Welcome
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 for 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 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 Modern Language Association (MLA) 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, all highly valued in the workplace, and in four-year colleges:

- Knowing where to look for information
- Using effective skills for finding information without wasting time
- 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 opinions 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 and following the “Course Guidelines” document (located in ANGEL, under the “Lessons” tab for this course)
- Reading and understanding the Student Conduct Policy in the West Valley College Catalog (available online at http://www.westvalley.edu/catalog/)

Grading
In order to get credit for this class, students must receive a grade of C or better, or receive a “pass” grade (70% or above).

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

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<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Participation</td>
<td>22%</td>
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<tr>
<td>Assignments</td>
<td>22%</td>
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<tr>
<td>Final Exam</td>
<td>22%</td>
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<tr>
<td>Annotated Bibliography</td>
<td>34%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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<table>
<thead>
<tr>
<th>Grade Percentage</th>
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<tbody>
<tr>
<td>90-100</td>
<td>A Excellent</td>
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<tr>
<td>80-89</td>
<td>B Good</td>
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<tr>
<td>70-79</td>
<td>C Satisfactory</td>
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<td>60-69</td>
<td>D Less than Satisfactory</td>
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<td>60 and below</td>
<td>F Failing</td>
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Pass/No Pass Option
If you wish to take this course on a pass/no pass basis (rather than receiving a letter grade), you must notify the instructor by the posted deadline (via the online form on the ANGEL course site).
Dates for Dropping the Course
Please note that drop dates are different for short-term classes. You are responsible for dropping the class. You are also responsible for being aware of deadlines for dropping with a refund, without a “W” or with a “W” on your transcript.

Assignments
Visit the “Lessons” page to access assignments within the weekly folders.

Final Project
Students are required to compose an annotated bibliography on a topic of their choice. Further information will be available in ANGEL.

Required Textbook
There are no required textbooks for this course.

Course Policies
Read and become familiar with the “Course Guidelines” document located in ANGEL.

Course Schedule
The course schedule and syllabus are both subject to change. It is the student’s responsibility to stay informed of these changes.

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)
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 10% 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.

Prerequisites: None