

LIR 10 - Introduction to Information Literacy

Instructor:	Mike Dawe
Email:	mdawe@santarosa.edu
Office Hour:	30 minutes before and after each class
Classroom:	4327 Frank P. Doyle Library, Santa Rosa Campus
Class Session:	Saturdays February 24 – April 7 at 11:30am – 2:30pm

Course Description:

An introductory course for learning and applying the skills needed to conduct efficient and effective research. The purpose of LIR10 is to help you with your academic pursuits.

Student Learning Outcomes:

Students will gain insight on the research process and topic selection, learn the fundamentals of information literacy, retrieving information from a variety of sources and formats and the ethical use of information and guidelines for citations and retrieving information. Upon completion of this 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

Class Expectations:

- Our course lasts only 6 weeks, consisting of 3-hour class sessions. As such, it's work is condensed and its coursework will be in a variety of formats. We will be working through numerous concepts during each meeting. Students are expected to be focused and ready to learn during our time together.
- Students are expected to abide by the [SRJC Student Conduct Code](#).
- I expect all members of our class to treat each other with respect and a positive attitude. In this class, there will be students with varying levels of ability. Our responsibility is to support and help each other to feel confident that this is a welcoming environment for questions and learning.
- No cell phone usage will be tolerated in class. This includes text messaging. Inform me if you have an emergency.
- Students caught cheating either by plagiarizing or stealing answers from classmates will receive no points for their work. Multiple instances of cheating may result in a failing grade or expulsion from the class.
- If you need disability-related accommodations for this class--such as a notetaker, 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.

Textbook:

There are no textbooks to purchase for this course. The instructor provides all materials in class and through the course's Canvas website.

Class Website:

Our class includes both face-to-face class meetings with a class website. The class website is on Canvas and can be accessed from your student portal. You will need your student ID and PIN to access the class website and to use SRJC Libraries to locate and access class content. You can find help using Canvas [here](#). We will explore how to use the Canvas class site together during our first class session.

Required Software:

You will need to:

- Access to a computer or device with Internet access for the class.
- Comfort using email and uploading files.
- Access to and be comfortable using a word processing program.
 - Examples Include: [Open Office](#), [Microsoft Word](#) or [Google Docs](#)
- These software files loaded on your computer:
 - [Adobe Reader](#)
 - [Flash Player](#)

Important Dates:

- Due Dates: Assignments are due by the start of each class session unless otherwise indicated by the instructor.
- 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.

Dropping the Class:

- If you decide to discontinue doing work for this course, it is your responsibility to officially drop it. You must contact the instructor if you fall behind or if you have circumstances that interfere with your ability to complete the work. 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.

Attendance:

- Attendance will be taken at every class session.
- **It is the student's responsibility to show up on time. If you miss a class, you are expected to log into Canvas to get your homework and turn it in on time. Additionally, it is your responsibility to find out what you missed without disturbing or interrupting the class session.**
- Students who fail to attend the first class meeting may be dropped by the instructor.

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.

Communication:

- I am available 30 minutes before and after each class session.
- I will also will send emails through the student portal and/or post announcements on the **Announcements** page in Canvas throughout the semester. Canvas notifies students per 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.
- I will do my best to respond within two business days.
- 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.

Class Participation:

- Class participation is an important part of this course. Students are expected to work together on in-class assignments to learn concepts that will be the foundation for our coursework. As such, attendance and class participation factor into student's final grades.
- Come to each class prepared having completed all assignments and read any materials, so you can actively engage with fellow students to move the discussions forward as we cover new and varied topics.
- Check your Grades. **Assignments will be graded as soon as possible after the date they are due to the instructor.** However, grading is not automatic, so it will take me a few days to grade assignments after they are turned in. Your course Grades will be based on Weekly Activities, Assignments, Discussions and the Final Exam.
- If you miss a deadline, there may be points lost.
- Use the Question & Answer forum in Canvas to ask any class related questions or comments and feel free to answer questions too. I always appreciate the help.
- The Final Exam is a short answer and multiple choice exam that requires you to analyze and reflect on the "Information Literacy" skills and concepts you have learned in the class and to complete an activity to show you can research an assigned topic.
- The Final project consists of three parts. For the first part students, will select a topic appropriate for a college level research paper. Students will then research sources for that topic and create a bibliography using the MLA style. The final piece is a 1-page research reflection describing your experiences during the research process. Note: students DO NOT write an actual research paper for this course

Late Policy:

- All assignments are due at the beginning of each class session. Turning in assignments will be vital to your success; classwork will be cumulative extending from the knowledge gained each week. See the Home page or the Calendar for the due date. Late submissions will result in 50% lost points, unless you have an arranged an extension in advance.

Your Final Grade will be based on the following:

Activity	Points
5 Weekly In-Class Exercises (20 points each)	100
5 Weekly Homework Assignments (20 points each)	100
5 Weekly Online Discussion Posts (10 points each)	50
5 Weekly Quizzes (10 points each)	50
Final Project (Week 6) – Due the final day of class	100
Final Exam (Week 6) – Held on the final day of class	100
TOTAL	500

Final Grade	Total Points
A	450-500
B	400-449
C	350-399
D	300-349
F	<300

Grades will be posted within the Canvas interface. Click on the Grades link in the course navigation to monitor your progress.

Class Schedule:

Week	Date	Topics
1	Feb. 24	<p>Welcome to LIR 10 & Getting Started with Research</p> <ul style="list-style-type: none"> • Course overview, Canvas website and expectations • Research as a concept and a process • Brainstorming Techniques • The Right Questions • Final project
2	Mar. 3	<p>Information Has Value</p> <ul style="list-style-type: none"> • Identifying & avoiding plagiarism in various forms • Copyright, licensing & open access • Properly citing your sources in MLA or APA • Paraphrasing and in-text citations
3	Mar. 10	<p>Information Literacy and the Web</p> <ul style="list-style-type: none"> • Information cycle • Understanding bias • Searching the Web • Evaluating information • Final project check-in
4	Mar. 17	<p>Search & Retrieve Part 1: Databases</p> <ul style="list-style-type: none"> • Exploring SRJC Library Website • Choosing the appropriate resource • Strategic searching • Curated guides and further information

5	Mar. 31	<p>Search & Retrieve Part 2: Books and Periodicals</p> <ul style="list-style-type: none"> • Scholarly & peer-reviewed sources • Form and function of library materials • Locating materials in the library
6	Apr. 7	<p>Bring it all Full Circle</p> <ul style="list-style-type: none"> • Course review • Final Project • Exam • Course Evaluation