

**This is a sample course syllabus; your actual course syllabus will vary according to the individual instructor.**

## MISSION COLLEGE

### LIB 10 Information Competency (1 unit) On-Campus Course Syllabus

**NOTE:** This Course Syllabus serves as an official contract (agreement) between the instructor and the students. You will be held to the policies, procedures and standards stated within this syllabus. Therefore it is your responsibility to read it within the first week of class. Please print this document for your records.

**Course Advisories:** Skills in computer keyboarding, English and reading should be at a level to be eligible for **Computer Applications 70, English 1A, and Reading 053.** (*Note:* Students who are not eligible for these advisories have trouble passing this course).

**NOTE:** This is a condensed (short) course so your time commitment will be double or triple that of a semester long one-unit course (refer to the “Weekly Time Commitment” section for details). Multiple topics are discussed each class meeting and multiple weekly assignments are required (refer to the “Course Outline” at the end of this syllabus for more information).

#### Course Description

This course covers the basic elements of information competency by introducing students to the nature of research and the role of the library in research, including finding, analyzing, organizing and presenting information and the legal and ethical aspects of research. You will be introduced to a variety of informational resources including print, media, electronic formats and the World Wide Web.

LIB 10 is a one-unit course and may be taken for a letter grade or on a credit/no credit basis. The course is held in a computer lab, and most class meetings will involve hands-on computer work and various group activities. In addition to face-to-face meetings, this course uses the ANGEL Web-based course management system (see below for details). Homework assignments will be assigned after each class meetings and will include reading and writing assignments, plus online quizzes. **For each hour you are in class, you should be prepared to spend an average of two hours on homework.** This is the college standard for a one-unit course.

Individual class topics and textbook reading assignments are listed under the “Course Outline” section of this syllabus.

**NOTE:** The instructor may make changes in the course outline during the semester. **It is your responsibility to stay informed of these changes.** All changes will be posted in ANGEL.

## Student Learning Outcomes

Upon completion of this course, you will be able to:

- Identify and articulate the nature and extent of information needed.
- Formulate and execute appropriate and effective search strategies.
- Evaluate information and sources critically.
- Organize and apply information effectively to accomplish specific purposes.
- Demonstrate an understanding of economic, legal and social issues when using information.

## ANGEL Course Management System

ANGEL is a Web-based course management system adopted by WVMCCD for all courses. It helps instructors and students manage course material and communicate quickly, easily, and effectively. You must use ANGEL to participate in this course. In order to access ANGEL you need a computer with a Web browser, such as Microsoft Internet Explorer, and a connection to the Internet. Computers are available for students to use on campus at the Computer Lab (in the Student Center) and the Mission College Library. *NOTE:* In order to use the Mission College Computer Lab you must have a valid Student I.D. card.

You will be required to access ANGEL at least one time between each class meeting. You will use it to take quizzes, submit homework, and print handouts and in-class worksheets. **It is your responsibility to bring the appropriate documents—handouts and in-class worksheets – to each class meeting.** Handouts and worksheets will NOT be provided for you in class. ANGEL will also be used in class to take the mid-term and final exams.

You can use ANGEL to check your progress and grades at any time during the course. You can also use ANGEL to communicate with your instructor and classmates.

A short introduction to ANGEL will be covered during the first class meeting. It is recommended that you take the time to read the HELP screens and student support information available at: <http://angelsupport.missioncollege.org> (click on the STUDENT tab at the top of the screen).

You can access ANGEL through the Mission College Distance Learning Web page or directly at <http://wvmccd.angellearning.com>. Your ANGEL user name is your student ID number and your password is your six-digit birthday (010185).

*NOTE:* computer related problems are never a valid excuse for not completing a quiz or submitting your written homework assignment on time, therefore it is advisable to complete the assignments early enough to take into account any problems if they should occur.

## Netiquette Rules

Online etiquette is important to keep in mind when communicating with others on the Internet. These core rules of netiquette are excerpted from the book *Netiquette* by Virginia Shea (Albion Books, 1997).

Rule 1: Remember the Human

Rule 2: Adhere to the same standards of behavior online that you follow in real life

Rule 3: Know where you are in cyberspace

Rule 4: Respect other people's time and bandwidth

Rule 5: Make yourself look good online

Rule 6: Share expert knowledge

- Rule 7: Help keep flame wars under control
- Rule 8: Respect other people's privacy
- Rule 9: Don't abuse your power
- Rule 10: Be forgiving of other people's mistakes

For further information on each rule, go to: <http://www.albion.com/netiquette/corerules.html>

### **Twining's Laws for Computer Users**

1. Think before you click
2. Read the help files
3. Save early, save often
4. Keep a backup, keep it current
5. The network will fail, count on it
6. The first answer is always "it depends"

Source: dr. joanne twining at <http://intertwining.org/sjsu/>

### **Required Textbook**

This course does not have a required textbook.

