

Library 4, Information Competency Online
Course Syllabus
West Valley College

Instructor: Maryanne Mills

Contact: online via Angel email

Office Hours: By appointment via online chat.

Welcome

Every day we witness the exponential growth of information in all its formats. New web sites, books, journals and multimedia resources are constantly being added to the “library of life”. As a student gathering research for a term paper, how do you navigate through all of this information and be able to identify what you need for your project? This course will provide you with opportunities to develop and strengthen your research skills and learn the core concepts of information retrieval. You will learn the essential techniques to finding, evaluating, analyzing and presenting information—key skills for a successful college career. Topics to be covered include:

- Using the online catalog and the West Valley Library’s electronic resources to locate information sources
- Creating and modifying research strategies to find relevant information
- Exercising critical thinking to evaluate information
- Understanding bibliographic citation formats
- Using the Internet as a research tool
- Understanding and applying the use of information ethically and legally

Course Objectives

The course is designed to enable the West Valley College student to:

- Describe a variety of information sources and tools used to access these sources.
- Develop an understanding of and appreciation for the research process.
- Develop and modify a search strategy for finding information using access tools.
- Evaluate information for its authority, relevancy and quality in relation to a given research topic.
- Recognize the strengths and weaknesses of the Internet as a research tool
- Apply knowledge of the MLA (Modern Language Association) style by compiling an annotated bibliography.
- Recognize the ethical and legal issues of information use.

Professional Skills

The course is designed to facilitate the acquisition of following skills. This knowledge is highly valued in the workplace and in four year colleges:

- Knowing where to look for information.
- Using effective skills for finding the information without wasting time looking for it.
- Evaluating the information for its relevancy to your project.

Student Responsibilities

Each student is expected to contribute to a positive learning environment. As such, student contributions include but are not limited to:

- Respecting the opinion of others.
- Being prepared to actively participate in the discussion forums.
- Knowing when assignments are due.
- Taking responsibility for your learning and progress in the course.
- Requesting assistance from the instructor when needed.
- Reading and understanding the Student Conduct Policy in the West Valley Catalog.

Weekly Time Commitment

- **This course is *not* self-paced.** You will have weekly assignments with weekly due dates as well as quizzes (assessments). In order to successfully complete this course, you must submit your assignments on time.
- Expect to spend an **average of 10 hours per week** on this condensed one-unit online course.
- Even though this course does not have a weekly face-to-face meeting, the time commitment per week is the same as a one-unit lecture class.

Why??? Academic courses are assigned units based on the amount of time a student is expected to devote to learning per semester. **A one-unit course requires a minimum of 48 total hours of student work.** For one-unit classes that last an entire semester (16 weeks), this equals only 3 hours of student work per week. Since this is a condensed course (only 5 weeks), the minimum is 9.6 hours of student work per week.

*So, even though this class is only one unit, it is completed in 1/3 the amount of time, **thus the amount of time spent per week should feel the same as a 3-unit class!***

Course Policies

- Read and become familiar with the "Course Guidelines" in Angel.

Disability and Educational Support

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact DESP in the Learning Services Bldg. At (408) 741-2010 (voice) or (408) 741-2658(TTY) for assistance.

Unlawful Discrimination/Sexual Harassment:

If you have a complaint or someone has shared information with you as a student or employee that is unlawful discrimination or sexual harassment, contact the Associate Vice Chancellor of Human Resources at West Valley-Mission Community College District, Human Resources Department, (408-741-2060). If the Associate Vice Chancellor of Human Resources is not available, contact the President of the college in which you attend or are employed. For West Valley College, contact the office of Dr. Lori Gaskin at 408-741-2668.

Student Attendance

Students are expected to access all sessions of each class. Instructors will drop students from the class if they fail to participate in the first class forum or when accumulated online sessions of inactivity exceeds ten percent of the total number of hours the class meets during the semester. Moreover, an instructor may drop from the class any student who fails to submit the first 2 assignments of this 4 - week course.

Prerequisite: None

Textbooks:



REQUIRED: MLA Handbook for Writers of Research Papers. 7th ed. Chicago: Modern Language Assoc., 2009, Print.

- Paper version at bookstore: Yes
- Electronic version: No
- Reserve copies available in Library: Yes



RECOMMENDED: Badke, William. *Research Strategies: Finding Your Way Through the Information Fog*. 3rd ed. New York: iUniverse, 2008. Print.

- Paper version at bookstore: Yes
- Electronic version: <http://www.iuniverse.com/>

Before you proceed, read the publisher's [FAQ](#) on downloading Ebooks. Make sure your computer can meet the specifications for downloading an Ebook. I am not able to help you do this.

[Technical help downloading Ebooks](#)

- Reserve copy available in Library: Yes

You will also have additional reading materials that will be available online.

Grading

In order to get credit for this class, students must receive a grade of C or better, or receive a "pass" grade.

The course grade will be determined by the student's performance on the following:

1. Assignments:	20%
2. Final Project:	33%
3. Final Exam:	27%
4. Discussion/Chat participation:	10%
5. Weekly Assessments	<u>10%</u>
	100%

Grade Percentage

90-100
80-89
70-79
60-69
< 60

Grade

A Excellent
B Good
C Satisfactory
D Less than Satisfactory
F Failing

Important Dates

This is a five week class, so add/drop dates are different than a regular full semester class. It is the student's responsibility to add/drop the class. Contact Admissions & Records for drop deadlines.

Assignments

- Students are expected to read/watch/listen to all the lecture content. See Weekly Time Commitment above.
- There will be an assessment each week on the readings & lectures. (10%)
- There will be an assignment each week. (20%) These assignments will be synthesized into your final project, an annotated bibliography.
- Final Project: an annotated bibliography based on your weekly assignments (33%). Your annotated bibliography must be on the same topic as your weekly assignments. Annotated bibliographies on a different topic will be given a zero.
- Cumulative Final Exam (27%)