

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:

AS Degree:	Area			Effective:	Inactive:
	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. formulate a 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 parenthetical 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 assignment 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.