

## NOTE:

**This is a SAMPLE syllabus. Your actual course syllabus may vary.**

### MISSION COLLEGE LIB 10 Basic Information Competency (1 unit) Online Course Syllabus - Short

**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.

Response to email, discussion forums, and telephone messages will not be instantaneous. Email, discussion forums, and voice mail are checked several times throughout the day on week days. Email and discussion forums are checked at least once a day on weekends, and voice mail is not checked at all on weekends. You must learn to factor in the response time when completing your work. If you wait until the last day, you may not have time to receive a response before your assignment is due.

#### Course Advisories

Skills in computer keyboarding, English and reading should be at a level to be eligible for **Computer Applications 70, English 108A, and Reading 053**. (*Note:* Students who are not eligible for these advisories may have trouble passing this course).

**To successfully navigate this course you must be computer competent in the following:**

- Microsoft Word
- E-mail, including sending and receiving attachments
- The Internet using a Web browser

Refer to the “Angel Course Management System” section for specific computer requirements.

**NOTE:** This is a condensed (short) course so your time commitment will be double that of a semester long one-unit course. Expect to spend an average of **six hours per week on this course** (refer to the “Weekly Time Commitment” section for details). Multiple topics are discussed each week 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.

#### Online Learning

Even though the online course does not have a weekly face-to-face meeting the time commitment per week is the same. The *Mission College Schedule of Classes* states that this course requires “2.2 Online weekly hours.” This refers to the required “class time” for the course and does not include the time required to complete homework, which may or may not require online access.

Class material and lectures will be presented in a variety of formats, including PowerPoint presentations, Word documents, PDF documents, and Flash presentations with sound. **Often students new to online learning perceive and expect online courses to be easy and involve little to no work on their part.** This is a misperception, and in fact, online courses may be more demanding than a face-to-face course depending on the learning style of the student. Online courses are not

recommended for all students. To find out if distance learning is right for you, go to the Mission College Distance Learning Web page (<http://www.missioncollege.org/distlearn/index.html>).

This course is conducted completely online and, if appropriate, by phone communication. The primary mode of instruction is through the ANGEL Learning Management System (see below). You are **expected to communicate** with your instructor and other classmates about specific assignments. Most of your work, however, is done on your own through reading assignments and accompanying lecture materials. [**Please note** that in order to complete the homework assignment for Week 4 you will be required to physically go to a library. You may use the Mission College Library or a public, college, or university library near your home].

This course is *not* self-paced. **You will have weekly assignments with weekly due dates.** In order to successfully complete this course, **you must** submit your assignments on time.

When taking an online course **you must** take the initiative to ask your instructor questions if you do not understand the material. This Course Discussion Forum is to be used to ask questions concerning class material. Your response from the instructor may not be instantaneous. You must learn to factor in the response time when completing your work. If you wait until the last day, you may not have time to receive a response before your assignment is due.

Please do not email your instructor questions about the course material; use the Course Discussion Forum so that your classmates may also benefit from the answer. In addition, your instructor will also post information and updates to this forum. **It is your responsibility to read all the posts in to the Course Discussion Forum in a timely manner.**

### Weekly Time Commitment

**Expect to spend an average of six hours per week** on this condensed one-unit online course. The *Mission College Schedule of Classes* states that this course requires “2.2 Online weekly hours.” This refers to the required “class time” for the course and does not include the time required to complete homework, which may or may not require online access.

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. Library 10 adheres to this academic standard. This course is a condensed (short) course so your time commitment will be double that of a semester long one-unit course. **Look carefully at your work schedule, school schedule, and family obligations and allow plenty of time for each.**

A one unit semester long course typically equals an hour of class time, plus two hours of study/homework per week (you triple that for a three unit course!). A traditional campus one-unit course that is shortened to eight weeks typically requires two hours of class time and, on average, an additional four hours of homework per week, thus making the weekly time commitment an average of six hours. Even though you are not meeting as a traditional class, **you should still expect to spend an average of six hours per week on this online course.**

### Course Objectives

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.

Individual class topics are listed under the “Course Outline” section at the end of this syllabus.

## 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.

ANGEL courses have minimum browser requirements. If at all possible use Internet Explorer 6+ or Firefox 2.0 for the PC, and Firefox 2.0 for the Mac. Safari is not supported by ANGEL. In addition, AOL browsers are not suitable for ANGEL. To access the full range of ANGEL features, the Web browser that you use should display frames, run Java 1.4.1 (or later) and JavaScript, and have cookies enabled. You must also be able to view pop-up windows, PowerPoint presentations, Word documents, PDF files, and flash files, and be able to listen to sound.

