

# MISSION COLLEGE

## LIB 10 Information Competency \*27494 (1 unit)

### Course Syllabus

**NOTE:** This course syllabus serves as an official contract (agreement) between the instructor and the students. You will be held to the policies, procedures and standards stated within this syllabus. It is your responsibility to read it within the first two days of this class. You should print this syllabus for your records (and generally, it's a good idea to keep syllabi for your courses on file until you are through with school in case you ever need to document what your courses covered – for example, if you transfer to another school in the future.)

**Semester:** Fall 2013  
**Date/Time:** Tuesdays, 10:55 – 12:05

#### Instructor Information

**Instructor:** Catherine Cox  
**Office Location:** Library, Room 272  
**Email Address:** Use ANGEL to send emails whenever possible.  
(If you need to email me directly, my email address is [cathy.cox@wvm.edu](mailto:cathy.cox@wvm.edu). **PLEASE** be sure to put "Lib. 10" in the subject line so that I will spot your message quickly!)

**Faculty Web Page:** <http://salsa.missioncollege.org/cox>  
**Office Hours:** Tuesdays, 10:00 – 10:30 am, or by arrangement at other times

**NOTE:** I will check email and discussion forums at least once a day. Most of the time, I will return emails within 24 hours on weekdays. There may be times when I will be unable to return emails within 24 hours, but I will notify the class of those times in advance via email or postings in the Class Discussion Forum and I will let you know when to expect replies. Students should factor this into homework planning, however, and you should not wait till the last minute to ask questions – sooner is better!

#### Advisories

To do well in this course you need to be able to use Microsoft Word, send and receive email with attachments, and use the Internet.

Your skills in computer keyboarding, English and reading should be good enough to be eligible for **Computer Applications 70, English 1A, and Reading 053**. (If you are not eligible for these advisories, you may have trouble passing this course). Refer to the "Angel Course Management System" section for specific computer requirements.

#### Course Description

This course covers the basic elements of information competency by introducing students to the nature of research and the role of the library in research, including finding, analyzing, organizing and presenting information and the legal and ethical aspects of research. You will be introduced to a variety of informational resources including print, media, electronic formats and the World Wide Web.

LIB 10 is one unit. You can take it for a letter grade, or you can choose to take it on a Pass/No Pass basis. You must turn in your request for Pass/No Pass grading to the Admissions and Records office before the class is 30% complete. The date will be announced in class and posted on ANGEL. If you do not select an option, you will get a letter grade. **After the deadline, you cannot change from one option to the other.** If you take the class pass/no pass, your overall work must still earn a "C" or better to pass the class. (see **Grading**).

Most class meetings will involve hands-on computer work and various group activities. In addition to face-to-face meetings, this course uses the ANGEL web-based course management system (see below for details). Homework will be assigned for each class, and will include reading and writing assignments plus online quizzes and assessments.

#### Time Commitment

**For each hour you spend in class, you should be prepared to spend an average of two hours on homework.** This is the college standard for lecture courses. You will probably spend an average of 3 hours per week on this course – and if you don't meet the **Advisories** listed above, you may spend more time!

#### Learning Outcomes

Upon completion of this course, you will be able to:

- Identify and articulate the nature and extent of information needed.
- Formulate and execute appropriate and effective search strategies.
- Evaluate information and sources critically.
- Organize and apply information effectively to accomplish specific purposes.
- Demonstrate an understanding of economic, legal and social issues when using information.

Individual class topics are listed under the “Course Outline” section at the end of this syllabus

**NOTE: I may make changes in the course outline during the semester. It is your responsibility to stay informed of these changes.** All changes will be posted in ANGEL.

### If You Have Questions

It's your job to ask questions if you don't understand the material. I cannot read minds! If you have a question outside of class, please email it to me using the ANGEL communications tab.

**Note:** I check email and the course forums daily. However, you will not get an instant response! You must allow time for me to reply. Please take that into account when doing your work. If your assignment is due on Monday morning, and you don't contact me till Sunday night, you may not get an answer in time to resolve a problem! In other words, ***DON'T WAIT TILL THE LAST MINUTE TO DO YOUR WORK OR CONTACT Me!***

### ANGEL

**Even though this class meets in a classroom for most lessons, you must use ANGEL to do homework, print out handouts and worksheets, and get readings. YOU have to bring handouts and the in-class worksheets to class each time we meet.** I will not be providing them in class. The midterm and final will also be on ANGEL, but we will do them in the classroom. You can use ANGEL to check your progress and grades at any time during the course and to send emails to me or your classmates.

