

# LIS 10: USE OF INFORMATION RESOURCES

## Course Description

Library and Information Skills (LIS 10) teaches students about the variety of information research tools available and how to turn an information need or research topic into a clear statement with useful keywords for searching. You will learn the techniques for conducting effective search strategies of the CCSF online catalog, online periodical databases, web and other reference and research tools, as well as how to obtain, evaluate and correctly cite information resources for projects and papers to avoid plagiarism.

### Instructor: Michele Alaniz

Email: [malaniz@ccsf.edu](mailto:malaniz@ccsf.edu)

Telephone: 415-452-5549

Office: R412 (behind the West Reference desk) in the Rosenberg Library

Office Hours: Monday through Friday 9am-3pm by appointment.

## Learning Outcomes

After successfully completing this course, you will:

1. Understand what information competency is and why it's important to you in college and in life.
2. Be able to identify the variety of information resources available, some of their features, and major search tools to use for research.
3. Effectively use several search tools: library catalogs; periodical indexes/databases; Web search tools.
4. Interpret citations to specific information sources.
5. Critically evaluate search results for relevancy, quality and currency of the information.
6. Cite specific information sources using a standard citation format, such as MLA or APA.
7. Define a research question/statement from a broad topic; narrow it and identify keywords that can be used for searching using several different information search tools.
8. Understand what copyright and plagiarism are and know how to avoid violating copyright laws and plagiarizing.

## How Does This Course Work?

This is a SHORT TERM 9-week course. In order to succeed in this course, you must complete all assignments in a timely manner. Each week, a new lesson will be posted to the course homepage. All assignments listed in the lesson (e.g. discussion postings, readings, workshops, quizzes or tests) must be completed prior to the following Sunday at 11:59pm.

Course is located at <http://insight.ccsf.edu/>

Your **USERNAME** is your student ID number. If you have an "@" in your CCSF ID, change this to an "x". Your password is sent to you via email.

All assignments can be completed online at home, or if you prefer, you may work on campus and get help from the librarians, using a computer at CCSF or another library/computer lab.

- There is NO textbook; the content is provided in the online lessons (called books), and forums.
- The group workshops A, B, C, P, and W offered online or in person in Rosenberg 414 are required as part of this course.
- Your instructor is also available to explain and help.
- **Non-native speakers of English/ESL students:** To successfully complete this course, it is recommended that you be at ESL 150 level or higher.

**SPECIAL NOTE:** If you have already completed any of the Instructional Workshops A, B, C, P or W, it is recommended that you repeat the workshops to reinforce the lessons. However, you may present me with any completion slip as long as it is within the last two years.

**REQUIREMENT:** You **MUST** have access to Microsoft Word OR compatible word processing software, Adobe Reader AND Adobe Flash Player to access the handouts, assignments and final project online. Students may download the latest Adobe Reader at: <http://get.adobe.com/reader/> and the latest Adobe Flash Player at: <http://get.adobe.com/flashplayer/>. Assignments can be submitted online or you may print and return them to me.

## Grade Distribution

The following course components earn points toward your final grade.

Component	% of Grade
Pre/Post Assessments	5
Discussion Forums	10
Quizzes & Tests	35
Workshops A, B, C, W, P	25
Final Project	25
<b>TOTAL:</b>	<b>100</b>

5% Pre-assessment (2%) Post-assessment (3% for carefully completing)

### Final Grade Distribution:

90-100% A

80 – 89% B

70 – 79% C

60 – 69% D

59% or lower F

I do not assign grades until the final grade, but I do post your scores on the course homepage at the link **“Grades.”**

## Your Reading Material

This course does not use a traditional textbook. Instead, the course content is available through the online books listed in each week’s lesson.

