

## LIR 10 Class Syllabus and Assignment Schedule

### Introduction

Welcome to LIR 10: Introduction to Information Literacy. This course is designed to help you develop a research topic along with gaining experience using research tools in order to help you locate, evaluate, and use information effectively and efficiently. LIR 10 is designed to be taken as a stand-alone course or concurrently with 1A level discipline courses or other courses with information components. This introductory course will teach the skills needed to find, evaluate, use and communicate information in print, electronic and Internet formats. Course projects for concurrent sections will coordinate with concurrent course assignments.

#### Online Course Outline of Record:

[https://portal.santarosa.edu/SRWeb/SR\\_CourseOutlines.aspx?mode=1&CVID=24532&Semester=20137](https://portal.santarosa.edu/SRWeb/SR_CourseOutlines.aspx?mode=1&CVID=24532&Semester=20137)

### Structure

Each week will feature a different lecture that will cover different topics related to Information Literacy. A link to the lecture is on the course homepage, just below the title of the weekly topic. Each week you will receive an announcement reminding you that the new lecture is available.

Assignments, related to the lecture topic are also assigned each week. These assignments need to be completed by the end of that week on Sunday night. To avoid last minute complications, students are encouraged to work in advance. Once an assignment closes, there is no opportunity to reopen it. Late assignments will not be accepted, unless cleared with the instructor prior to the due date.

### Course Requirements

#### Description of Required Assignments:

- **CHECK IN TO CLASS BY THE CLOSE OF DAY 2:** Instructors are required to drop students who have not logged into class by the second day. In order to prevent being dropped, **you must login to this Canvas class by our second day of class.** A record of all of your actions is maintained in Canvas. Your activity logs will indicate your presence in the class.
- **QUIZZES: 20 points.** There are 4 quizzes, issued in Weeks 1, 2, 3 and 4.

- **ASSIGNMENTS: 50 points.** There are 5 assignments, issued in Weeks 1, 2, 3, 4 and 5. The assignments use a variety of modalities:
  - The first assignment asks you to take a Guide on the Side active tutorial of Smart Search, the main research interface used at SRJC. You must complete the quiz at the end of the tutorial and e-mail me the results. **Assigned: Week 1.**
  - The second assignment is a topic exploration exercise that you complete after conducting background research using library resources. **Assigned: Week 2.**
  - The third and fourth assignments require you to explore your topic, find specific formats of information, and use NoodleTools citation software to build a bibliographic citation and write an annotation. **Assigned: Weeks 3 and 4.**
  - The fifth assignment asks you to build a website bibliographic citation and share your website findings with the class in a Canvas class wiki. **Assigned: Week 5.**
- **FINAL PROJECT: 10 points.** This is a reflection exercise that is submitted in Canvas in Week 6. Details to help you with the project are available at all times during this course and are located at the top of the class home page. Your final project is in essay format and requires you to prepare four answers to questions about the research process that you experienced in this class. **The final project must be submitted by our final day of class at 11:59 p.m.** Late submissions will not be accepted without prior arrangements. See the link to the Final Project Assignment that is located on the top of the class home page for a full description of the assignment.
- **FINAL EXAM: 20 points.** This is a multiple choice quiz taken in Week 6. **The final exam can be taken any time during our final week and must be submitted by our last day of class at 11:59 p.m.** Reminders will be sent to your email address of record. No re-takes or accommodations for missed exams will be given.

### Grading Scale

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

## Description of Extra Credit, Optional Assignments

There are several extra credit opportunities in this class, offering up to 6 additional points. Each opportunity is only available during the week noted.

- **Introduce Yourself forum.** Share a bit about yourself and help build a sense of community in the class. 2 points extra credit. **Assigned: Week 1.**

- **Share your Research Question forum.** Share your research question and/or share resources to help others. 2 points extra credit. **Assigned: Week 2.**
- **Information Issues of our Time forum.** Visit the Reading List in Week 4 and read a brief article about the challenges of determining authenticity on the Internet. Return to our Canvas class page and comment in the forum about how you detect the validity of what you read online. 2 points extra credit. **Assigned: Week 4.**

## Assignment and Activity Schedule

All assignments have strict deadlines which must be met in order to receive credit. You can organize your time any way you would like, as long as all the reading quizzes and assignments for each weekly lesson are completed on time. No late assignments are accepted.

