Course description
The course is designed to give students the technological skills, research strategies and critical thinking abilities needed to access and use the printed and electronic information resources found in libraries and on the Internet. Students will develop strategies for defining research topics, identifying types of sources, finding and evaluating information, and synthesizing, managing and using information to answer specific research questions.

By understanding how information is organized and accessed for users, students will begin to develop the critical thinking skills and search strategies needed to approach and conduct research and succeed with information needs inside and outside the classroom.

Learning outcomes
This course will begin to develop the researcher in you. It is designed to help you become a smarter consumer and user of information. You will learn how to identify and use a variety of information resources. Upon successful completion of the class you will begin to be able to:

- Demonstrate awareness of the way information is created, organized, managed and distributed (published) for various communities
- Determine the need for information, define a research focus, and construct an appropriate search strategy
- Access information effectively and efficiently
- Evaluate information critically
- Synthesize information from various sources across disciplines to address a research question or informational need
- Understand the ethical issues of using information, including plagiarism and the use of appropriate documentation styles

Required texts
There is no required text. However readings will be provided by the instructor.

Style manual
The Publication Manual of the American Psychosocial Association (APA) will be used for this class. It is available at both the reference desk and the course reserves desk. The call number is: BF76.7.P83 2010. You may also refer to the APA Format – 6th Edition citation style LibGuide available online at URL: http://calstatela.libguides.com/style.

Communication
E-mail is the best way to reach me with questions, notifications of absence/late arrivals, and other issues. Please be sure to write LIBR 250 in the subject line followed by your last name and subject.
For example: LIBR 250_Rodriguez_question about ...

My office hours are: Mondays & Wednesdays from 4-5 p.m., and by appointment in Library North 1018A. I encourage you to take advantage of office hours as you are likely to get more individualized attention.

LIBR 250 Section 1, Winter 2013 (L.Terrones)
Course requirements

Attendance and participation – 30 points
Punctual attendance and active participation are mandatory. Attendance will affect your grade: one-third of the course grade is based on active participation in class, and more than two absences will lessen your achievement by a full letter grade. Chronic lateness negatively affects grades. Two unexcused late arrivals will be counted as an absence. Students should inform the instructor of an absence prior to the missed class session. More than two absences will lesson your achievement by a full letter grade. (Note the course Late Policy, below.)

Information Diary – 30 points
Following guidelines provided separately, students will make weekly entries in an Information Diary to document the successes and failures experienced in attempting to fill a stated information need. Weekly entries will be collected between Weeks 3 and 8 for formative assessment and feedback. The complete Information Diary Project is due Week 9 on March 7, 2013, for final evaluation.

Library Workshop – 10 points
Attend a library workshop of your choice. The Winter Quarter 2013 Library Workshops schedule is available at http://calstatela.libguides.com/Workshops. It is highly recommended that you attend an APA workshop.

Final Exam – 30 points
The final exam for LIBR 250 will be a take-home exam assigned in Week 9 on March 7, 2013 and due at the start of class Week 10 on March 14, 2013. Description and assessment criteria will be explained in a handout later in the course.

Evaluation
This class is graded A/B/C/No Credit (NC). Students must earn 70% of the total points available or assigned work to past his course. A student who earns less than 70% of the total points available for assigned work will receive a No Credit (NC), which is not considered passing.

Grades will be calculated on a 100-point scale, assigned upon completion and evaluation of the following:

Class attendance and participation: 30 points (3 points per class)
Information Diary: 30 points (6 Diary Log entries at 3 points each; 6 points for Diary Reflection; 6 points for Answer to Question)
Attendance at Library Workshop of your choice: 10 points
Final Exam: 30 points

Additional assignments may be made throughout the quarter. Assessment criteria for additional assignments will be communicated at the time of assignment.

Extra credit points may be offered throughout the quarter. However, extra credit points will only be considered during final evaluation to raise a grade within its letter grade (e.g. raising a B- to a B, etc.). Extra credit points will not substitute for regular assignments.

Course grades will be determined as a percentage of the total points assigned throughout the course, based on the following scale for earned points:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A+</td>
<td>98-100%</td>
</tr>
<tr>
<td>A</td>
<td>93-97%</td>
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<tr>
<td>A-</td>
<td>90-92%</td>
</tr>
<tr>
<td>B+</td>
<td>88-89%</td>
</tr>
</tbody>
</table>

LIBR 250 Section 1, Winter 2013 (L.Terrones)
<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>B</td>
<td>83-87%</td>
</tr>
<tr>
<td>B-</td>
<td>80-82%</td>
</tr>
<tr>
<td>C+</td>
<td>78-79%</td>
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<tr>
<td>C</td>
<td>73-77%</td>
</tr>
<tr>
<td>C-</td>
<td>70-72%</td>
</tr>
<tr>
<td>No Credit</td>
<td>Less than 69%</td>
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</table>

**Late assignments**

Unless otherwise indicated by the instructor, all assignments are due at the beginning of class on the indicated due date. **NO LATE ASSIGNMENTS WILL BE ACCEPTED**, including the Final Exam. Exceptions to this policy will be considered in extraordinary and/or emergency circumstances given advance communication with the instructor, but such exceptions will rarely be granted.