## Course Outline (Feb. 1-Apr. 11, 2012)

Unit	TOPICS Covered	ASSIGNMENTS
<b>Unit 1</b> (2/1-2/5)	<b>Orientation to the Course and CCSF Library &amp; Learning Resources</b> Course expectations & requirements; exam schedule and grading policies; understanding how to navigate Insight; introduction to CCSF Libraries and the library website.	1) Discussion Forum: "Getting to Know Each Other" 2) Unit 1 Quiz 3) Pre-Assessment 4) Lecture: "Orientation to the Course" 5) <b>Mandatory Orientation: 2/1 from 12:10-1pm or 2/2 from 5:40-6:30 in Rosenberg Library R414</b>  <b style="color: red;">DUE Feb. 5<sup>th</sup> by 11:59pm</b>
<b>Unit 2</b> (2/6-2/12)	<b>Universe of Information: Information Sources and Search Tools</b> Information cycle; types of information sources and search tools; characteristics of information; introduction to research and avoiding plagiarism.	1) Discussion Forum: "Information Cycle" 2) Lecture: "Information and Search Tools" 3) Unit 2 Quiz  <b style="color: red;">DUE Feb. 12<sup>th</sup> by 11:59pm</b>
<b>Unit 3</b> (2/13-2/19)	<b>Doing Research - Ways of Inquiry</b> The research process - choosing and narrowing a topic; developing search strategy; finding background, current and in-depth information; evaluating and citing sources.	1) Lecture: "Doing Research – Ways of Inquiry" 2) Unit 3 Quiz 3) Discussion Forum: Choosing a Research Topic"  <b style="color: red;">DUE Feb. 21<sup>st</sup> by 11:59pm (Extra time due to President's Day Holiday)</b>
<b>Holiday</b> (2/17-2/20)	<b>Lincoln's Birthday Observance; President's Day weekend; Washington's Day Observance</b>	
<b>Unit 4</b> (2/20-2/26)	<b>Online Catalogs and Other Book Collection Search Tools – Background and In-Depth Information</b> When to use books; features of library catalogs; organization of library materials; citing books.	1) Lecture "Library Catalogs" 2) Workshop A  <b style="color: red;">DUE Feb. 26<sup>th</sup> by 11:59pm</b>
<b>Unit 5</b> (2/27-3/4)	<b>World of Periodicals - Academic and Current Information</b> When to use periodicals; differences between scholarly & popular periodicals; evaluation of articles; interpreting citations.	1) Lecture "Periodicals & Periodical Citations" 2) Workshop B  <b style="color: red;">DUE Mar. 4<sup>th</sup> by 11:59pm</b>
<b>Unit 6</b> (3/5-3/11)	<b>Online Databases of Articles: Finding Academic and Current Information</b> More periodical databases; print periodical indexes; key approaches to article searching; database similarities; citing online and original, paper-copy periodical articles.	1) Lecture "Databases & Search Techniques" 2) TEST covering Units 4-6  <b style="color: red;">DUE Mar. 11<sup>th</sup> by 11:59pm</b>
<b>Unit 7</b> (3/12-3/18)	<b>Using the Web to find Reliable Information</b> The web and search tools, decoding URLs; web reference works; search engines vs. directories; web search techniques to improve results.	1) Lecture "Web Search Techniques" 2) Workshop C  <b style="color: red;">DUE Mar. 18<sup>th</sup> by 11:59</b>
<b>Unit 8</b> (3/19-3/22)	<b>Web Research and Evaluation</b> Evaluating web documents; MLA citations for web documents.	1) Lecture "Web Research & Evaluation" 2) Workshop W 3) Discussion Forum: "Wikipedia"  <b style="color: red;">DUE Apr. 1<sup>st</sup> by 11:59pm</b>

<b>Spring Recess</b> (3/23-3/30)		
<b>Unit 9</b> (4/2-4/8)	<b>Uphold Academic Integrity &amp; Avoid Plagiarism</b> Elements of note-taking; understanding the difference between quoting, paraphrasing, and summarizing; types of plagiarism; ways to avoid plagiarism.	<ol style="list-style-type: none"> <li>1) Lecture: Uphold Academic Integrity &amp; Avoid Plagiarism</li> <li>2) Discussion Forum: "What Do You Know About Copyright"</li> <li>3) Workshop P</li> <li>4) TEST covering Units 7-9</li> </ol> <p style="text-align: right;"><b>DUE Apr. 8<sup>th</sup> by 11:59pm</b></p>
<b>Final "week"</b> (4/9-4/11)	<b>Crossing the Finish Line: The End of the Course</b> Review grade book to check that all assignments have been submitted.	<ol style="list-style-type: none"> <li>1) Final project</li> <li>2) Post-assessment</li> </ol> <p style="text-align: right;"><b>DUE Apr. 13<sup>th</sup> by 11:59pm</b></p>

## Different Kinds of Assignments

Assignments are intended to help you master the content.

