LIBRARY 318 - Library Research & Information Literacy
Summer 2015 Syllabus

Monday, June 8 – Friday, July 31

Instructor: Lorilie Roundtree, MLIS
Office: FL1 - 31 (inside library)
Email: roundtl@flc.losrios.edu
Phone: 916-608-6818

General Education: AA/AS Area III(b)

Course Transferable to: CSU & UC

Instructor Availability
The best way to reach me is by email. If you are struggling with any coursework or having technical difficulties, don’t wait, email me immediately. Don’t wait until after the assignment is due to tell me you had problems. If you need in-person help, email me and we can set up an appointment.

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.

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 Desire2Learn (D2L). Take a look at orientation and self-help materials at http://d2lresources.losrios.edu.
Web Browser
Always use the Firefox browser, as the other browsers do not play well with D2L. You can download the browser at http://www.mozilla.org/en-US/firefox/new/

Meeting Times
The course begins on Monday, June 8 and ends on Friday, July 31. 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. Students who do not turn in the first assignment that is due before midnight on Friday, June 12, 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 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, June 12, 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:

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

Additional Student Services

Disabled Students Programs & Services (DSPS):
http://www.flc.losrios.edu/student-services/student-aid/dsp

Student Success Resources:
http://www.flc.losrios.edu/student-services/student-success

Reading & Writing Center (FLC):

English Center (El Dorado Center):
Due Dates Calendar

Course begins on **Monday, June 8** and ends on **Friday, July 31**. Assignments are due by midnight on the following dates:

**Friday, June 12**: Two items are due:
1) Chapter #1 Assignment Due **and**
2) If you are using an academic library outside of Los Rios (ARC, CRC, EDC, FLC or SCC) for Chapter #2 Assignment, you must email the instructor the name of the library. Get started on Chapter #2 Assignment as soon as possible.

**Remember**: The instructor will drop all students who do not complete the Chapter #1 Assignment by midnight.

This is the last day to drop the class to qualify for a refund and without a notification on record.

**Monday, June 22** - 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, June 24**: 2 items are due:
1) Discussion Thread #1 Due **and**
2) Email Cumulative Course Project topic to your instructor for approval

**Monday, June 29**: Chapter #3 Assignment Due

**Monday, July 6**: Chapter #4 Assignment Due

**Wednesday, July 8**: Discussion Thread #2 Due

**Monday, July 13**: Chapter #5 Assignment Due

**Friday, July 17**: Last day to drop class with a “W” on transcript

**Monday, July 20**: Chapter #6 Assignment Due

**Wednesday, July 22**: Discussion Thread #3 Due

**Monday, July 27**: Chapter #7 Assignment Due

**Anytime between Monday, July 27 - Friday, July 31**: Take Final Exam (2 hour timed exam)

**Friday, July 31**: 2 items are due:
1) Cumulative Course Project Due **and**
2) last day to complete Final Exam and 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 & Periodical 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. By follow 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 roundtl@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.)**
# Cumulative Project Grading Rubric

## 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.

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<th>Outcome 1</th>
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