LIR 10 - Introduction to Information Literacy

Find, Evaluate and Use Information

Students come to this class with varied experience and skill levels. I focus on introducing students to the ideas surrounding and methods for finding and evaluating the vast amount of information available. It is important to note that computer skills do not always equate to information literacy skills. Are you information literate? Ask yourself if you know how to access and use the Library's subscription databases. Can you limit the results of a Google search to just government pages? Can you judge the difference between a credible and non-credible website? How well do you cite your sources?

Instructor Contact

You can contact me by email, by phone, during my office hour, or by appointment. While I attempt to respond daily

Use the Canvas Inbox to send a message.   Email: pusina@santarosa.edu   Phone: (707) 527-4547

Office Hours: Ask for me at the Doyle Reference Desk Wednesdays: 1:00-2 p.m. or by appointment. If you email me please allow up to 48 hours (Note: I do not work on weekends) for responses from me. Appointments can be in person, Canvas Conference, email, or phone. I can also be found at the Doyle Library Research Desk and am always happy to schedule an appointment if that is what works best for your schedule.

Course Description

An introductory course to learn and apply the skills needed to conduct research efficiently and effectively.

Student Learning Outcomes

Upon completion of the course, students will be able to:

1. Analyze a research need
2. Find information effectively and efficiently by using a variety of search techniques
3. Access needed information in multiple publication formats
4. Evaluate the quality and relevance of information sources
5. Recognize several ethical and legal issues related to the use of information

https://portal.santarosa.edu/SRWeb/SR_ScheduleOfClasses.aspx

Important Dates

The DROP dates for a short course are different than those listed in the SRJC calendar of dates for the full semester. Check your student portal to view the dates specific to this course.

Attendance

It is your responsibility to attend the Week 1 class. Failure to do so means you will be dropped as a no show.

This is a short 1-unit class, however, that means that the workload is condensed into fewer weeks. Manage your schedule so that you are on time and so that you attend every class. Attendance will be taken at each class session. If you decide to discontinue doing work for this course, it is your responsibility to officially drop it. It is strongly advised that you not miss more than one class/homework deadline. IT IS YOUR RESPONSIBILITY TO DROP THE CLASS WITHIN THE TIME FRAME LISTED OR RISK GETTING A FAILING GRADE. I WILL ONLY DROP STUDENTS WHO DO NOT COMPLETE AN ASSIGNMENT BY THE END OF THE FIRST WEEK.

Students are responsible for finding out what they missed when absent and for completing all assignments by the deadline. There are many hands-on activities in the classroom and it is essential to your success that you do not miss a class.

As per the [Attendance Requirements](#) from the *Sonoma County Junior College District Policy Manual*, "A student may be dropped from a class when that student's absences exceed ten percent (10%) of the total hours of class time."

If you must miss a class because of illness or because of an emergency you MUST notify me as soon as possible or I will assume you are not interested in keeping your class standing.

Course Web Site Textbook & Class Meetings

There is no textbook to purchase. All required materials are provides online in the Canvas course modules. Use the Canvas course modules for weekly dates, assignment instructions, submitting assignments, discussing information issues with classmates, sharing resources, and viewing grades. All Lesson materials remain open and available until the end of the semester.

- You will need to: be comfortable using email and uploading files.

- Access to the library's subscription online databases and resources from off campus require use of your [Student ID and Pin](#). These are the same ones that you use to register for classes. Use the reminder link on the main campus page if you have forgotten either of these numbers.

- Students have access to all of the resources on site at both of the [SRJC Libraries](#). You will need an activated Student ID Card in order to check out library materials, calculator or use items on reserve. Go to the circulation desk of the SRJC Doyle or Mahoney libraries to activate your student ID.

Expectations

As college students, you are expected to be punctual and attentive. Respect yourself, your classmates and each other. Help each other during hands-on class activities. Students who register in SRJC classes are required to abide by the SRJC student conduct standards. Violation of the standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College. See [SRJC Conduct and Discipline Due Process](#)

Academic Integrity:

These Conduct standards also apply to acts of [Academic Dishonesty](#). Students caught cheating either by plagiarizing or stealing answers from classmates will receive no points for their work. **Any act of academic dishonesty, either intentional or unintentional, will result in a grade of "F" on that assignment.** Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. Students are encouraged to share information and ideas, but not their work. **Students may study together, but must think independently--the same work cannot be submitted.** Multiple instances of cheating may result in a failing grade or expulsion from class. See the [Academic Integrity LibGuide](#) for SRJC Policy and Procedure for complete details—also, tips on how to avoid plagiarism. Additional resources are here: [SRJC Writing Center Lessons on avoiding plagiarism](#) and [SRJC's statement on Academic Integrity](#)

Cell Phones and Other Mobile Devices:

