



Instructor: Karen Praeger

My work hours: Monday to Friday: 8-4

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Library Hours: M-Th: 8:00-9; F: 8:00- 4

Class Meets: Check class schedule for current semester

Course Description

This course is an introduction to the use of information resources and technologies, emphasizing the principles of information competency. The course focuses on the organization of information and the research process. Students will be introduced to information resources available in libraries and on the Internet, how to successfully identify, select, evaluate, and cite various types of information, and also the ethical and legal implications of information

Course Outcomes

Upon successful completion of this course, the student should be able to:

" Demonstrate knowledge of the steps involved in research by completing exercises in topic selection and analysis, selection of resources, and evaluation of resources to be able to complete future research assignments.

" Demonstrate proficiency in the use of correct citation protocol in order to create a bibliography in a standard format style through completion of a bibliography assignment

" Critically examine and evaluate print and web-based information through classroom exercises to be able to assess the reliability and relevance of various kinds of information.

" Identify and explain issues involving copyright and plagiarism through completion of exercises to demonstrate the importance of scholarly integrity.

" Demonstrate proficiency in the use of online catalogs, periodical indexes, and electronic resources to find needed information through exercises in creating search strategies

" Demonstrate knowledge of the organization of information through completion of classroom tutorials and homework exercises in order to successfully be able to locate appropriate information.

Course Readings

Text: List-Handley, Carla J. Information Literacy and Technology. 3rd ed. Dubuque, IA: Kendall/Hunt, 2005. On Reserve at Citrus Library Reserve Desk. (025.5 L773i)

Other Course Information

You will not be graded on attendance, but are expected to attend each class.

Any missing assignments or tests will be recorded as a zero and used to figure the final grade. All enrolled students will receive a letter grade at the end of the course.

Drop Deadline: If you wish to drop, you are responsible for completing all needed forms in the Admissions Office by the drop deadline.

Academic dishonesty, such as cheating or plagiarism, is in violation of the Citrus College Standards of Student Conduct. Students found to be engaging in such activity are subject to disciplinary action, such as probation or suspension.

If you have a disability that requires testing, or other, accommodations, please let me know before the third week of class, and consult the DSP&S Office in the ED building at (626) 914 8675.

Go to the IS-107 or Library 2nd floor, to get your student log-in to gain access to the computers in the open labs. The log-in grants you about 20 pages per day of free printing in IS-107 and Math or Science Computer Lab. The library printing costs 10¢ per page.

It is recommended that you get an email account on one of the internet sites (such as <<http://mail.yahoo.com>>, or <<http://www.hotmail.com>> if you do not have one already.

Evaluation

Your final letter grade will be determined by the percentage of points you have earned based on the following scale:

- 90 100 = A
- 80 89 = B
- 70 79 = C
- 60 69 = D
- 0 59 = F

Distribution of the points are as follows:

1. Weekly Assignments- 30%
2. Research Assignment- 25%
3. Bibliography Assignment - 25%
4. Tests 20%

Explanation of Assignments

1. Weekly Assignments refers to all assignments that are handed out and asked to be turned in at a future class meeting. You may handwrite these assignments (neatly, please), unless the instructions specify typing. You may revise these assignments to get full credit.

2. Research Assignment: This is NOT a research paper, but a structured exercise designed to aid the student in completing a research paper. This will consist of:

" Title Page: Research Guide: Name of Topic

Your Name

Class Information (Course Title and Semester)

" Table of Contents

" Abstract Page: This page should include your topic statement at the top (single-spaced) and a brief summary of what your paper will be about (this will be a basis for the introduction paragraph of your Sociology paper). This page should be one or two substantial paragraphs, no more than a page in length in total)

" Topic Selection Process: Tell me about how you decided on your topic. Some of the following questions might help you decide what to include on this page. What was your original topic idea? Did you have to narrow down your topic? Did you have to broaden your topic? What led you to either narrow or broaden

your topic? List your topic choices as they emerged, from your original choice to the one you eventually focused on. (one paragraph)

" Research Process: Describe the search strategy you used. What databases did you use? Did you look in the library catalog? Did you use reference works? Try to list your process in a chronological order. List the search terms you used (the words you typed when you were looking for information)-which words were the most successful? Don't list specific books, articles or websites here, just the general types of information sources that you consulted

" Bibliography Page: At the top of this page type the words WORKS CITED
See below for specific items.

Each of the above items should be a separate page of your assignment.

3. Bibliography Assignment:

The bibliography (or works cited page) should contain :

- " At least one book (electronic-from our Netlibrary collection or print-from our print collection)
- " One reference source in print format (such as an encyclopedia or dictionary)
- " An electronic reference source from the database Gale Virtual Reference Library
- " One excellent website
- " Five articles

Each of the above items should be listed in proper citation format. The above sources, particularly the articles, should be high quality sources that will form the basis of a research paper.

4. Tests: There will two tests.

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