### **Supplemental Reading**

Supplemental reading will be assigned as homework. Readings will be from a variety of periodical articles, and Web pages. Each assignment will include the citation information for the supplemental reading. **It will be your responsibility to retrieve the item.** All supplemental readings are available at no charge through the Mission College Library resources or the free Web.

### **Time Commitment**

**Expect to spend an average of four hours of homework for every two hours you are in class.** Academic courses are assigned units based on the amount of time a student is expected to devote to learning per semester. For a one-unit course that meets once a week over the entire semester the **minimum** is three hours of student work per week (one hour of lecture and two hours of study/homework). Library 10 adheres to this academic standard. This course is a condensed (short) course so your time commitment will be double or triple that of a semester long one-unit course (double for an eight week course; triple for a four week course). Look carefully at your work schedule, school schedule, and family obligations and allow plenty of time for each.

### **Student Conduct**

For further information, read the *Mission College Catalog, 2008—2009, "Student Responsibilities."*

You are expected to:

- Be on time
- Attend class regularly
- Be respectful to everyone in class
- Turn off all electronic devices, including the ringer to your cell phone **NO cell phone use while class is in session, please.**

- Come prepared--assignments are to be completed before class and all necessary class materials (in-class worksheets and handouts) should be printed from ANGEL.
- Pay attention and actively participate in class.

*NOTE:* Failure to adhere to these expectations may be subject to counseling or disciplinary sanctions.

### Dates for Dropping the Course

Please note that *drop dates* are different for short-term courses.

- The last day to drop the course for a refund is by the first Friday of the first week.
- The last day to drop the class without a "W" on your transcript is the same day as the 2nd class meeting.
- The last day to drop the class with a "W" on your transcript is to be determined.

### Grading Criteria

This course can be taken for a letter grade or for pass/no pass option (previously called credit/no credit option). If you wish to take the course for the pass/no pass option, you must notify your instructor, in writing, by the **beginning of the fourth class meeting**. Your work must earn a grade "C" or better to pass the course.

Grammar, spelling, and style will be taken into account when grading written assignments. Please check your spelling and grammar *before* submitting your work. You are expected to use proper English grammar. **IM, chat, and email slang and abbreviations are not acceptable forms of communication in this course.** Please do not use them in homework, the discussion forum, or in emails to your instructor.

Grading criteria are based on a point system.

Grading scale: A = 90-100%; B=80-89%; C=70-79%	
1. Homework assignments	40%
2. Participation	20%
3. Mid-term Exam	15%
4. Final Exam	25%
<b>Total</b>	<b>100%</b>

*NOTE:* The homework is 40% of the grade, and participation is 20% of the grade. **You will not be able to pass the course without completing the homework and quizzes, or coming to class.**

#### 1. Homework Assignments

At least one homework assignment will be assigned each week (most weeks require at least two). The homework assignments are online and may also include work in NoodleBib, an online citation tool. In addition, they may also require submission of a Word document produced via NoodleBib. Homework assignments are based on the assumption that students have completed the week's assigned reading and attended the class lecturer. Assignments not submitted on time will receive a zero.

Your lowest homework assignment grade will be dropped. Once you have more than one assignment listed in your ANGEL grade book, your lowest grade will appear as "grayed out." This indicates that it is not being factored into your final grade.

Word documents submitted in ANGEL *must* include your last name, and the assignment name. For example, for the assignment *MLA Works Cited Page*. Jane Smith's filename would be as follows: **Smith-MLA.doc**.

## 2. Participation

Class participation is worth 20 pts per class and includes in-class discussions and activities. This part of your grade is based on your participation in class discussions and activities, which include arriving on time and being prepared.

**In-Class Discussions:** You are expected to *actively* participate in discussions. You are expected to focus on the course topic while in class.

**In-Class Activities:** Most class meetings will involve in-class worksheets and/or activities. You are expected to complete the worksheets and participate in the activities.

**You are also responsible for printing out any necessary worksheets and handouts in ANGEL that may be needed in class *before* the beginning of class.** Handouts and worksheets will NOT be provided in class.

## 3. Mid-term Exam

The mid-term exam will be given during the 5th week of class and will include the material covered in weeks 2-4 (plus the Library Tour). The exam may include multiple choice, true/false, fill-in-the blank, and short essay questions. **There will be *no* make-up exams**, unless for a reason deemed valid by the instructor. The mid-term exam is worth 100 pts.

## 4. Final Exam

The final exam will be given during the last week of class and will cover all material covered in the course. The test may include multiple choice, true/false, fill-in-the blank and short essay questions. **There will be *no* make-up exams**, unless for a reason deemed valid by the instructor. The final exam is worth 100 pts

**NOTE:** Computer related problems are never a valid excuse for not completing or submitting an assignment on time, therefore it is advisable to complete the assignments early enough to take into account any problems that may occur. The instructor will *not* accept assignments via email. **Late assignments will *not* be accepted**, unless for a reason deemed valid by the instructor.