A short introduction to ANGEL will be covered during the first week of class. 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 assignments on time, therefore it is advisable to complete the assignments early enough to take into account any problems that may occur.

## Required Textbook

Quaratiello, Arlene Rodda. *The College Student's Research Companion* (4th Edition). New York: Neal-Schuman Publishers, Inc., 2007.

You may purchase a copy of the book at the bookstore. There is also a **reserved library copy** of this textbook, and it is available for use **only in the library**. Ask for it at the Check Out desk. You **must** have the title and call number when requesting this book. The call number is Z710.Q37 2007.

## Supplemental Reading

Supplemental reading will be assigned. 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 ANGEL, the Mission College Library resources, or the free Web.

## Class Material and Lectures

Class material and lectures will be presented in a variety of formats, including PowerPoint presentations, Word documents, PDF documents, Flash presentations with sound, and interactive flash presentations with sound. Viewing the class material and lectures are important to doing well in the course, and best viewed *after* completing the weekly reading. They provide the information that would normally be presented in-class if this course met face-to-face, so **notes should be taken just as you would for an in-class lecture.**

## Grading Criteria

This course can be taken for a letter grade or for credit/no credit. If you wish to take the course for credit/no credit, you must notify the instructor, in writing, by the **end of the third class meeting**. Your work must earn a grade "C" or better.

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. Quizzes	10%
2. Participation	10%
3. Homework Assignments	40%
4. Mid-term Exam	15%
5. Final Exam	25%
<b>Total</b>	<b>100%</b>

### 1. Quizzes

There will be a quiz each week based upon the reading homework for each topic. The quizzes are completed online and will consist of 3-8 questions about the reading assignment. The reading assignments will come from your textbook and/or supplemental reading assignments. Quizzes not submitted on time will receive a zero.

### 2. Participation

Participation for a face-to-face course is based on attending class and participating in the activities and discussions. For the online course, it is based on your participation in the weekly class materials, which may include, but is not limited to, viewing the flash and/or PowerPoint presentations, and participating in online discussion forums and other online activities as assigned. Discussion Forums and Activities not submitted on time will receive a zero.

### 3. Homework Assignments

At least one homework assignment will be assigned each week (most weeks require 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 class material. 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.

### 4. 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+the Virtual Library Tour. The exam may include multiple choice, true/false, fill-in-the blank, and short essay questions. This is a timed exam. Students will have a week in which to take the exam, but only 60 minutes to complete it. **There will be no make-up exams**, unless for a reason deemed valid by the instructor. The exam is worth 100 pts; exams not submitted on time will receive a zero.

### 5. 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. This is a timed exam. Students will have a week in which to take the exam, but only 90 minutes to complete it. **There will be no make-up exams**, unless for a reason deemed valid by the instructor. The exam is worth 100 pts; exams not submitted on time will receive a zero.

**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.

### 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 listed in the schedule of classes.
- The last day to drop the course without a "W" on your transcript is before the 2nd week starts.
- The last day to drop the course with a "W" on your transcript is before the 6th week starts.

### Policy on Cheating (*Mission College Catalog 2007--2008*, p. 174-175)

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 and may be assigned a failing grade ("F") even if you have previously selected the credit/no credit option. 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.

### Unlawful Discrimination/Sexual Harassment (*Mission College Catalog 2007-2008*, p. 177-8):

If you have a complaint or someone has shared information with you as a student 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.

## Course Outline

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.

**Please note** that in order to complete the homework assignment for Week 4 you will be required to physically go to a library. You may use the Mission College Library or a public, college, or university library near your home.

### Week 1: Course Overview & Introduction to ANGEL and Tour of Mission College Library & introduction to NoodleBib

#### Course Overview & Introduction to ANGEL

##### Class 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. Learn how to navigate and use different functions in ANGEL.