Week and Due Date	Assignments
<b>Week 1</b>  All assignments are due on that Sunday by 11:59 p.m.	Lecture Reading Quiz: Week 1  Guide on the Side - Explore Smart Search Tutorial  Extra Credit Forum: Introduce Yourself!
<b>Week 2</b>  All assignments are due on that Sunday by 11:59 p.m.	Lecture Reading Quiz: Week 2  Assignment - Week 2: Explore and Define Your Research Topic  Extra Credit Forum: Share your Research Question
<b>Week 3</b>  All assignments are due on that Sunday by 11:59 p.m.	Lecture Reading Quiz: Week 3  Assignment - Week 3: Searching, Evaluating, and Citing an E-Book in NoodleTools
<b>Week 4</b>  All assignments are due on that Sunday by 11:59 p.m.	Lecture Reading Quiz: Week 4  Assignment - Week 4: Searching, Evaluating, Citing a Scholarly Journal Article from a Database

	Extra Credit Reading List  Extra Credit Forum: Information Issues of Our Time
<b>Week 5</b>  All assignments are due on that Sunday by 11:59 p.m.	Assignment - Week 5: Searching, Evaluating, Citing a Website  Quick Review: How to Cite a Website (Optional)
<b>Week 6</b>  Final Project is due by the last day of class (Sunday) at 11:59 PM  Final Exam is due by the last day of class (Sunday) at 11:59 PM	Final Project - Brief Essay Questions To Describe Your Research Experience  Final Exam - This is a multiple choice quiz

## Grading

Each week's assignments will be graded within 2 days of the assignment deadline (which is the end of the day on Sunday unless otherwise noted).

## Online Office Hours

**By appointment only:** To set up an online or phone meeting, just email me directly to arrange a time. Typically I am free anytime in the evenings after 5pm. Sometimes taking a class in an online setting can be isolating and confusing. Especially when taking one that asks you to use a variety of different computer interfaces!

You are always encouraged to contact me by e-mail. E-mail is a primary mode of communication in online classes. I try to respond to questions from students as quickly as possible.

## 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

**Objectives:** Upon completion of this course, students will demonstrate the academic research process including (a) selecting a topic (b) finding and evaluating appropriate resources and (c) adhering to proper guidelines for use and citation of sources.

## Accommodations for Students with Disabilities

If you need disability related accommodations for this class, please provide the Authorization for Academic Accommodations (AAA letter) from the Disability Resources Department (DRD) to me as soon as possible. If you have not received authorization from DRD, it is recommended that you contact them directly. DRD is located in the Bertolini Student Center on the Santa Rosa campus, and Jacobs Hall on the Petaluma Campus. You can locate more information online at <http://drd.santarosa.edu/>

## TIPS FOR TAKING AN ONLINE CLASS

An online class offers flexibility in terms of scheduling time to do class work and is an excellent environment for working students, parents, people who live at a distance from campus, or people trying to schedule their lives around school or other time conflicts. However, an online class is not for everyone! People respond to different learning styles -- this particular one requires you to be self-motivated, comfortable with relying on the written word for all your instruction, and diligent about doing your assignments.

To be successful in an online class, consider these tips:

- Schedule a regular time each week to do the reading and exercises.
- Begin each lecture by reading the bullet list of content topics at the top of the page to help you frame the concepts you'll be studying.
- At the end of each concept section, pause briefly and ask yourself, "Am I clear on what I just read?" "Did I get that?" If you find there were vocabulary words you glossed over without understanding, or had any questions, go back and read the section again. Re-reading helps increase your comprehension, and is a life-long skill for effective learning.
- Contact me if you are unclear about anything. Asking questions is part of the learning process.

Keep up with the work on a weekly basis, to help make the work load manageable and keep aware of your progress in the class by checking your gradebook after assignment deadlines.

## Ethical Conduct

All assignments are to be performed individually in this class. There are no group assignments. Indications of collusion or copying are not tolerated.

Students must abide by the [SRJC Student Conduct Standards](#). Please expect violation of any of these rules to reduce your grade, result in your removal from this course and/or other disciplinary action, which can appear on your record and transcripts. These Conduct standards also apply to acts of [Academic Dishonesty](#).

Any act of academic dishonesty, either intentional or unintentional, will result in a grade of "F" on that assignment.

## Hardware and Software Requirements

You must have access to a computer to successfully complete this class. Students who attempt to complete this course exclusively on their mobile phones or tablet devices will find that they cannot complete all assignments fully. Do not sign up for an online class if you do not have ready and frequent access to a computer. You should have a computer with a high speed internet connection, if possible. Any browser should work, including Internet Explorer, Chrome, Firefox and Safari.

You will also need an email address, which will be used for class communications. It is your responsibility to monitor that email address and to make sure you receive class communications to it.

If you do not have access to a computer, the Internet, and email, you will not be able to complete this course. Keep in mind that SRJCs [computer labs](#) and [libraries](#) may have these available for drop-in use.

If you are attempting to take this course on a tablet or other handheld device, and have problems viewing or submitting assignments, it is your responsibility to locate and use a laptop or desktop computer that is fully functional with the Canvas online learning environment. I cannot accept the excuse that an assignment was not completed because your tablet or smartphone couldn't access Canvas or NoodleTools! You are welcome to use the computers in either campus library to complete your assignments.

Because this section is being taught in an online format, there is an expectation of some prior computer experience.