- **Pre/Post Assessments** - The pre and post assessments are very important to gauge student learning. In the pre-assessment, if you do not know the answer, enter "I Don't Know." Your score isn't graded, BUT your participation is recorded. 9 weeks later, when you complete the Post Assessment, hopefully you will have learned whatever you missed in the pre-assessment. Pre/Post Assessment also helps instructors see what is missing or not working in the course content, so your participation is critical!
- **Online Lectures - "the Books"**-- Online reading assignments are included in each unit. The content of the lectures is what you are tested on in the quizzes and tests. Feel free to refer back to the lectures when completing tests or quizzes.
- **Quizzes and Tests** – Quizzes and tests assess your ability to retain and apply the information found in the online lectures. Please read the lectures carefully. You are given one attempt for each of the tests and quizzes. If you select the "Save without Submitting" button at the bottom of the page, you are able to save your work and return to the test the next time you login. If you select "Save and Submit" button, you are finished and the test is turned in.
- **Discussion Forums** -- Discussion Forums form the core of class communication. Four assigned discussion forums include the following topics: the information cycle; choosing a research topic; Wikipedia; and copyright. In week one, you will participate in another forum which is an icebreaker; it is entitled "Getting to Know Each Other." The News forum will be where I will post weekly announcements as to your weekly tasks or tips to completing work or navigating the course. The Student Forum is a place where you can communicate with your fellow students, ask questions, etc. Discussion forums are seen by all LIS participants. Participation in discussions is required.
- **Library Skills Workshops** – Completion of the library skills workshops is a large component of the course. All workshops can be completed online or if you prefer, you can take a 50 minute in-class workshop. The workshop assignments can be submitted online or corrected

in person by a librarian. You will receive a completion slip after the assignment is corrected. If a librarian other than your instructor corrects your workshop assignment, you will have to show your instructor the completion slip. Information about the workshops can be found on the library homepage.

- **Final Project** -- The final project puts all of the course content into one assignment. It is advised to work on the project throughout the course. For example, if the unit focuses on searching periodical databases, you could find articles for your final project that week. Or, if the unit is about finding quality web sites on the Internet, you could find and evaluate websites for your project. Don't forget to go over the final project instructions and the sample final project periodically, to make sure you are on the right track. **REMEMBER:** you are NOT writing a research paper; you are only creating an annotated bibliography.

## Policies

### Extenuating Circumstances:

If you have extenuating circumstances that prevent you from completing projects, quizzes or participating in the class, please contact the instructor to make alternative arrangements. The possibility of alternative arrangements is at the discretion of the instructor. Active communication is the key to overcoming any hurdles you may encounter during the term.

### Extra Credit Policy

Extra credit is offered at the discretion of the instructor.

### Online Attendance/Tardiness

Any student who does not log in and complete the Course Agreement by February 5 will be withdrawn from the course.

### Late Work Policy

In order to move quickly and successfully through this short term course, specific deadlines for all assignments are clearly stated in the course syllabus.

**Each week's assignments listed on the course homepage are due by the following Sunday at 11:59pm. The only exception is the final project, which is due 2 days after the course ends.**

Should a student be unable to meet a deadline, it is expected the student will make arrangements in advance with the instructor to turn work in late. A penalty may or may not be assigned, at the discretion of the faculty member.

## Online Communications Guidelines

### Netiquette

Interactions in an online classroom are in written form. Your comfort level with expressing ideas and feelings in writing will add to your success in an online course. The ability to write is necessary, but you also need to understand what is considered appropriate when communicating online. The word "netiquette" is short for "Internet etiquette." Rules of netiquette have grown organically with the growth of the Internet to help users act responsibly when they access or transmit information online. As a CCSF student, you should be aware of the common rules of netiquette for the Web and employ a communication style that follows these guidelines.

### A Few Rules of Thumb

- Wait to respond to a message that upsets you and be careful of what you say and how you say it.
- Be considerate. Rude or threatening language, inflammatory assertions (often referred to as "flaming"), personal attacks, and other inappropriate communication will not be tolerated.
- Never post a message that is in all capital letters -- it comes across to the reader as SHOUTING!
- Use boldface and italics sparingly, as they can denote sarcasm.
- Keep messages short and to the point.
- Always practice good grammar, punctuation, and composition. This shows that you've taken the time to craft your response and that you respect your classmates' work.
- Keep in mind that threaded discussions are meant to be constructive exchanges.
- Be respectful and treat everyone as you would want to be treated yourself.
- Use spell check!

### Discussion Forums Guidelines

To ensure your success as a contributor to discussions and as a student in this class, I suggest the following guidelines for posting:

- Be clear about which message you're responding to. Refer to specific passages or ideas in the course or text that have sparked your interest.
- Make sure your contribution adds something new to the discussion. A simple "I agree" may be your initial response, but think about how you can take the conversation to the next level.
- Make your posting clear and easy to follow by dividing longer messages into paragraphs.
- Feel free to pose new questions to your classmates within your own message.
- Use correct spelling, capitalization, grammar, syntax, and punctuation.
- If you plan on posting a lengthy response, it is a good idea to type your response in Word or Notepad, then copy and paste it into the discussion area. This way you'll always have a record of your communication if for some reason you lose your connection to the course.
- If you have any questions on these procedures, please contact your instructor.