SYLLABUS

(15 weeks: Friday's 8:10-9:10 in the Computer Lab: 2/21/2014 – 5/30/2014)

Instructor: Sheila MacDowell, MLIS. E-mail: macdowsa@lamission.edu
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.

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.

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).

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).

Out of Class Assignment	20 Points
Weekly Quizzes & Participation	40 Points
Final Project	40 Points

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

Item	Excellent (40 points)	Good/Fair (28 points)	Poor (0)
Citing using MLA or APA style	Exemplary MLA or APA style used. Few citing errors 10-12 sources used	Proficient MLA or APA style used. Some errors. Fewer than 10 sources cited.	Unacceptable MLA or APA style was not used.
Quality of sources	Exemplary Used library databases, books, e-books, as well as Internet sources related to the topic.	Proficient Used library databases, books, e-books as well as Internet sources mostly related to topic.	Unacceptable Library databases, books, e-books not used and not related to topic.
Annotation	Exemplary At least one paragraph, brief summary of main points with student's opinion.	Proficient At least one paragraph, some points and student's opinion.	Unacceptable Summary not included or plagiarized. Missing student's opinion.
Evaluation	Exemplary Includes information on the currency, authority , and purpose of the source.	Proficient Includes some information on the currency, authority, and purpose of the source.	Unacceptable Missing information on the currency, authority, and purpose of the source.

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

Time Requirements: One hour 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.

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

Weekly Schedule

WEEK 01 (2/21/14) Introduction to libraries and research.

Definitions, terminology, classification systems, libraries, archives, the Internet.

WEEK 02 (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 03 (3/07/14) Thesis Statement. Identify and create effective thesis statements.

WEEK 04 (3/14/14) Copyright, Fair Use and Plagiarism. Recognize rules of Fair Use and what constitutes plagiarism.

WEEK 05 (3/21/14) Evaluating Sources. Critically selecting and evaluating primary and secondary information from a variety of sources and distinguishing between popular and scholarly work.

WEEK 06 (3/28/14) Finding and citing books and e-books. Identify books on a selected topic using the Mission College library catalog. Formulate citations for identified books.

WEEK 07 (4/4/14) Finding and citing periodical articles. Identify articles on a selected topic using the Mission College library databases. Formulate citations for identified articles.

WEEK 08 (4/11/14) Finding and citing information from the Internet. Using browsers, search tools, find and cite authoritative information on a selected topic on the Internet.

Spring Break (4/18)

WEEK 09 (4/25/14) Works cited, in-text documentation and using style guides.

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

WEEK 10 (5/02/14) **Works cited, in-text documentation and using style guides.**

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

WEEK 11 (5/09/14) **Note-taking, and Outlining.** Collecting and organizing research, tips and other strategies.

WEEK 12 (5/16/14) **Annotated Bibliography.** Creating, summarizing and evaluating sources for an annotated bibliography.

WEEK 13 (5/23/14) **Final Project Due:** Revising and submitting the annotated bibliography.

WEEK 14 (5/30/14) Review and Wrap-Up.

Last Day of Class (5/30/14)

Attendance & Participation.

This is a 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.

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/*

Los Angeles Mission College: 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 visithttp://www.lamission.edu/assessment/

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

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/dsps/ **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