##### Reading Assignment:

## 1. Course Syllabus

### Assignments Due by midnight Sunday:

1. Quiz on syllabus
2. Discussion Forum – Introductions
3. Information Competency Pre-test

## Tour of Mission College Library & Introduction to NoodleBib

### Class Objectives:

1. To become familiar with the Mission College Library.
2. To become familiar with NoodleBib.

### Reading Assignment:

1. NoodleBib User's Manual: [http://noodletools.com/tools/noodlebib\\_users\\_guide.pdf](http://noodletools.com/tools/noodlebib_users_guide.pdf)

Introduction – pp. 6-7 (Take the NoodleTools tour)

Chapter 1 - System Requirements, p. 9 & 11

Chapter 2 - Getting Started, pp. 12-18

Chapter 3 - Citing Sources , pp.19-28 & 34-36

Chapter 6 – Troubleshooting, pp. 66

**\*\*Note:** *Whenever there is a list of user versions, you can skip down to the part that refers to **Group Subscription** or **NoodleBib MLA and APA Advanced** as that is the version to which Mission College subscribes.*

### Assignments due by midnight Sunday:

1. Homework – Library Tour
2. Quiz 1 on reading
3. Activity – Set up NoodleBib account

## Week 2: Evaluating & Citing Sources and Intellectual Property & Copyright Law

### Evaluating & Citing Sources

#### Objectives:

1. To use critical thinking skills to evaluate resources.
2. To be able to cite material used from books.
3. To be able to write a simple works cited page.

#### Reading Assignment:

Textbook:

1. Evaluating Your Sources: pages 31, 54, 80, 100, 122, & 149.

Supplemental Reading:

2. *Critically Analyzing Information Sources* Web page from Cornell University Libraries:  
<http://www.library.cornell.edu/olinuris/ref/research/skill26.htm>

3. *Citing and Documenting Source* online tutorial in **Bruin Success with Less Stress**, from the UCLA Library: <http://www.library.ucla.edu/bruinsuccess/>

#### Assignments due by midnight Sunday:

1. Quiz 2 on reading
2. Activity – In-text Citations
3. Homework - Citing Sources

### Intellectual Property & Copyright Law

#### 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.

**Reading Assignment:**

Supplemental Reading:

1. *Intellectual Property* online tutorial in ***Bruin Success with Less Stress***, from the UCLA Library: <http://www.library.ucla.edu/bruinsuccess/>
2. *Don't Get Caught* online tutorial in ***Bruin Success with Less Stress***, from the UCLA Library: <http://www.library.ucla.edu/bruinsuccess/>
3. *Information about Copyright and Fair Use* Web page from Penn State Information Technology Services Department: <http://istudy.psu.edu/FirstYearModules/CopyrightPlagiarism/CopyFairUse.html> (Note: You can ignore "Activity 3" at the end of the Webpage).

**Assignments due by midnight Sunday:**

1. Quiz 3 on reading
2. Discussion Forum – Cheating & Plagiarism in Society
3. Homework – Copyright Law

### Week 3: Research Basics and Online Catalog & Classifications System

#### Research Basics

**Class 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 be able to describe and explain the information cycle.

**Reading Assignment:**

Textbook:

1. Chapter one: *Mastering Research Basics*, pp. 1-15.

**Assignments due by midnight Sunday:**

1. Quiz 4 on reading
2. Homework – Research Questions
3. Discussion Forum – The Information Cycle
4. Discussion Forum – Avoiding Disasters

#### Online Catalog & Classifications System

**Class Objectives:**

1. To become familiar with the two main library classification systems.
2. To recognize the structure of library online catalogs.
3. To apply basic searching techniques to search library online catalogs for relevant research material.
4. To be able to find library material quickly and easily using call numbers.

**Reading Assignment:**

Textbook:

1. Chapter two, *Decoding Database Searches*, pp. 17-30.
2. Chapter three, *Locating Books*, pp.33-53.
3. Chapter six: *NetLibrary*, pp. 117-118.

**Assignments due by midnight Sunday:**

1. Quiz 5 on reading
2. Homework – Online Catalog

## Week 4: Print Periodicals and Reference Sources

### Print Periodicals

#### Objectives:

1. To be able to identify scholarly journals and popular magazines.
2. To be able to identify when to use a print periodical index.
3. To be able locate a copy of a periodical article regardless of format.
4. To know how to evaluate a periodical article.
5. To be able to cite periodical articles.

#### Reading Assignment:

Textbook:

1. Chapter four, *Finding Periodicals*, pp. 57-68, 77-79.
2. Chapter eight, *Citing Periodical Articles*, pp. 156-157.

#### Assignments Due by midnight Sunday:

1. Quiz 6 on reading
2. Homework – Print Periodicals

### Reference Sources

**Please note** that in order to complete the homework assignment for this week you will be **required to physically go to a library**. You may use the Mission College Library or a public, college, or university library near your home.