Class policy is to store cell phones and other mobile devices out of sight to maintain mindfulness and focus during class for everybody. It's best to store it away from your body to avoid distractions from notifications. ***Out of respect for your classmates, your teacher, and your education, there cannot be cell phone usage during class, including text messaging***. ***This includes the use of other mobile devices.*** Please inform me if you have an emergency situation that requires you to receive a cell message. **If you must send a text or make a phone call, please leave the classroom to do this.**

Focus and Participation:

You are expected to listen to lectures, demonstrations, class discussions, and to interact with the instructor and each other. This involves asking questions, providing feedback, contributing to class discussions, and

participating in group work and other class activities. There will be various individual and group informal presentations. **Remain silent when others are speaking.** Show respect for the person who is speaking, whether it is a fellow student or the instructor. If you miss something that was said, raise your hand and ask the instructor. It is up to you to manage your attention and to be self-disciplined to control your focus on the class. **You may be asked to leave class if you are focusing on your cell phone, another device, or any activity that is not the current activity of the class because this is a distraction to the instructor and your classmates.**

Accommodations:

If you need disability-related accommodations for this class--such as a note taker, test-taking services, etc.--please provide me with the Authorization for Academic Accommodations (AAA letter) from the Disability Resources Department (DRD) as soon as possible. You may also speak with me privately during office hours about your accommodations. If you have not received authorization from DRD, it is recommended that you contact them directly. DRD is located in the Bertolini Student Center, 3rd Floor (707-527-4278) on the Santa Rosa campus, and Jacobs Room 101 on the Petaluma Campus. Every effort is made to conform to accessibility standards for all instructor-created materials. Students should contact me as soon as possible if they find that they cannot access any course materials.

Pass-NoPass (P/NP)

You may take this class P/NP. Dates for this course are listed in your student portal. You must decide before the deadline, and add the option through your student portal. **Once you decide to go for P/NP, you cannot change back to a letter grade.** If you pass the course with a grade of C or better, you will get P. Note: most students who complete all assignments in my class get an A or B.

Communication & Instructor Announcements

The instructor will send emails through the student portal and/or post announcements on the **Announcements** page in Canvas throughout the semester. Canvas notifies students according to their preferred Notification Preferences. It is important that you go to the Settings link in the Course Navigation Menu on the left and click on the Notifications to adjust settings to meet your needs.

Make sure you maintain a valid email address on file with the college. It is your responsibility to maintain an active e-mail account and update your information. Please keep all posts and e-mails directly related to class assignments.

Class Participation

There will be hands-on practice during class, so be prepared to use a computer as part of class participation, whether it's your laptop, a laptop borrowed from Doyle Library or one of the classroom computers. **IMPORTANT:** If you find a link that is not working please report it. I will do my best to fix it as quickly as possible but it could be a day or two before I log in and see there is a problem. If you do not get a reply from me right away and you need to submit an assignment do your best to find an alternate link or if you cannot then submit the assignment with that question blank and a note about the broken link. ***I will not dock anyone points on an assignment if a link is not working correctly.

Due Dates & Late Policy

Assignments are due by the next class meeting each week. The start and end dates for the weeks are listed on the Home page and the Calendar. Late submissions may result in lost points. All readings, video viewings, and assignments are due at the beginning of the next class meeting. Please contact the instructor if you must make arrangements for late work.

Grading Policy

I grade assignments after the deadline for that week. I grade once a week and post all grades and comments in the Canvas gradebook. Click the **Grades** link in Course Navigation on the left to keep track of your grades.

It is not possible to receive a passing grade if you do not complete the assignments. If taking Pass/No Pass you need at least 70% of the total class points to pass the class. **DO NOT wait till the end of the 9 weeks to check your grades--or after final grades have been submitted to Admissions & Records.**

The final grade will be based on the following guideline:

1. Readings, Videos, In-Class Activities, Discussions, Assignments, Quizzes. (800 pts.)
2. Major Projects (100 pts.)
3. Final Exam (100 pts.)

900-1000   A
800-899   B
700-799   C
600-699   D
000-599   F

Room 4420 - Emergency Information

Campus police: 527-1000 - There is a telephone in room 4420 at the instructor desk: Dial **1000** for any emergency.

Fire alarm evacuation: Exit room 4420 and go to the **emergency exit to the right** (not the rotunda stairwell exit). There is a lighted exit sign over this door. Go to the grass area of the campus quad and stay clear of the Doyle Library building. Do not use stairs or elevators.

Earthquake evacuation: Exit room 4420 and exit via the rotunda stairwell unless instructed otherwise. Do not use elevators.

Power outage evacuation: Exit room 4420 and exit via the rotunda stairwell unless instructed otherwise. Do not use elevators.