

Department: Library. Prof Karen Knotts
Fall 2012. Library Science 101. Section 0313
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Last day to drop, no penalty: 9/22
Last day to drop with 'W': 10/27

Welcome! We are here to **learn** and have **fun**.
The time will fly by!



This is a 9-week course beginning Sept. 10 and the final is due November 5th. The course is entirely online, there are no meetings.

NO TEXTBOOK REQUIRED!!

There are a couple of important rules you must follow:

LATE ASSIGNMENTS ARE NOT ACCEPTED.

EXCLUSION: If you do not participate within the first 2 weeks (or have minimal participation) you may be dropped from the class - that's mandated by the college district. Also, there are students are on the wait list.

Course Requirements: You must have email and access to an up-to-date Word program. Written assignments must be submitted in a word program that I can open or I can't give you credit.

Office Hours: Since I work in the college library on Saturdays from 10-2 pm, you can drop by and talk to me then. Otherwise, I am available by email Monday - Friday. My response time is slower on weekends.

Time Requirements:

You will need approximately 3 hours per week to complete the assignments. Please don't procrastinate; late assignments are not accepted.

Transferability and avoiding a 'W' or 'F'

This is a one-unit course, transferable to any CSU University. If you decide to drop this class or stop participating, it is your responsibility to complete the drop process.

Weekly Agenda

The following list is a summary of each week's lesson plan.

Week 1: 9/10

Orientation to Research

The big picture: you'll find out how information is organized; the roles of librarians; and the philosophy of librarianship.

Week 2: 9/17

Using Books and the Electronic Catalog

We'll get to know how books are organized in the college and public libraries, and the difference between the Dewey Decimal and Library of Congress (LC) classification systems. You'll also learn about reference books and the best ways to use them.

Week 3: 9/24

Periodicals: Journal and Newspaper Databases

The focus is on the differences between popular magazines, trade journals, and scholarly journals. You'll also learn about the roles newspapers can play in research.

Week 4: 10/1

Searching the Subscription Databases

We will get to know the databases that Mission College library offers; find out how they are different from the Internet and the most efficient ways to use them. You'll also begin to focus on constructing a research paper. This is the concept phase of doing research, and the most important part for building a strong foundation.

Week 5: 10/8

Research Strategy

Apply the tools you've learned in week 4 to open a whole new world on the Internet. Enhance your research paper by finding information from government resources, nonprofit organizations, and universities. We will find them using advanced Internet searching.

Week 6: 10/15

Copyright, Plagiarism, and Writing a Paper

This is where you'll begin to zero in on the writing of the paper and some of the pitfalls that must be avoided. You'll learn how to write a credible and professional paper and give proper credit to authors whose work you have cited.

Week 7: 10/22

Evaluating Websites

Finding information on the Internet has become commonplace; however finding information that you can use and cite in a research paper is an acquired skill. You'll learn tools for critically evaluating information.

Week 8: 10/29

Writing and Research

Exercises to help you integrate facts from research into your writing.

Week 9: 11/5

Final Project.

Your final is a two-part project. Part one: you must write a 2 to 3 page research paper with a works cited list (MLA formatted). Part two: write an 'i-search' journal describing how you did the research for your paper. Your topic must be pre-approved by me.

Grading

Each time you complete an assignment, Moodle saves your scores and the total is averaged at the end of the course to determine your final grade. The final project will have the highest number of points possible. If you miss the deadline on an assignment, move forward with the next one since late assignments will not be accepted. There will be extra credit assignments available so you can pick up extra points if you need them.

Grading Scale

This is based on the total number of points you accumulate throughout the course.

Grading Rubric

88 -100% = A

78 - 87% = B

69 - 77% = C

60 - 68% = D

below 60 = F

Student Learning Outcomes

Upon completion of this course, students will successfully meet the following learning outcomes:

1. The student will recognize the difference between doing research on the Internet and using subscription databases.
2. Given a specific research topic, the student will be able to select appropriate sources, distinguish between background and current information; and between popular and scholarly sources.
3. The student will critically evaluate the credibility of a given website by assessing its authority, accuracy, currency and point of view.
4. The student will identify and select keywords and search terms that represent information needs or research questions.
5. Student will know how to identify, and avoid plagiarism and copyright violation. Given a specific information source, the student will construct a correct citation in MLA format and complete a works cited list.
6. Student will be able to use and understand electronic books and e-reference material.

7. Student will be able to communicate and participate interactively on the Internet by submitting articles and putting forth constructive opinions.