Library Science 101: Spring 2014 Section 0332 - SYLLABUS

(10 weeks: Friday’s 10:00-11:50 in LRC 205: 2/21/2014 – 4/25/2014)
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Phone: (818) 364-7752. Office Hours: By appointment.

LIB SCI 101: 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. No textbook required for purchase. Textbook and materials will be supplied for in-class use.

COURSE OBJECTIVE: Upon successful completion of this course, students will be able to apply basic steps of the research process to find, evaluate, cite, and utilize print and online resources for research purposes.

Student Learning Outcomes: Upon successful completion of this course, a student will be able to:

• Apply effective research strategies to find and evaluate print and online sources on an identified topic.
• Cite sources correctly following MLA or APA citation style.

Final project: Annotated bibliography on a research topic with a list of 10-12 sources that must include sources found in library databases, print and e-books as well as Internet sources. Each source must include a short summary or annotation and an evaluation with a focus on how the information is useful for the topic.

Institutional Learning Outcome #2: Students will demonstrate information competency by combining aspects of library literacy, research methods and technological literacy. It includes consideration of ethical and legal implications of information and requires the application of both critical thinking and communication skills. Evidence will be the ability to find, evaluate, use and communicate information in all its various formats.
Course Requirements and Policies

Attendance & Participation.
This is a short term, face-to-face one unit class, transferable to any CSU or UC University. Each class meeting is important. **Students are excluded or dropped for non-attendance at first class meeting.** Points are deducted for arriving late or leaving early. **Late assignments are not accepted.** Students are responsible for dropping or withdrawing from the class to avoid and “F” grade if they stop attending class.

**Dropping this class:** If a student needs to drop this class, do so before the last drop date. (Last day to drop with a “W” = 4/9/2014). **Three Attempt Limit** A state policy limits students to **three attempts per course.** Receiving a grade or a "W" for a course counts as an attempt, **regardless of when the course was taken.** Withdrawal by the deadline to avoid a "W" will not count as an attempt.

**Academic Honesty:** Plagiarism is the use of another person’s words as if they were your own. Plagiarism will result in a failing assignment and possibly failing the class. Students are expected to follow the Standards of Student Conduct as outlined in the LAMC Catalog.

**Grading Standards:** 90-100 points = A; 80-89 points = B; 70-79 points = C; 60-69 points = D; Below 59 points = F (10 extra credit points available).

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<tr>
<td>Out of Class Assignment</td>
<td>20 Points</td>
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<td>Weekly Quizzes &amp; Participation</td>
<td>40 Points</td>
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<td>Final Project</td>
<td>40 Points</td>
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**Reading Assignments:** Handouts that complement and further explain course topics.

**Out of Class Assignment:** Visit a local public or academic library and report back to class about your observations (20 points or 20% of grade).
Writing Assignment: Quizzes, weekly assignments, including sample thesis statements, article summaries, outlines, citations, and a final project consisting of an annotated bibliography.

Final project: Annotated bibliography on a research topic with a list of 10-12 sources that must include sources found in the library databases, as well as print and e-books from the library collections. Each source must include a short annotation and an evaluation with a focus on how the information is useful for the topic.

Annotated Bibliographic Assignment Grading Rubric

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<tr>
<th>Item</th>
<th>Excellent (40 points)</th>
<th>Good/Fair (28 points)</th>
<th>Poor (0)</th>
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<tr>
<td>Citing using MLA or APA style</td>
<td>Exemplary MLA or APA style used. Few citing errors 10-12 sources used</td>
<td>Proficient MLA or APA style used. Some errors. Fewer than 10 sources cited.</td>
<td>Unacceptable MLA or APA style was not used.</td>
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<td>Quality of sources</td>
<td>Exemplary Used library databases, books, e-books, as well as Internet sources related to the topic.</td>
<td>Proficient Used library databases, books, e-books as well as Internet sources mostly related to topic.</td>
<td>Unacceptable Library databases, books, e-books not used and not related to topic.</td>
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<td>Annotation</td>
<td>Exemplary At least one paragraph, brief summary of main points with student’s opinion.</td>
<td>Proficient At least one paragraph, some points and student’s opinion.</td>
<td>Unacceptable Summary not included or plagiarized. Missing student’s opinion.</td>
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<td>Evaluation</td>
<td>Exemplary Includes information on the currency, authority, and purpose of the source.</td>
<td>Proficient Includes some information on the currency, authority, and purpose of the source.</td>
<td>Unacceptable Missing information on the currency, authority, and purpose of the source.</td>
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Time Requirements: Two hours in-person class time and one hour per week to work on gathering resources for your final project. Two-three hours to complete library visit.