I'll give a short intro to ANGEL during the first class. You should take time to read the HELP screens and student support information: <http://angelsupport.missioncollege.org> (click on the STUDENT tab at the top of the screen).

### COMPUTER REQUIREMENTS

You need a computer with a connection to the internet. Wi-Fi is available free at Mission College, and computers are also available for students to use on campus in the Library.

Your internet browser must be one of the ones listed on the ANGEL homepage (highlighted in yellow). **Please make sure that you have the right browser software or you won't be able to do some assignments properly!** If you scroll down on the ANGEL homepage, you will see a box labeled System Check that will tell you which browser and version you have. It will also tell you whether you have the appropriate plug-ins. For this course, you must also be able to view:

- pop-up windows
- PowerPoint presentations
- Word documents
- PDF files
- flash files
- and be able to listen to sound.



### TEXTBOOK

There is no textbook required for this class. However, we do have readings! They will be from a variety of periodical articles and Web pages. Each assignment will include the citation information for the reading. All readings are available for free through ANGEL, the Mission College Library resources, or the free Web.

### GRADING

You have the option of getting a grade of “Pass” or “No Pass” instead of a letter grade in this class. **I strongly encourage students to choose Pass/No Pass grades.** You will still get one unit of credit that transfers to CSU, and you will still be able to graduate, if you pass. The difference is that Pass/No Pass grades have no effect on your GPA – so you don't have to worry about whether you get an A, B, or C. You still have to complete all the work in the class, and you still have to have an overall class grade of 70% or better to pass the class.

If you want Pass/No Pass instead of a letter grade, you must log in to the Mission Portal and complete a form. The

form must be turned in to Admissions and Records by **September 27**. You can submit it in-person, in the drop box, by Fax, by snail-mail, or as a scanned attachment to an email – but you have to get it in on time!

Grading scale:  
A = 90-100%  
B = 80-89%  
C = 70-79%  
D = 60-69%  
F = Below 60%

Points are listed for each activity and assignment, but the points are weighted as described below.

**You will *not* be able to pass the course if you don't do the homework or you don't come to class!**

### 1. Participation – 20% of your total grade

I give 20 pts. per class for participation, as well as additional outside of class activities listed below. Class participation includes doing the in-class worksheets, asking questions, participating in discussions, etc. You need to *actively* participate in discussions and focus on the course topic while in class. In-class work isn't graded, but you must turn in all in-class assignments so I can tell they've been done! Some in-class work will need to be taken home so that you can use it to complete your homework. In that case, I may ask you to turn it in at the next class meeting so that I can mark it as completed.

There are also some activities that you will do as part of your assignments outside of class that count towards participation. They include:

Class 2: Syllabus Quiz (15 pts.)  
Class 4: Bibliographic citations (25 points)  
Class 5: Cheating and Plagiarism Discussion Forum (15 pts.)  
Class 6: Avoiding Disasters Discussion Forum (15 pts.)  
Class 15: Reflections (30 pts.)

### 2. Assignments and Quizzes - 40% of your total grade

There will be at least one, and often more, assignment or quiz due by the start of each class. These assignments, quizzes and readings are online. The homework will be listed on ANGEL in the order you should do it. You'll also need to use NoodleTools, an online citation tool, to do some of the assignments. If you miss a class, you will not have the information you need to do well on homework, so attendance is critical!

#### Assignments and Quizzes:

Class 3: Library Tour (100 pts.)  
Class 4: Citing Sources: MLA and APA (200 pts. total; 100 pts. each)  
Class 6: Research Process (100 pts.)  
Class 7: Library Catalog (100 pts.)  
Class 8: Reference Sources (100 pts.)  
Class 11: Subscription Databases 100 pts.)  
Class 12: Specialized Databases (100 pts.)  
Class 13: Evaluation (100 pts.)  
Class 14: Search Engines (100 pts.)  
Class 15: Directories and Free Web Databases (50 pts.)

Your lowest homework assignment grade will be dropped. Once you have more than one assignment listed in your ANGEL grade book, your lowest grade will appear as "grayed out." This indicates that it is not being factored into your final grade.

### 3. Mid-term Exam – 15% of your total grade (100 pts.)

**If you do not take the Mid-term Exam you will be dropped from the course!**

The mid-term exam will be given during the 9th week of class and will include the material covered in weeks 1 - 8 (including the Library Tour). The exam may include multiple choice, true/false, fill-in-the blank, and short essay questions. **There will be no make-up exams**, unless I decide you have a valid emergency, and any makeup must be taken before the next class meeting.

