

College of San Mateo
Libr 100: Introduction to Library Research
Fall 2013, Instructor Lisa Velarde

CRN	92304
Credit/Grading	1.0 unit; CSU/UC transferable; Pass/No Pass option
Prerequisites	None
Class Meeting Times & Location	Mondays and Wednesdays, 2:10-3:00 pm, except Monday, November 11 (Veterans Day holiday). This nine-week class meets 16 times beginning Wednesday, October 16 and ending Wednesday, December 11, 2013. Note: we meet on Wed. Nov. 27, the day before Thanksgiving break.
Office Hours	3:10-4:00 pm Wednesdays, in the Library Classroom
Office Location	CSM Library (Building 9), Library Classroom
Instructor Email Address and Phone Number	velardel@smccd.edu ; Google Voice 650-479-LIB8 (5428)
Required Textbook	The textbook for this course is <i>The College Student's Research Companion</i> , by Arlene R. Quaratiello with Jane Devine, 5 th Edition, 2011. ISBN 978-1-55570-729-3. A copy will be available on reserve throughout the course at the CSM Library circulation desk.
Library Cards	You will need a Peninsula Library System (PLS) library card, which you can get free at CSM library if you don't already have one.
Important Registration Dates:	First day of class: Wednesday, October 16, 2013 Last day to drop class with full refund: Monday, October 21, 2013 Last day to drop class without notation on transcript: Tue 10/22 Last day to drop class and receive a "W" on transcript: Wed 11/27

Course Description: Anyone can access a universe of information with a single mouse click, but it's not so easy to identify reliable information for academic needs and life situations. This course provides students with an understanding of the variety of information resources and research tools available and the skills to search, evaluate, and use those resources effectively and ethically. The course will cover the range of information types from digital to traditional paper, popular to scholarly. It will cover appropriate ways to incorporate sources in order to avoid plagiarism and observe copyright law. Students will learn skills they can apply while in school and long afterward in their jobs and careers.

Grading

Your grade in the class will involve the completion of four components: class participation, quizzes, assignments/ exercises, and a final project, described below.

Grade Components	Points
Class Participation	10
Quizzes	35
Assignments	20
Final Project	35
Total	100

Grade Distribution		
A	Excellent	90-100%
B	Good	80-89%
C	Satisfactory (minimum for Pass grade)	70-79%
D	Less than satisfactory	60-69%
F	Failing	0-59%

Students who do not attend the first class will be dropped. For students who opt for the Pass/No Pass Option, the minimum for a Pass grade is Satisfactory. Students must complete the final project to pass the class. Students who do not attend the first class will be dropped. No makeup quizzes will be offered except in the case of documented emergencies.

Learning Outcomes:

Upon successful completion of this class, students will be able to:

- A. Summarize their information need, create a thesis statement, and revise the statement with a manageable focus.
- B. Compare and contrast the differences and value of potential information resources.
- C. Construct and implement effective and efficient search strategies for searching the library catalog and a research library database.
- D. Demonstrate that resources used for a research project or annotated bibliography are relevant for the chosen topic.
- E. Evaluate a web page using a consistent set of standardized criteria to find credible information.
- F. Interpret and construct a bibliographic citation using the rules of an appropriate citation style.
- G. Describe multiple strategies that aid in avoiding plagiarism and copyright infringement.

Student Code of Conduct

Students enrolled in the Colleges of the District are expected to conduct themselves as responsible citizens and in a manner compatible with the District and College function as an educational institution. To view the full student code of conduct, as well as disciplinary procedures, please visit:

<http://collegeofsanmateo.edu/collegepolicies/studentconduct.asp> .

Disabled Students Programs and Services

Students requiring accommodations for a verified disability that may affect class performance are requested to schedule an appointment during the first week of the semester with a staff member at the DRC so that appropriate arrangements can be made. The DRC is located in Bldg. 16 Room 150. Phone: 574-6438. For further information, see

<http://collegeofsanmateo.edu/dsps/> .

Course Components

Quizzes, assignments, and in-class exercises will be completed using both paper and digital methodologies. **Readings, tutorials, and articles** will be assigned weekly from the required textbook and from other sources. The **final project** is an annotated bibliography on a topic selected by the student and approved by the instructor. An **annotated bibliography** is a carefully selected list of different types of resources on a particular topic with a brief explanation of what each resource offers. We will discuss the project in detail. There may also be an opportunity for extra credit, at the instructor's discretion.

College of San Mateo Plagiarism Policy

"Plagiarism" means submitting work that is someone else's as one's own. For example, copying material from a book or other source without acknowledging that the words or ideas are someone else's, and not one's own, is plagiarism. If a student copies an author's words exactly, he or she should treat the passage as a direct quotation and supply the appropriate citation. If someone else's ideas are used, even if it is paraphrased, appropriate credit should be given. Lastly, a student commits plagiarism when a term paper is purchased and/or submitted which he or she did not write. For more information, see <http://collegeofsanmateo.edu/academicpolicies/cheatingandplagiarism.asp> .

Topics Covered

The course will cover the following topics. **Additional readings, videos, or tutorials will be assigned weekly.** This schedule subject to change, with notice.

Date	Topic	Readings/Assignment/ Quiz	Points
Week 1	Orientation & course expectations. Organizational & bibliographic tools for this class. Types of information sources. The information cycle.	Chapter 1, "Library Logistics" CQ Researcher Report: "Internet Accuracy" pp. 627-636	
Week 2	Library catalog search tools and strategies. Academic library organization, PLS library system. Choosing research topics. Concept maps. Developing search terms.	Chapter 5, "Book Bonanza: Using the Library Catalog" CQ Researcher Report: "Internet Accuracy" pp. 637-643 Quiz #1 Assignment #1	5 5
Week 3	Reference sources. Books. Scholarly & popular sources. Peer review & the scholarly research process. Intro. to source citations.	Chapter 7, "Ready Reference: Getting Answers" Assignment #2	5
Week 4	Periodicals. Article & e-book databases. Intro. to evaluation criteria. Parts of a scholarly article.	Chapter 6 "Pertinent Periodicals" Quiz #2 Chapter 4, "Database Directions"	10
Week 5	Database & Web searching. Advanced search strategies. Domains, subject directories, search engines.	Assignment #3 Chapter 3, "The Wayward Web"	5
Week 6	Criteria for evaluating all types of information sources. Visual literacy and data/statistics.	Quiz #3 Chapter 2, "Reliable Resources"	10
Week 7	Academic ethics. Copyright & plagiarism. Quoting & paraphrasing.	Assignment #4 Chapter 8, "Integrated Information: Using Sources" CQ Researcher Report: "Combating Plagiarism" pp. 774-783	5
Week 8	Citation functions, major styles & citation tools.	CQ Researcher Report: "Combating Plagiarism" pp. 784-795 Quiz #4	10
Week 9	Summary & discussion	Final Project Due	35