

# SYLLABUS

## Library Science 101, Sect 0332. Welcome to Class!

**L.S. 101; Section 0332; Spring 2013.** Last day to drop, no penalty: 2/22 last day to drop with 'W': 3/30.  
**Prof Karen Knotts;** my email: knottska@lamission.edu; my phone: (818) 505-1229

**Course Description:** Students learn to use research tools found in most libraries to gather, organize, and evaluate information from various sources, including computer databases, catalogs, indexes, books, periodicals, microfilm, and the Internet.

Student Services: <http://lamission.edu/de/student-services>; Complaints: <http://lamission.edu/de/student-complaints>

*It is the policy of the Los Angeles Community College District (LACCD) and Los Angeles Mission College to accommodate students with disabilities, pursuant to federal law, state law and Los Angeles Mission College's commitment to equal educational DSPS: gonzala@lamission.edu (Adrian Gonzalez) 818-964-7732*

**Policy:** Exclusions: If you do not participate within the first 2 weeks (or have minimal participation) you may be dropped from the class. **Late Assignments are not accepted.**

**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:** Mission College library: Mondays, from 5pm -8pm, and Fridays, from 8am - Noon. You can drop by and talk to me in person during those times. Otherwise, I am available by email.

### **Time Requirements:**

You will need approximately 3 hours per week to complete the assignments.

### **Transferability and avoiding a 'W' or 'F'**

This is a one-unit course, transferable to any CSU or UC 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:

#### **Electronic Media vs Print**

Learn to search E-books, and the long term effects of electronic media and its effect on printed resources.

Week 2:

#### **Information and Libraries**

What can we expect from libraries and librarians? How can they help in this age of digital overload?.

Week 3:

#### **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:

#### **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:

### **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:

### **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:

### **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:

### **Writing and Research**

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

Week 9:

### **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.

### **How Grading Works:**

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 Rubric**

	88 - 100% = A	
78 - 87% = B		60 - 68% = D
69 - 77% = C		below 60 = F

### **Student Learning Outcomes**

1. Students will construct and arrange keywords into search queries for database searches to locate articles.
2. Students will critically evaluate the credibility of websites by assessing their authority, accuracy, currency, and point of view.
3. Students will recognize and explain the concept of plagiarism.

### **Course Objectives:**

Upon completion of this course, students will be able to utilize resources in subscription databases and quality resources on the Internet for research purposes.