immediately with any technical difficulties or questions regarding the coursework.

**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 around 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. However, basic computer skills are highly recommended.
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 15 and ends on Monday, March 14. 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 two chapter assignments are not turned in, you will be dropped from the course due to non-attendance.** I do allow one late chapter assignment, in which students receive half points. Please email me as soon as you are struggling or have an emergency and we can discuss possible extensions.

Method
Most of the Library 318 coursework may be done off-campus if you have access to a computer with Internet connection. **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, August 27, 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:

- 6 Chapter Assignments (140 points) + 3 Discussion Threads (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:


College Policies
If you have questions about the Student Code of Conduct, Discipline Process, or Grievance Policy, refer to the College Catalog

Additional Student Services
Disabled Students Programs & Services (DSPS)
http://www.flc.losrios.edu/Student_Services/Student_Aid/DSPS.htm

Student Success Resources
http://www.flc.losrios.edu/Student_Services/Student_Success.htm
Due Dates
The course begins on **Saturday, January 15** and ends on **Monday, March 14**.

Assignments are due by midnight on the following dates:

**Monday, January 17 is a holiday** – Martin Luther King, Jr.’s Birthday

**Friday, January 21:** Chapter #1 Assignment Due **and** If you are using an academic library outside of Los Ríos for Chapter #2 Assignment you must email the instructor the name of the library.

**Monday, January 31:** Chapter #2 Assignment Due. **This assignment will take approx. 4 hours in an academic (college or university) library to complete** **and** last day to drop class without notation on your record.

**Monday, February 7:** Chapter #3 Assignment Due

**Wednesday, February 9:** Discussion Thread #1 Due **and** Email Cumulative Course Project topic to your instructor for approval

**Monday, February 14:** Chapter #4 Assignment Due

**Friday, February 18 is a holiday** – Lincoln’s Birthday

**Monday, February 21 is a holiday** – Washington’s Birthday

**Tuesday, February 22:** Chapter #5 Assignment Due

**Wednesday, February 23:** Discussion Thread #2 Due

**Sunday, February 27:** Last Day to Drop Class with a withdrawal (W) grade

**Monday, February 28:** Chapter #6 Assignment Due

**Wednesday, March 2:** Discussion Thread #3 Due

**Anytime between Friday, March 4 – Friday, March 11:** Take Final Exam

**Monday, March 14:** Cumulative Course Project Due **and** last day to complete extra credit assignment
COURSE OUTLINE

Chapter 1 - Introduction to Information and the Purpose of Research (10 points)
   a. Information Overload
   b. Cycle of Information
   c. Value of Research
   d. MLA Citations

Chapter 2 - Reference Tools (25 points)
   a. Dictionaries
   b. Encyclopedias
   c. Almanacs
   d. Biographical Sources
   e. Statistical Sources
   f. Atlases and Gazetteers
   g. Directories
   h. Handbooks

Chapter 3 - Topics & Periodical Databases (30 points)
   a. Finding a topic
   b. Narrowing a topic
   c. Research Strategy
   d. Periodicals
   e. Print Indexes
   f. Online Research Databases
   g. Search Strategies

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

Chapter 4 - Searching the Catalog (20 points)
   a. Library Organization
   b. Searching the Library Catalog
   c. Limiting Your Search
   d. Personalized Features

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

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

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
   No Assignment, but you will need to read lecture, view the MLA format tutorial and the Research & Documentation website to be able to complete Cumulative Project and answer questions on the final. Students who skip this lecture seldom earn higher than a C on the Cumulative Project or do well on the citation section of the final.
   a. Style Guides
   b. Types of Citations
   c. Bibliographies 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)