LIBSC 50 Course Outline as of Fall 1981

CATALOG INFORMATION

Dept and Nbr: LIBSC 50   Title: RESEARCH SKILLS
Full Title: Research Skills for Papers, Reports & Essays
Last Reviewed: 3/24/2014

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.00		Lecture Scheduled	2.00	6	Lecture Scheduled	12.00
Minimum	1.00		Lab Scheduled	3.00	6	Lab Scheduled	18.00
			Contact DHR	0		Contact DHR	0
			Contact Total	5.00		Contact Total	30.00
			Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 24.00   Total Student Learning Hours: 54.00

Title 5 Category: AA Degree Applicable
Grading: Grade or P/NP
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly:

Catalog Description:
Short course providing strategies for successful term papers and reports; choosing a topic, using the library skillfully to gather information, notetaking, organizing ideas into written form, footnotes and bibliography. Students choose track for science, social science, or humanities, depending upon need.

Prerequisites/Corequisites:

Recommended Preparation:
Completion of or concurrent enrollment in English 100A or equivalent English 100B or equivalent or eligibility for English 1A.

Limits on Enrollment:

Schedule of Classes Information:
Description: Short course providing strategies for successful term papers & reports; choosing a topic, using the library skillfully to gather information, notetaking, organizing ideas into written form, footnotes, & bibliography. Students choose track for science, social science, or humanities, depending upon need. (Grade or P/NP)

Prerequisites/Corequisites:
Recommended: Completion of or concurrent enrollment in English 100A or equivalent English 100B or equivalent or eligibility for English 1A.
Limits on Enrollment:
Transfer Credit: CSU;UC.
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

				Effective:	Inactive:
AS Degree:	**Area**				
	I	Information Literacy		Fall 1981	Fall 2016
CSU GE:	**Transfer Area**			Effective:	Inactive:
IGETC:	**Transfer Area**			Effective:	Inactive:
CSU Transfer:	Transferable	Effective:	Fall 1981	Inactive:	Fall 2016
UC Transfer:	Transferable	Effective:	Fall 2003	Inactive:	Fall 2016

CID:

Certificate/Major Applicable:
Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:
 Students will:
1. demonstrate the ability to use the LIBRARY OF CONGRESS SUBJECT HEADINGS to generate concepts and correct vocabulary for a term paper topic.
2. locate, analyze, and take notes on background information on an assigned person, event, or concept, using appropriate subject encyclopedias.
3. synthesize background information using techniques of technical reading and complete a series of notecards demonstrating effective notetaking techniques.
4. use the card catalog effectively for subject searching demonstrating understanding of the filing rules and subject headings.
5. construct an outline on the topic of their choice.
6. utilize periodical indexes to locate and choose magazine and newspaper articles on their topic.
7. evaluate government documents, book reviews sources, and biographical reference tools to select information on their topic.
8. assemble a bibliography on a topic of their choice utilizing correct MLA, APA or other professional bibliographic style.
9. formulatea thesis statement for a term paper.
10. observe a demonstration of on-line database searching and familiarize themselves with the functions of Boolean operators.

11. summarize their research results in an oral presentation.

Topics and Scope:

1. Concept formation
    a. using idea wheels
    b. developing vocabulary
    c. using Library of Congress subject headings
2. Backgrounding, organizing, and reading techniques
    a. locating and using specialized encyclopedias
    b. synthesizing data on important concepts, people, events,
       dates, etc.
    c. taking notes and using notecards
    d. reading technically
    e. evaluating the authority of an author
    f. recognizing elements in a bibliographic citation
3. Effective use of the card catalog
    a. filing rules
    b. subject heading structure and tracings
    c. Library of Congress classification system
    d. bibliographic elements on the catalog card
4. Choice and use of magazine and newspaper indexes
    a. computerized indexes; InfoTrac
    b. print indexes including abstract services
    c. online computerized searching and Boolean operators
5. Investigation of additional research tools
    a. government documents
    b. book reviews
    c. biographical sources
    d. literary criticism
    e. essays
6. Formulation of a thesis statement of appropriate size and content.
7. Mechanics of writing a paper
    a. making an outline
    b. footnotes and parentheical references
    c. bibliographies and lists of works cited
    d. writing bibliographic annotations
8. Written and oral presentation of thesis statement and research
    summary.

Assignment:

1. Completion of four idea wheels to generate term paper topics of
   increasing specificity. Completion of four subject heading
   "ladders" developed by using the LIBRARY OF CONGRESS SUBJECT
   HEADINGS; two ladders take subjects from the general to the
   specific and two go from specific to general.
2. Development of a set of notecards and a summary of an article
   from a subject encyclopedia.
3. An assignement of approximately five pages in which students
   apply library filing rules and LIBRARY OF CONGRESS call number
   ordering, identify all the elements on a catalog card, and use

subject headings to locate books on a specific topic.
4. Approximately 5 pages of magazine and newspaper article look-ups
    in various periodical indexes. Students research topics of their
    choosing in appropriate indexes and then locate the articles
    using microform technology when necessary.
5. Thesis statement, outline, and annotated bibliography for a
    term paper topic of the student's choosing.
6. Oral presentation of research process and findings.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills
and/or require students to select, organize and explain ideas
in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.	Writing 0 - 0%

Problem Solving: Assessment tools, other than exams, that
demonstrate competence in computational or non-
computational problem solving skills.

Homework problems, Lab reports	Problem solving 30 - 50%

Skill Demonstrations: All skill-based and physical
demonstrations used for assessment purposes including skill
performance exams.

OUTLINES	Skill Demonstrations 30 - 60%

Exams: All forms of formal testing, other than skill
performance exams.

Multiple choice, Completion	Exams 10 - 25%

Other: Includes any assessment tools that do not logically
fit into the above categories.

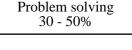|	
None	Other Category 0 - 0%

Representative Textbooks and Materials:
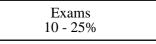 Instructor developed syllabus.
 Supplemental: LITTLE BROWN GUIDE TO WRITING RESEARCH PAPERS by
          Meyer, Michael, ed.