Due to the nature of this course, assignments may change. It is the student’s responsibility to obtain information on class assignments and activities from the class webpage, [http://calstatela.libguides.com/terrones_libr250](http://calstatela.libguides.com/terrones_libr250)

**Cell phones**

Except if called upon to use cell phones for a class exercise, cell phones and hand-held devices must be turned off or be on silent mode. If a student’s hand-held device interrupts our learning environment on more than one occasion, the student will be asked to leave the class.

**Reasonable accommodations**

Upon request, the instructor shall provide reasonable accommodations for students with certified disabilities. Such requests are to be discussed with the instructor as soon as possible.

**Course Outline**

The syllabus is subject to change as needed. Any changes will be announce in the class and posted on the class webpage: [http://calstatela.libguides.com/terrones_libr250](http://calstatela.libguides.com/terrones_libr250)

**Week 1 – January 10 – Course overview**

In-class:
- Course overview - Review of syllabus
- Information Diary project
- Library basics
- Forming research questions

Due Jan. 17:
- Send Terrones your Information Diary research question via CSULA e-mail account. Bring "Question Approved" printout to class Week 2 Jan. 17.

**Week 2 – January 17 – Research Questions and Search Strategies**

In-class:
- Discuss *Moving from Assignment to Topic*
- Research questions do and don’ts
- Keyword building exercise
- Boolean searching and truncation
- Boolean searching exercise

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What type of information do I need? exercise

Due Jan. 24:


Week 3 – January 24 – Info Type: The World Wide Web
In-class:
Discuss Howard Rheingold's *Crap Detection 101*
How to evaluate information
Web site evaluation exercise
Citing Web pages
Diary Entry # 1 – Web resources (model example)

Due Jan. 31:

- Diary Entry #1 - Web resources

Week 4 – January 31 – Info Type: Encyclopedias & Reference resources
In-class:
Discuss *How do to a Close Reading*
Encyclopedias vs. Wikipedia exercise
Search Gale Virtual Reference
Search Library Catalog for reference sources
Cite an online encyclopedia article
Exporting to RefWorks

Due Feb. 7:

- Diary Entry #2 - Reference sources

Week 5 – February 7 – Info Type: Books & E-books
In-class:
Keywords vs. subject headings
Library catalog exercise
Locating a book by call number
Citing a book
Citing a chapter in a book
*Scavenger hunt exercise

Due Feb. 14:

- Diary Entry # 3 Books

Week 6 – February 14 – Info Type: Scholarly vs. Popular Articles
In-class:
Compare and contrast scholarly vs. popular articles exercise
Discuss audience and readers
Peer-reviewed in 5 min. video
Academic Search Premier exercise
Citing scholarly articles (DOI vs. URL)
Exporting to RefWorks
Creating bibliographies in RefWorks

Due Feb. 21:

- Diary Entry #4 - Scholarly articles

Week 7 – February 21 – Info Type: Databases (scholarly articles)
In-class:
Databases exercise
Search strategies – subject headings, truncation, using OR
RefWorks – exporting, creating bibliographies, citations
Tracking down an article from a citation exercise

Due Feb. 28:

- Diary Entry #5 – Scholarly articles

Week 8 – February 28 – Information Ethics: Plagiarizing vs. Paraphrasing
*Review Information Diary Project components

In-class:
Discuss plagiarism articles (3 articles)
Paraphrasing activity

Due March 7:

- Diary Entry #6 – Your choice of information type
- Information Diary Project (6 Diary Entries, Diary Reflection, Answer the Question) 30 points

Week 9 – March 7 – Info Type: Primary Sources vs. Secondary Sources
*Due Today: Information Diary Project (6 Diary Entries, Diary Reflection, Answer the Question) 30 points
*Final Exam Guidelines

In-class:
Primary Sources definitions
Oregon University online tutorial
Primary Sources exercise
Web resources for primary sources
LIBR 250 Section 1, Winter 2013 (L.Terrones)
Due March 14:

- Final Exam due at START of the class.

**Week Ten – March 14 – Course Wrap-up**
Due Today: Final Exam

In-class:
Course Review
Student Evaluations
Exit Survey