### Attendance Policy:

Students are expected to attend all sessions of each class. Instructors may drop students from class if they fail to attend the first class meeting or when accumulated unexcused hours of absence exceed ten percent of the total number of hours the class meets during the semester. Moreover, an instructor may drop from the class any student who fails to attend at least one class session during the first three weeks of instruction.

### Unlawful Discrimination/Sexual Harassment:

If you have a complaint or someone has shared information with you as a student or employee that is unlawful discrimination or sexual harassment, contact the Director of Human Resources at West Valley-Mission Community College District, Human Resources Department, (408) 741-2060). If the Director of Human Resources is not available, contact the President of the college in which you attend or are employed. For Mission College, contact the office of the President at (408) 855-5123.

**Policy on Cheating:**

Students are expected to follow the college Policy on Cheating and the Code of Student Conduct, both of which are printed in the *Mission College Catalog*. Among other things, the Code of Student Conduct prohibits plagiarism and cheating. If you plagiarize, copy an assignment from a classmate, allow a classmate to copy an assignment from you, or cheat during an exam, you will receive a zero on the assignment. Depending on circumstances, other penalties may be invoked as well. **Plagiarism and cheating will *not* be tolerated in this course.** If you have questions, please talk to the instructor.

**Disability Statement:**

Any student who feels s/he may need an accommodation based on the impact of a disability should contact the instructor privately to discuss your specific needs. Please contact DISC (Disability Instruction Support Center) in S2-201 (403-855-5085 or 408-727-9243 TTY) to coordinate reasonable accommodations if you have verifiable documentation.

**Emergency Procedures:**

It is the student's responsibility to know the evacuation procedures, evacuation route, and assembly area for this classroom. In case of an emergency, you are to follow the directions of your instructor. When directed to evacuate the classroom, be sure to take all of your belongings when you leave and remain with your class in the assembly area until you receive further directions.

## Course Outline

**NOTE: Actual Course Outline will include details regarding required reading and assignments.**

The instructor may make changes in the course outline during the semester. **It is your responsibility to stay informed of these changes.** All changes will be posted in ANGEL.

**Class 1: Course Overview, Introduction to the ANGEL and Tour of Mission College Library****Course Objectives:**

1. To become familiar with the policies and procedures for the course.
2. To identify what it takes to be successful in the course.
3. To be able to identify the basic key components of Information Competency.
4. To become familiar with the layout of the Mission College Library.
5. Take in-class Information Competency assessment pre-test.
6. Learn how to log into ANGEL and navigate and use different functions in ANGEL.

**Class 2: Intellectual Property & Copyright Law and Evaluating & Citing Sources****Course Objectives:**

1. To become familiar with the basics of copyright law.
2. To become familiar with the general types of intellectual property.
3. To examine the economic, legal and social issues of using information.
4. To learn tips to avoid plagiarism.
5. To use critical thinking skills to evaluate resources.
6. To be able to cite material used from books.

7. To be able to write a simple works cited page.

### **Class 3: Defining the Research Process & Online Catalog and Classifications System**

#### **Course Objectives:**

1. To understand the importance of starting research with a good research question or thesis statement.
2. To be able to identify the key words in a research question.
3. To use critical thinking skills to develop a research plan.
4. To become familiar with the two main library classification systems.
5. To recognize the structure of library online catalogs.
6. To apply basic searching techniques to search library online catalogs for relevant research material.
7. To be able to find library material quickly and easily using call numbers.

### **Class 4: Print Periodicals and Reference Sources**

#### **Course Objectives:**

1. To be able to describe and explain the information cycle.
2. To be able to identify scholarly journals and popular magazines.
3. To be able to identify when to use a print periodical index.
4. To be able to read a periodical index citation and to locate a copy of a periodical article regardless of format.
5. To know how to evaluate a periodical article.
6. To be able to cite periodical articles.
7. To recognize the purpose, function and features of general and subject reference sources.
8. To cite information found in reference sources.

### **Class 5: Mid-term Exam and Online Databases: An Overview**

#### **Course Objectives:**

1. To be able to navigate and use general online databases.
2. To be able to develop search strategies for using online databases.

### **Class 6: Online Databases: Part 2 and Web Evaluation**

#### **Course Objectives:**

1. To be able to navigate and use online specialized databases.
2. To be able to locate subscription databases in other libraries.
3. To be able to evaluate and cite articles from an online database.
4. To learn how Websites can be misleading.
5. To identify the main criteria used to evaluate Internet Web resources.
6. To use critical thinking skills to evaluate Internet Web resources.

### **Class 7: Web Basics and Search Tools**

#### **Course Objectives:**

1. To know the differences between the Internet and the World Wide Web.
2. To be able to recognize the parts of a URL.

3. To be able to use search engines effectively.
4. To be able to cite Web resources.
5. To be able to differentiate between search engines and online directories.
6. To be able to use online directories effectively.
7. To be able to locate and use free Internet Databases.

**Class 8: Wrap Up & Final Exam**