#### Objectives:

1. To recognize the purpose, function and features of general and subject reference sources.
2. To cite information found in reference sources.

#### Reading Assignment:

Textbook:

1. Chapter 5, *Exploring Reference Books*, pp. 83-99.

#### Assignments due by midnight Sunday:

1. Quiz 7 on reading
2. Homework – Reference Sources (*Note*: requires you to physically go to a library)

## Week 5: Mid-term Exam and Introduction to Online Subscription Databases

### Mid-term Exam

#### Reading Assignment:

1. Review material covered in weeks 2 - 4 + Virtual Library Tour

**Mid-term Exam is due by midnight Sunday**

### Introduction to Online Subscription Databases

#### Class Objectives:

1. To be able to navigate and use general online databases.
2. To be able to cite articles from an online database.

#### Reading Assignment:

Textbook:

1. Chapter two, *The Structure of Databases: periodical article*, p. 19.
2. Chapter six, *Selecting Electronic Resources: Popular Electronic Resources - Thompson Gale Infotrac*, pp. 103-109.

**Assignments due by midnight Sunday:**

1. Quiz 8 on reading
2. Homework – General Databases

**Week 6: Online Subscription Databases II and Internet Basics & Web Evaluation****Online Subscription Databases II****Class 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 develop search strategies for using online databases.

**Reading Assignment:**

Textbook:

1. Review chapter two, *Searching a Database*, pp. 21-29.
2. Chapter four, *Searching Indexes*, pp. 68-73 on Searching Indexes.

**Assignments due by midnight Sunday:**

1. Quiz 9 on reading
2. Homework – Specialized Databases

**Internet Basics & Web Evaluation****Objectives:**

1. To be able to recognize the parts of a URL.
2. To learn how Websites can be misleading.
3. To identify the main criteria used to evaluate Internet Web resources.
4. To use critical thinking skills to evaluate Internet Web resources.

**Reading Assignment:**

Textbook:

1. Chapter seven, *Navigating the World Wide Web*, pp. 127-133.

Supplemental Reading:

2. Evaluating Web Pages: Techniques to Apply & Questions to Ask (UC Berkeley)  
<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html>
3. *Internet Detective* online tutorial: <http://www.vts.intute.ac.uk/detective/>

**Assignments Due by midnight Sunday [insert date]:**

1. Quiz 10 on reading
2. Discussion Forum – Web Evaluation
3. Homework – Evaluation

**Week 7: Search Engines and Directories & Free Web Databases****Search Engines****Objectives:**

1. To be able to use search engines effectively.
2. To be able to cite Web resources.

**Reading Assignment:**

Textbook:

1. Chapter seven, *Finding Information on the Web: Surfing*, pp. 133-148.
2. Chapter eight, *Citing Web Sites*, pp. 157-159.

### **Assignments due by midnight Sunday:**

1. Quiz 11 on reading
2. Homework – Search Engines

### **Directories & Free Web Databases**

#### **Objectives:**

1. To be able to differentiate between search engines and online directories.
2. To be able to use online directories effectively.
3. To be able to locate and use free Internet databases

#### **Reading Assignment:**

Textbook:

1. Chapter six, *United States Government Databases*, pp. 118-121.

Supplemental Reading:

1. "Employers Tap Web for Employee Information." Narr. Steve Inskeep and Renee Montagne. Morning Edition. National Public Radio. 23 Aug. 2006. Transcript.
2. Wallack, Todd. "Beware if Your Blog is Related to Work." San Francisco Chronicle 24 Jan. 2005: C1.

### **Assignments Due by midnight Sunday:**

1. Quiz 12 on reading
2. Discussion Forum – Blogging and Employment
3. Homework – Directories and Free Databases

### **Week 8: Wrap Up and Final Exam**

#### **Wrap Up**

#### **Reading Assignment:**

Textbook:

1. Textbook Chapter eight, *Review of the Research Process and Epilogue*, pp. 160-161.

#### **Due by midnight Sunday [insert date]:**

1. Quiz 13 on reading
2. Homework – Reflections
3. Course Survey

#### **Final Exam**

#### **Reading Assignment:**

1. Review material covered in weeks 2 - 7 + Virtual Library Tour

#### **Final Exam due by midnight Sunday**