

# Course Syllabus Spring 2020 Section 5615

## LIR10: Introduction to Information Literacy

**Instructor:** Katrina Smith

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**Course Dates:** 2/12/2020 - 4/15/2020

**Office Hour Times:** Wednesdays @ 11:00 - 11:30 AM, Fridays @ 11:00 - 11:30 AM at Doyle Research Desk.

**Course Description:** An introductory course to learn and apply the skills needed to conduct research efficiently and effectively.

**Course Format:** Combines traditional face to face and online instruction through Canvas.

### **Student Learning Outcomes:**

As a result of successful completion of this course, students will:

- a. Analyze a research question.
- b. Find information effectively and efficiently by using a variety of search techniques.
- c. Access needed information in multiple publication formats.
- d. Evaluate the quality and relevance of information sources.
- e. Recognize several ethical and legal issues related to the use of information

### Weekly Student Learning Objectives (Includes corresponding [Student Learning Outcomes] in brackets)

<b>Week One</b>	<ul style="list-style-type: none"><li>• identify others with whom to connect to request and provide support for online searching</li><li>• select a topic appropriate for academic research (for the Final Project) [a]</li><li>• conduct background research using online reference sources [a,b,d]</li><li>• develop draft research questions [a]</li><li>• analyze research questions using a criteria checklist [a]</li></ul>
<b>Week Two</b>	<ul style="list-style-type: none"><li>• identify characteristics of scholarly sources and discuss appropriateness in research [d]</li><li>• develop a search strategy[b]</li><li>• find and summarize relevant articles using SRJC Library SmartSearch (for Final Project)[c]</li></ul>

<b>Week Three</b>	<ul style="list-style-type: none"> <li>• identify characteristics of popular sources and discuss appropriateness in research [d]</li> <li>• recognize and discuss bias [d]</li> <li>• evaluate articles for credibility using the CRAAP Test(for the Final Project) [d]</li> <li>• identify SRJC Library services and features [b]</li> <li>• evaluate visual literacy [d]</li> </ul>
<b>Week Four</b>	<ul style="list-style-type: none"> <li>• discuss contemporary issues with researching on the Web [d,e]</li> <li>• find and evaluate a website using the CRAAP Test [b,d]</li> <li>• collaborate on a primary and secondary source list [d]</li> <li>• recognize and analyze value of Google Scholar as a source for research [d,e]</li> </ul>
<b>Week Five</b>	<ul style="list-style-type: none"> <li>• recognize and discuss plagiarism issues [e]</li> <li>• identify citation elements and describe the purpose of citing sources [e]</li> <li>• cite sources in MLA format to create bibliography on selected research topic [e]</li> </ul>
<b>Week Six</b>	<ul style="list-style-type: none"> <li>• evaluate a book or e-book as a potential information source (for Final Project) [b,c,d]</li> </ul> <p><b>Final Project:</b> apply skills of locating and evaluating relevant sources, completing an informed bibliography on a selected topic.</p>
<b>Week Seven</b>	<ul style="list-style-type: none"> <li>• identify resources and locations of books in Doyle Library building [b,c]</li> <li>• recognize and discuss implications of fair use and copyright [d,e]</li> </ul>
<b>Week Eight</b>	<ul style="list-style-type: none"> <li>• optional extra credit student presentations</li> <li>• study session for Final Exam</li> </ul>
<b>Week Nine</b>	<b>Final Exam:</b> reflect on acquired research skills

#### Instructor Announcements and Q&A Discussion Board

- I post announcements on the "Instructor Announcements" page in Canvas throughout the semester.
- Canvas can alert students about announcements according to their preferred Notification Preferences.
- Please note it is your responsibility to update your email and notification settings in Canvas. Find information on how to do so in our introductory Phase Zero module.

