

Library 004, Information Competency Online (1 unit)*
Course Syllabus, Summer 2008
West Valley College

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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 & 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.

* The syllabus and included information is subject to change.

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 on the Discussion Board.
- Knowing when assignments are due.
- Taking responsibility for your learning and progress in the course.
- Requesting assistance from the instructor when needed.
- Reading & following the “Course Guidelines” page on the ANGEL Communications page.
- Reading & understanding the Student Conduct Policy in the West Valley Catalog.

Course Policies

Read and become familiar with the “Course Guidelines” page on the ANGEL Lesson page.

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. Philip Hartley at 408-741-2097.

Student Attendance Policy (from the WVC Catalog, p. 181)

Students are expected to access all sessions of each class. Instructors may drop students from the class if they fail to log on to the first class meeting, 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 attend at least one class session during the first week of instruction.

Prerequisite: None

Required Textbooks:



Cover may be different

Title: Badke, William B. Research Strategies: Finding Your Way Through the Information Fog. 3rd ed. NY: iUniverse, Inc., 2008.

Paper Version at Bookstore: Yes

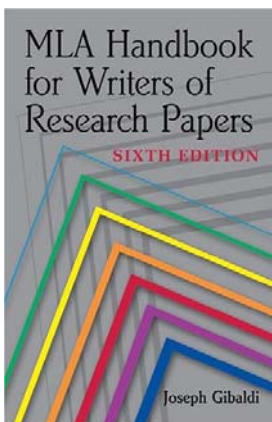
Electronic Versions Available: Yes

You can download the book to your computer and read it there, but be aware that you cannot print any of the Ebook.

IMPORTANT: Before you proceed, read the publisher's FAQ (<http://www.iuniverse.com/faq/index.php?action=artikel&cat=42&id=189&artlang=en>) on downloading Ebooks. Make sure your computer can meet the specifications for downloading an Ebook. I am not able to help you do this.

Order the Ebook version of Research Strategies (http://www.iuniverse.com/bookstore/book_detail.asp?isbn=0-595-47747-X)

Copy on Reserve at the Library: Yes



Cover may be different

Title: Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 6th ed. NY: MLA, 2003.

Paper Version at Bookstore: Yes

Electronic Versions Available: No

Copy on Reserve at the Library: Yes

A dictionary, either paper or online such as Merriam Webster (merriam-webster.com).

You will also have additional reading materials that will be available through ANGEL.

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Grading

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

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

Assignments:	15%
Quizzes:	15%
Final Project:	33%
Final Exam:	27%
<u>Discussion/Chat participation:</u>	<u>10%.</u>
Total	100%

<u>Grade Percentage</u>	<u>Grade</u>	
90-100	A	Excellent
80-89	B	Good
70-79	C	Satisfactory
60-69	D	Less than Satisfactory
60 and below	F	Failing

Important Dates

This is a 6-week class, so add/drop dates are different than a regular full semester class.

Assignments

Each week, visit the Lessons page and read the lectures and readings. Assignments for the week will be posted on the same page.

Read and become familiar with the Assignment Policy in the “Course Guidelines” page located on the Lessons page.

Final Project

Students are required to compose an annotated bibliography on a topic of their choice. Further information will be distributed during the second week of class.

Final Exam

The final exam will be cumulative and will cover material presented in lecture, assigned readings, quizzes and homework assignments.

Course Schedule: This course schedule is subject to change. The instructor may make changes to the syllabus during the semester. It is the student’s responsibility to stay informed of these changes. Students may contact the instructor via e-mail.