LIR10: Introduction to Information Literacy
Spring 2020 Section 5025

Instructor: Katrina Smith

Contact: To message me via Canvas, click the help ? icon in the Canvas click "Ask Your Instructor a Question."

Online Office Hour: Wednesdays @ 8:00-9:00PM. I am always available via Canvas messaging or email. To message me via Canvas, click the help ? icon in the Canvas menu and click "Ask Your Instructor a Question."

During the first week of our course, I will hold my office hour as an *optional* online Zoom video meeting. For the reminder of the course, I will be available for Zoom video meetings if you message me to arrange in advance. I encourage you to do so!

Course Dates: 2/24/2020 – 4/12/2020

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

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)

Week One	• identify others with whom to connect to request and provide support for or • select a topic appropriate for academic research (for the Final Project) [a] • conduct background research using online reference sources [a,b,d] • develop draft research questions [a] • analyze research questions using a criteria checklist [a]
Week Two	• identify characteristics of scholarly sources and discuss appropriateness i • develop a search strategy[bl • find and summarize relevant articles using SRJC Library SmartSearch (for Project)[c]
Week Three	• identify characteristics of popular sources and discuss appropriateness in • recognize and discuss bias [d] • evaluate articles for credibility using the CRAAP Test(for the Final Project) • identify SRJC Library services and features [b] • evaluate visual literacy [d]
Week Four	• discuss contemporary issues with researching on the Web [d,e] • find and evaluate a website using the CRAAP Test [b,d] • collaborate on a primary and secondary source list [d] • recognize and analyze value of Google Scholar as a source for research [
Week Five	• recognize and discuss plagiarism issues [e] • identify citation elements and describe the purpose of citing sources [e] • cite sources in MLA format to create bibliography on selected research top
Week Six	• evaluate a book or e-book as a potential information source (for Final Proj **Final Project:** apply skills of locating and evaluating relevant sources, comple informed bibliography on a selected topic. **Final Exam:** 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

	Use the "Ask Questions Here" discussion board to pos about the course or assignments. Remember, asking questions is not a weakness. Asking a form of problem-solving!

Taking an Online Class:

Are you new to online classes? 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 StudentsLinks to an external site.
• Canvas Access and Login IssuesLinks to an external site.
• OER Online Tutorials: Preparing to Take an Online Class (Links to an external site.)

Attendance:

You are required to log onto CANVAS and "check-in" to class by the time indicated in the Phase Zero module. If you do not"check-in" you may be dropped from this course. According to SRJC policy,for classes that meet online, students who fail to log on and initiate participation by 11:59 p.m. Pacific Time of the first day of the class may be dropped by the instructor.

Late Policy

1. **I will accept ONE late week of assignments.** You choose the week; use this exception to plan your schedule. The last week is not eligible. 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 . 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 FREE 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. Each week/phase of the course is worth 120 points, except the last week (Final Project and Final Exam), which is worth 145 points.

- Check-in quiz = 5 points
- Discussion boards/assignments = 600 points
- Final Project (compilation of coursework) = 45 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. Locate your section number in the "Sect" column and click on the corresponding date range in the "Date Begin/End" column.

*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.