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.

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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 6-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 Insight. All assignments listed in the lesson (e.g. discussion postings, readings, workshops, or quizzes) must be **completed by the deadline** stated for that week.

- This course is located at http://insight.ccsf.edu/. It will be visible in your list of courses on June 16.
- 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.
- 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 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 A, B, C, P or W workshops, it is recommended that you repeat the workshops to reinforce the lessons. However, you may present me with any workshop completion slip as long as it is within the last year. Proof of completion is kept on file in the Library for one year.

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. Students may download Adobe Reader at http://get.adobe.com/reader/ and latest Flash Player at http://get.adobe.com/flashplayer/.

Course Outline

Week	Topics Covered	Assignments
6/16-6/22	**Unit 1: Orientation to the Course and CCSF Library & Learning Resources** Course expectations & requirements; exam schedule and grading policies; understanding how to navigate Insight; introduction to CCSF Libraries and the library website. *Unit 2:* **Universe of Information: Information Sources and Search Tools** Information cycle; types of information sources and search tools; characteristics of information; introduction to research and avoiding plagiarism.	**Unit 1:** 1) Mandatory Orientation: 6/16 from 3:10-4:00pm in Rosenberg Library R414 OR 6/18 from 7:10-7:45pm ONLINE 2) Sign Course Agreement by June 20. 3) Lecture: "Orientation to the Course" 4) Discussion Forum: "Getting to Know Each Other" 5) Pre-Assessment **Unit 2:** 1) Discussion Forum: "Information Cycle" 2) Lecture: "Information and Search Tools" 3) Unit 1-2 Quiz **DUE June 22 by 11:59pm**
6/23-6/29	**Unit 3: Doing Research - Ways of Inquiry** The research process - choosing and narrowing a topic; developing search strategy; finding background, current and in-depth information; evaluating and citing sources. **Unit 4: Online Catalogs and Other Book Collection Search Tools – Background and In-Depth Information** When to use books; features of library catalogs; organization of library materials; citing books.	**Unit 3:** 1) Lecture: "Doing Research – Ways of Inquiry" 2) Discussion Forum: Choosing a Research Topic" **Unit 4:** 1) Lecture "Library Catalogs" 2) Workshop A **DUE June 29 by 11:59pm.**
6/30-7/6	**Unit 5: World of Periodicals - Academic and Current Information** When to use periodicals; differences between scholarly & popular periodicals; evaluation of articles; interpreting citations. **Online Databases of Articles: Finding Academic and Current Information** More periodical databases; print periodical indexes; key approaches to article searching; database similarities; citing online and original, paper-copy periodical articles.	**Unit 5:** 1) Lecture "Periodicals & Periodical Citations" 2) Lecture "Databases & Search Techniques" 3) Workshop B 4) Units 3-5 Quiz **DUE July 6 by 11:59pm**
7/7-7/13	**Unit 6: Using the Web to find Reliable Information** The web and search tools, decoding URLs; web reference works; search engines vs. directories; web search techniques to improve results. **Unit 7: Web Research and Evaluation** Evaluating web documents; MLA citations for web documents.	**Unit 6:** 1) Lecture "Web Search Techniques" 2) Workshop C **Unit 7:** 1) Lecture "Web Research & Evaluation" 2) Workshop W 3) Discussion Forum: "Wikipedia" **DUE July 13 by 11:59pm**
7/14-7/20	**Unit 8: Uphold Academic Integrity & Avoid Plagiarism** Elements of note-taking; understanding the difference between quoting, paraphrasing, and summarizing; types of plagiarism; ways to avoid plagiarism.	**Unit 8:** 1) Lecture: Uphold Academic Integrity & Avoid Plagiarism 2) Discussion Forum: "Copyright" 3) Workshop P **DUE July 20 by 11:59pm**

Week	Topics Covered	Assignments
7/21-7/25	**Unit 9: Crossing the Finish Line: End of the Course** Review grade book to check that all assignments have been submitted.	1) Final project 2) Post-assessment 3) Quiz 3: Units 6-8 **DUE July 25 by 11:59pm. Final projects must be submitted by this date and time.**

Component	% of Grade
Pre/Post Assessments	5
Discussion Forums	10
Quizzes & Tests	25
Workshops A, B, C, W, P	30
Final Project	30
Total	100

Final Grade Distribution
90-100% -- A
80-89% -- B
70-79% -- C
60-69% -- D
59% or lower -- F

Grade Distribution

The above course components earn points toward your final grade. You can accrue 2% for Pre-assessment and 3% for Post-assessment (for carefully completing), for a total of 5%. I do not assign grades until the final grade, but I do post scores on the course homepage at the link "Grades."

Different Kinds of Assignments

- **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. 6 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.
- **Quizzes** – Quizzes assess your ability to retain and apply the information found in the online lectures. Please read the lectures carefully. If you select the "Next" 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 "Submit all and Finish" 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 also participate in the forum entitled "Getting to Know Each Other." The News forum is where I will post weekly announcements. Finally, the Student Forum is a place where you can communicate with your fellow students, and ask questions, etc. Discussion forums are seen by all LIS participants. Participation in discussions is required in all except for the News and Student Forum.
- **Library Skills Workshops** – Completion of the library skills workshops is a large component of the course. All workshops can only be completed online. There will be no in-person workshops offered this summer. 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 advisable 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 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, and a penalty may or may not be assigned, at the discretion of the faculty member. 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 June 20 will be withdrawn from the course. Also, students that do not participate in the course regularly will be dropped.
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.

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. 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.
- 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.