

Syllabus for LIBR 1-Intro to Library and Information Science, Section #9254

Instructor: Charles P. Hobbs, M.L.S. 310-900-1600 x2171 chobbs@elcamino.edu

Class Dates: Wednesdays, October 22 through December 10.

Class Time: 11:00 AM – 1:05 PM.

Class Location: VT 126

Office Hours: In Library: Mon: 10 am-12 noon

Tue: 1:30-3:30 pm

Wed: 8:15-10 am

Thu: 4pm-8pm

Fri: 8:15-10 am

or by appointment

Credits: 1.00 CEUs

Course Description (from catalog): This course acquaints students with the organization of libraries and their resources, enabling them to develop strategies for library research. Students will learn how to locate and evaluate the traditional and electronic types of library materials; how to document resources; and how to prepare a bibliography. Students will also acquire proficiency in the use of informational technology in order to understand the full potential of library resources.

Student Learning Outcomes: Upon completion of this course, students will be able to:

1. have a basic understanding of the Library of Congress classification system and effectively use an online catalog to locate books
2. effectively utilize online databases to find reliable and useful periodical articles which they will analyze and synthesize for their usefulness.
3. prepare a basic bibliography and present their findings to others in a useful format

Student Learning Outcomes Assessment: will be by way of pre/post-testing, assignments, class participation, self /class assessment essay, and final exam.

Required Text: none

Disability Accommodations: Students with physical, learning, or psychological disabilities are encouraged to contact Special Services as soon as possible to ensure that accommodations are implemented. Call them at (310) 900-1600 x2402 or visit them in VT 109.

Assignments and Grading

1000 points total are available in this class.

Quizzes – 50 points each x 5 = 250 total. These will be given early in each class session and will cover material from the previous session.

Final Quiz – 100 points

Homework – 50 points each x 6 = 300 total. Due at the start of the next class meeting

Final paper (joint assignment w/ English 50 RWA class) – 0 to 100 points based on 50 RWA grade.

Final Presentation = 0 to 150 points. Students will give a short (5-minute) presentation, using Powerpoint, about their final paper. See attached “Presentation Grading” sheet for details.

Participation – 100 points.

- 50 points is basic —show up on time, don’t leave early, don’t be disruptive.
- The other 50 points is granted for active participation--asking questions during lecture, active discussion during in-class exercises, and taking leadership roles during group assignments.

Up to 100 bonus (extra-credit) points will also be available.

Grade Distribution

A letter grade will be given at the conclusion of this class.

A – 900-1000

B --800-899

C--700-799

D-- 600-699

F --0-698

Class Policies and Expectations

Please be on time and do not leave class early. Two tardies = one absence. Two absences = possible drop from class. Not attending class, or leaving early will also affect your Participation score. Contact the instructor (310-900-1600 x2171) as soon as possible if you have an emergency.

Please refrain from talking while the instructor is lecturing.

Please refrain from side conversations unrelated to the current class activity.

Please refrain from using computers in class unless for an in-class assignment.

Cell phones and other personal electronics are to be turned off and put away (unless used in a class assignment)

No children or unauthorized guests allowed in class.

Disruptions, such as a ringing cell phone or side conversations, may result in the student(s) involved being asked to leave the class for the rest of the day.

Quizzes and homework cannot be made up.

The last day to drop this class with no notation is October 28 (Second class meeting).

The last day to drop this class with a "W" is November 26. (Sixth class meeting)

Contact Maria Estrada in the FYE office (x2761) before attempting to drop this class.

Incompletes are given only in cases of extreme personal hardship, and if the student is passing the class (60% or better on work turned in so far)

Academic Honesty

Any form of cheating/plagiarism will result in a zero on that assignment.

Academic dishonesty could also lead to suspension from the class and even from the college.

All assignments are individual work unless otherwise stated.

All quizzes are closed book/closed note unless otherwise stated.

Fall 2014 Schedule of Lectures and Assignments

Week 1 – August 26

- Introductions, expectations and rules
- Pretest (not graded)
- LC classification system lecture
- Online Catalog exercise (in class)

- Library Scavenger Hunt
- Homework #1: Library catalog exercise

Week 2 – September 2

- Quiz #1: LC and catalog
- Books vs. periodicals
- Obtaining and evaluating information from books

- Scholarly Journals vs. popular magazines
- Using the Library's eBook collection
- Checking out eBooks on your own computer (optional)
- Homework #2: Periodical article exercise (scholarly vs. popular)

Week 3– September 9

- Quiz #2: Periodicals
- Library web page and database list overview
- Searching EBSCO Academic Search Premier
- Searching ProQuest Reference Library
- Searching skills (e.g. searching by date, full text, peer-reviewed)
- Boolean searching with AND, OR, NOT
- Data management skills (downloading, e-mailing articles)
- Homework #3: Database searching exercise (using search techniques to find articles in EBSCO and ProQuest)

Week 4 – September 16

- Quiz #3: Databases I – Ebsco and Proquest

- Other (specialized) databases: ERIC, Professional Development, Facts on File, CQ Researcher, etc)
- Homework #4: Finding and using information from specialized databases.

Week 5 – September 23

- Quiz #3: Databases II – Specialized DB's
- Getting more out of Google – “hidden features”
- Other general search engines – Bing, Wolfram, etc.
- Specialized search engines – law, medicine, etc
- Accessing government information – Census, CDC, IPEDS. etc.
- Homework #4: Finding and using information from the Internet.

Week 6 – September 30

- Quiz #4: Finding and using information from the Internet.
- Evaluating web sites
- The “Wikipedia Problem”
- Homework #5 : Web site evaluation exercise

Week 7 – October 1

- Quiz #5: Website Evaluation
- Copyright
- Public Domain
- What Is “Fair Use?”
- Plagiarism
- Citations and Formats (MLA, APA, Chicago, etc.)
- Building the Bibliography
- Homework #6: Copyright and citation exercise

Week 8 – October 8

- Final Exam
- Final project due