### 4. Final Exam – 25% of your total grade (100 pts.)

The final exam will be given during the scheduled final period and will cover all material covered in the course. The test may include multiple choice, true/false, fill-in-the blank and short essay questions. This is a timed exam; you will have 2 hours to complete it. **There will be no make-up exams**, unless I think you have a valid emergency.

## 5. Extra Credit

The only extra credit allowed in this class counts as part of your participation points. Students who bring in news that relates to the class content and share it with the class as well as posting it to a discussion forum will get 5 points towards participation for each article or news story shared up to a maximum of 20 points per student. Complete instructions are posted in ANGEL.

### Basic Rules about Assignments:

- Start homework early! You need to allow enough time to take into account any problems that may occur in case there are computer problems – *don't wait till the last minute!*
- I will *not* accept assignments via email.
- Let me know if you are having problems a.s.a.p.

**I won't accept late assignments unless I think you have a really good reason – just having “too much work” or “computer problems” doesn't count. You have to make arrangements with me before turning them in, and I reserve the right to give you a zero for late work.**

This is not an English class, but I do have to be able to read and understand your writing. This means that I may take grammar, spelling, and style into account when grading written assignments – so you should check your spelling and grammar *before* you submit your work! **IM, chat, and email slang and abbreviations are not acceptable forms of communication in this course.** Please do not use them in homework, the discussion forum, or in emails.

### IMPORTANT DATES:

- The last day to drop the class for a refund and without a “W” on your transcript is **September 8.**
- The last day to submit a request for Pass/No Pass grading for this class is **September 27.**
- The last day to drop the class with a “W” on your transcript is **November 15.**

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### Student Conduct

The Mission College Catalog includes a number of policies that apply to all students. I have summarized some of them below, but you should read the section of the catalog titled “Student Responsibilities” for a more complete statement.

In general, you are expected to:

- Be on time
- Attend class regularly
- Be respectful to everyone in class
- Turn off all electronic devices, including the ringer to your cell phone.  
**NO cell phone use while class is in session, please.**
- Come prepared--assignments are to be completed before class and all necessary class materials (in-class worksheets and handouts) should be printed from ANGEL.
- Pay attention and actively participate in class.

Students who don't do these things may be subject to counseling or disciplinary sanctions.

### Cheating

Students are expected to follow the college Policy on Cheating and the Code of Student Conduct, both of which are printed in the *Mission College Catalog*. Among other things, the Code of Student Conduct prohibits plagiarism and cheating. If you plagiarize, copy an assignment from a classmate, allow a classmate to copy an assignment from you, or cheat during an exam, **you will receive a zero on the assignment.** Depending on circumstances, other penalties may be invoked as well. **Plagiarism and cheating will not be tolerated in this course.** If you have questions, please talk to me.

**Accommodation for disabilities:**

Any student who feels s/he may need an accommodation based on the impact of a disability should talk to me privately to discuss your specific needs. (There are lots of different types of conditions that could benefit from accommodations – some examples include trouble typing, reading, or using a computer due to physical problems, or trouble completing timed tests due to learning disabilities. If you're not sure, you're welcome to talk to me privately.)

You will need to contact the DSPS office in S2-201 (403-855-5085 or 408-727-9243 TTY) directly to coordinate reasonable accommodations if you have verifiable documentation.

**Unlawful Discrimination/Sexual Harassment**

If you have a complaint or someone has shared information with you as a student that is unlawful discrimination or sexual harassment, contact the Director of Human Resources at West Valley-Mission Community College District, Human Resources Department, (408) 741-2060). If the Director of Human Resources is not available, contact the President of the college in which you attend or are employed. For Mission College, contact the office of the President at (408) 855-5123.

**Emergency Procedures:**

Mission College is dedicated to keeping you safe while on campus, however, earthquakes and other incidents that are out of our control have been known to happen. The college has developed an emergency procedures plan. You can find the valuable information at the District's emergency website at <http://www.wvm.edu/emergency/>.

It is your responsibility to know the evacuation procedures, evacuation route, and assembly area for this classroom. In case of an emergency, you are to follow the directions of your instructor. When directed to evacuate the classroom, be sure to take all of your belongings when you leave and remain with your class in the assembly area until you receive further directions.