Technical access and skills: Students will need access to a computer and Internet connection outside of class time. An email account that they check regularly and Word-processing program. Students who do not have regular computer access may use computers in the campus Learning Resource Center or in the Library. Be sure to save the library visit report and the final assignment on a flash drive.

Checking email: Students should check their e-mail frequently, for messages from the instructor.

This syllabus is subject to change if the need arises. All changes will be communicated to class participants.

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 opportunities. For accommodation due to disability, students must consult with the Disabled Students Programs and Services (DSP&S): For appointments, eligibility and information call 818-364- 7732 or visit http://www.lamission.edu/dsps/
Weekly Schedule

WEEK 1 (2/21/14) Introduction to libraries and research.
Definitions, terminology, classification systems, libraries, archives, the Internet.

Last day to drop without incurring fees = 2/27/2014

WEEK 2 (2/28/14) The research paper, selecting a research topic.
Describe the steps necessary for writing a research paper. Topic selection, Browsing, Keyword searching, subject searching, and boolean logic.


WEEK 4 (3/14/14) Evaluating resources.
Critically selecting and evaluating primary and secondary information from a variety of sources and distinguishing between popular and scholarly work.


WEEK 7 (4/4/14) Finding and citing information from the Internet. Using browsers, search tools, find and cite authoritative information on the Internet.

Last day to drop with a “W” = 4/9/2014

Spring Break

Citing sources and formatting a research paper following MLA or APA citation style.

WEEK 9 (4/25/14) Note-taking, and Outlining. Collecting and organizing research, tips and other strategies. Final Project Due: Creating an annotated bibliography on a research topic.

4/25/14 Class Ends.
LAMC Student Resources

http://lamission.edu/de/student-resources

Admissions and Records: Students can register for classes, request transcripts, file petitions for graduation, and drop classes at this office. For more information call 818-833-3322 or visit: http://www.lamission.edu/admissions/ Assessment Center: Offers student assessments in English, English-as-a-Second- Language (ESL) and Mathematics. Please contact the Assessment Center at (818) 364-7613 for more information or visit http://www.lamission.edu/assessment/

Bookstore: For hours of operation, book availability, buybacks, and other information call 818-364-7767 or 7768 or visit http://www.lamission.edu/assessment/

Counseling Department: For appointments and information call 818-364-7655 or visit http://www.lamission.edu/counseling/

Disabled Students Programs and Services (DSP&S): For appointments, eligibility and information call 818-364-7732 or visit http://www.lamission.edu/dspss/ Extended Opportunity Programs and Services (EOP&S): For appointments, eligibility and information call 818-364-7645 or visit http://www.lamission.edu/eops/

Financial Aid: For information and applications call 818-364-7648 or visit http://www.lamission.edu/financialaid/

Library: For information on hours, resources, workshops, and other services contact 818-364-7106 or visit http://www.lamission.edu/library/

STEM Office: For information on free tutoring, resources and academic counseling for STEM (Science, Technology, Engineering, and Technology) students visit: http://www.lamission.edu/stem

Tutoring Services in Learning Center: Laboratories for Learning, Writing, Math & Science. Walk-in and appointment services offered. Call 818-364-7754 or visit http://www.lamission.edu/learningcenter/