

**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)**  
**Online Course Syllabus – 8 weeks**

**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 and get a copy for your records.

**Semester:**

**Date/Time: Online**

**Instructor:**

**Instructor Information**

**Office Location:**

**Phone Number:**

**Email Address: Please email me using ANGEL**

**Faculty Web Page:**

**Office Hours:**

**NOTE:** Response to email, discussion forums, and telephone messages will 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.

**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 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:** Although this course is taught in only eight weeks, your **total** time commitment will be the same as a full-semester one-unit class. Each week you should 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

*If this is your first online class, this section is very important reading! Even if you have taken an online class before, please review this information.*

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.

## If You Have Questions

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.

Even though this course does not have a weekly face-to-face meeting, the time commitment per week is the same as a one-unit lecture class.

***Why?** Academic courses are assigned units based on the amount of time a student is expected to devote to learning per semester. 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!). For a one-unit course that meets once a week over the entire semester the **minimum** is three hours of student work per week. 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.*

Library 10 follows this academic standard. Since this course is condensed into eight weeks, your time commitment will be double that of a 16 week long one-unit course. Even though you are not meeting in a regular classroom, **you should still expect to spend an average of six hours per week on this online course.**

**Look carefully at your work schedule, school schedule, and family obligations and allow plenty of time for each.**

### **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.

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

### **ANGEL Course Management System**

**You must use ANGEL to participate in this course.** You will need a computer with access to the internet. Wi-Fi is available free at Mission College, and computers are also available for students to use on campus at the Computer Lab (in the Student Center) and the Mission College Library. In order to use the Mission College Computer Lab you must have a valid Student I.D. card.

- PC users: use the most current version of Internet Explorer
- Mac users: You **must** use the most current version of Firefox. Safari is not supported by ANGEL.
- AOL browsers are not suitable for ANGEL.

Your web browser should display frames, run Java 1.4.1 (or later) and JavaScript, and have cookies enabled. You must also be able to view:

- view pop-up windows
- PowerPoint presentations
- Word documents
- PDF files

- flash files
- and be able to listen to sound.

For additional information regarding browser and hardware requirements go to [http://www.westvalley.edu/dl/browser\\_tuneup.html](http://www.westvalley.edu/dl/browser_tuneup.html).

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).

### Required Textbook

This course does not have a required textbook.

### 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.** Most presentations have optional "note-taking shells" that you can print out to help you take notes while you watch.

### 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 **end of week three**. 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.

**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. **Late assignments will not be accepted**, unless for a reason deemed valid by the instructor.

Grading criteria are based on a point system.

Grading scale: A = 90-100%; B=80-89%; C=70-79%

1. Participation	20%
2. Homework Assignments	40%
3. Mid-term Exam	15%
4. Final Exam	25%
<b>Total</b>	<b>100%</b>

### 1. 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.

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.

### 2. 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.

### 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+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.

### 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. 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.

## 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 the day before the course starts.
- The last day to drop the course without a "W" on YOUR transcript is by the first Sunday, *before* the 2nd week starts.
- The last day to drop the course with a "W" is to be determined.

## 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/>

## Policy on Cheating (Mission College Catalog 2009--2010)

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.

### **Unlawful Discrimination/Sexual Harassment** (*Mission College Catalog 2009-2010*):

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**

**NOTE: The 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.

**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:**

#### **Welcome & Introduction to ANGEL**

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

#### **Tour of Mission College Library & Introduction to NoodleBib**

##### **Course Objectives:**

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

### **Week 2:**

#### **Intellectual Property & Copyright Law**

##### **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.

### **Citing Sources**

##### **Course Objectives:**

1. To be able to cite material used from books.
2. To be able to write a simple works cited page.

### **Week 3:**

#### **Research Basics**

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

### **Online Catalog & Classifications System**

#### **Course 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.

### **Week 4:**

#### **Print Periodicals**

#### **Course 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.

### **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.

#### **Course Objectives:**

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

### **Week 5:**

#### **Mid-term Exam**

#### **Introduction to Online Subscription Databases**

#### **Course Objectives:**

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

### **Week 6:**

#### **Online Subscription Databases II**

#### **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 develop search strategies for using online databases.

### **Internet Basics & Web Evaluation**

#### **Course 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.

### **Week 7:**

#### **Search Engines**

##### **Course Objectives:**

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

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

##### **Course 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

### **Week 8:**

#### **Wrap Up**

#### **Final Exam**