Ask Questions

	<p><b>Use the "Ask Questions Here"</b> discussion board to pose questions about the course or assignments.</p> <p>Remember, asking questions is not a weakness. Asking questions is a form of problem-solving!</p>
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New to Canvas:

Are you new to using Canvas? Do not worry. Prior to our class start, I emailed you resources to help you get started. You can access them here as well:

- [Canvas Help for Students](#)[Links to an external site.](#)
- [Canvas Access and Login Issues](#)[Links to an external site.](#)
- [OER Online Tutorials: Preparing to Take an Online Class](#) ([Links to an external site.](#))

## Attendance

- You are expected to participate and attend every class session in this short 9-week course.
- Every class session will include hands-on activities and discussions carefully selected to match SRJC Student Learning Outcomes and Library and Information Science field standards (For full explanation see ACRL Framework for Information Literacy ([Links to an external site.](#)))[Links to an external site.](#)
- Your participation in class discussion helps each member of our class and many hands-on activities done in class help build your final assignment.
- If you must miss a session you, please contact me via Canvas Inbox.
- If there is a online discussion for that week, you may make up the points if you participate in the course discussion for the week. If there is no discussion for that week, the points can be made up with the extra credit points in the final project.

## Late Policy

1. I will accept ONE set of one week of assignments. You choose the week; use this exception to plan your schedule. All assignments have due dates; this is not a self-paced course. This is a short course, so keeping up with the coursework is essential and benefits you (and your grades!) I will grade late work with the following week's assignments . The Final Exam may not be submitted late. Extra credit opportunities will be available.
2. Technology can often fail or "time-out." We've all experienced this! If you are new to CANVAS or other online applications, remember to allow yourself sufficient time. You are responsible for submitting your work on time.

3. Remember, you can call the Canvas hotline at (844) 303-0344 for free technical assistance. FREE! It's available 24/7! Write it down! (Hmm. Did I emphasize that enough?) Call (844) 303-0344.

#### Weekly Assignments:

- Open each week on Sunday.
- Assignments are due on Fridays and Sundays. Why? Staggered deadlines allow you to reflect and respond to your classmates.
- Weekly assignments are typically graded within 48 hours after the Sunday due date. (You will typically see your grade by Wednesday morning.)

#### Accommodations for Students with Disabilities:

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. Students with disabilities who believe they need accommodations in this class are encouraged to contact Disability Resources (707-527-4278) or see [SRJC's DRD websiteLinks to an external site.](#) for further information.

#### Student Conduct Standards and Due Process:

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. Please see the [SRJC's Student Conduct PolicyLinks to an external site.](#), which includes rights and responsibilities, student conduct and discipline, acts of misconduct, and possible sanctions.

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. You are expected to abide by SRJC's Academic Integrity Policy.

Please refer to basic rules of ["Netiquette"](#) on our course site concerning online behavior. Please keep in mind that body language cues are absent; please be mindful of your tone to avoid misunderstandings. You are in an academic environment; complete sentences and correct grammar are expected. Text speak and disruptive or rude comments are unacceptable.

#### Required textbook:

There is no required textbook for this course; course readings are linked from the class website.

## Grading:

This course is based on a total of 750 points.

- Discussion boards/assignments = 600 points
- Final Project (compilation of coursework) = 50 points
- Final Exam = 100 points

## Grading

A	90%+
B	80%+
C	70%+
D	60%+
F	0-59%

## Final Project:

Over this course, you will create a bibliography on a research topic of your choice. For the Final Project, you will review the bibliography you have created and find a last source, the "missing piece." I will provide the criteria and instructions for locating this "missing piece" source in the final week of the course.

## Final exam:

The final exam is given the last week of class and will require you to reflect on acquired research skills. The test will be open-book and may consist of short answer/essay questions and/or multiple choice questions.

## Important Dates:

Please note the following [important deadline datesLinks to an external site.](#) established for sections of LIR10. After accessing the link, click the date range for the relevant course section to see deadline dates.

\*Please note that as the instructor I have the right to change content, assignments and due dates. If a change should occur, I will notify you as soon as possible via Canvas. Please note you are responsible for updating your Canvas email and notification settings.