LIBR 250, Section 01  
Spring 2015 – Rev. 041515  
Syllabus

Location: LN1033A – Electronic Classroom 1 (LEC1) First Floor of Library North
Instructors:  Sarah Baker | sbaker6@calstatela.edu  | 323-343-4862 | LN 2020C
Ken Ryan | kryan@calstatela.edu  | 323-343-4943 | LN 1025C
Class Dates:  Wednesdays, 1:30-3:10 pm, 1 April 2015 – 13 June 2015
Office hours:  Baker: Tuesdays 3:00-4:00 pm, Wednesdays 3:00-4:30 pm, or by appointment
Ryan:  Wednesdays 3:00-4:30 pm, or by appointment

Course Description
This class is designed to give you the technological skills, research strategies and critical thinking abilities you need to access and use the printed and electronic information resources found in libraries and on the Internet. It will equip you with helpful research strategies and techniques, including effective use of the library, source evaluation, finding and accessing scholarly literature, understanding knowledge production, citation formatting, and plagiarism.

By understanding how information is organized and accessed, you 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.

Student Learning Outcomes
This class 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, including libraries. The class is designed from a practical point of view and features research strategies you can use both in everyday life and for course work.

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
- Understand the basic organization of libraries
- Define a research topic/focus, determine the need for information, 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 and legal uses of information, including plagiarism and the use of appropriate documentation styles.
University Policies

**Academic Honesty**
The University in its quest for truth and knowledge embraces honesty and integrity. These fundamental values must not be compromised. The trust and respect among professors, students and the society need to be vigilantly protected. Cheating and plagiarism can neither be justified nor condoned as this would destroy the ideals and purposes of higher education. Students enter the University to gain the knowledge and tools necessary for participation in society. Academic integrity is a foundation for society based on trust and honesty. Therefore, the University takes seriously its responsibility for academic honesty.

If it is determined that you copied from another author’s (and/or student’s) work without correctly citing the source material, you will earn zero points for the assignment and – in accordance with Appendix D Academic Honesty of the 2014-15 University Catalog (http://ecatalog.calstatela.edu/content.php?catoid=12&navoid=842) – will be reported to the University Judicial Affairs Office for disciplinary action. When in doubt, cite, and if confused on how to do so, ASK YOUR LOCAL LIBRARIANS: SARAH or KEN!

**Policy for the Provision of Services to Students with Disabilities**
The California State University is committed to providing opportunities for higher education to students with disabilities in its student enrollment, and to make its programs, activities and facilities fully accessible to persons with disabilities. During the first week of classes, please give your instructor an official copy of accommodations recommended for you from the Office for Students with Disabilities.

Class Policies and Details

**Required Texts**
There is no required text. However, individual readings will be assigned by the instructors.

**LibGuide**
This class uses a Library Guide (“LibGuide”) as a means of collecting, organizing and disseminating information, assignments, handouts, links, etc. The LibGuide may be found at: http://calstatela.libguides.com/libr250spring2015
Each student is required to frequently visit the class LibGuide to get current information, assignments, and the like.

**Style Manual**
The *Publication Manual of the American Psychological Association* (APA) will be used for this class. It is available both at the Reference Desk and at the Circulation Counter via course reserves (call number BF 76.7 .P83 2010). You may also refer to various useful guides and links located in the citation style LibGuide online at http://calstatela.libguides.com/style. Click on the APA tab.

**Communication**
If you are struggling or have questions or expectations or do not know how you are doing in the course, you need to come and speak with either of us. You can reach us most efficiently by email. If you miss course work it is your responsibility to figure out what you missed. Make sure to put LIBR 250 in your subject line.
Instructional Methodology
Methodologies will vary, with an emphasis on group discussion and group activities, in addition to lecture content, assigned readings, and web based activities. Active engagement – through attendance and verbal and written participation – is critical to student success in this class.

Class Requirements
Attendance and Participation

Even good students do not necessarily have the information skills they need to compete in college and in the workforce. These skills require repeated practice. Most of your learning will take place in class as we discuss and participate in hands-on activities. We guarantee that you will not do well in the final and will miss the spirit of the class if you do not attend regularly, punctually, and participate in the exercises.

On-time attendance at all sessions is mandatory. Please be sure to sign in for each class. If you do not sign in you will not receive credit for that class session (2 pts). We take off points for every 15 minutes of tardiness, or if you leave early. Missing more than 20% of any CSULA class is considered failing behavior.

You will learn as much as you put into this class. If you have a reading due the following week, do the reading and come to class prepared to discuss. Your preparation and participation is critical—and a key to college success. Class attendance also means you should be present during the entire class time. If you must leave class early, as a courtesy please tell us before class begins. You will be responsible for contacting your classmates to learn the material you missed in class.

No cell phones or IM, please. Do not use the computers for anything other than class.

Course is graded ABC-NC.

<table>
<thead>
<tr>
<th>Grade Point Breakdown</th>
<th>Grade Scale</th>
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<tbody>
<tr>
<td>100 points (%) total</td>
<td>A 100-95</td>
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<tr>
<td>Class attendance, exercises, and participation 30 pts.</td>
<td>A- 94-90</td>
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<tr>
<td>Mid-Term 10 pts.</td>
<td>B+ 89-86</td>
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<tr>
<td>Annotated bibliography 20 pts.</td>
<td>B 85-80</td>
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<tr>
<td>Reaction papers and presentations for 2 articles 10 pts.</td>
<td>B- 79-76</td>
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<tr>
<td>Final reflection paper 10 pts.</td>
<td>C+ 75-70</td>
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<tr>
<td>Final exam 20 pts.</td>
<td>C 69-66</td>
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<tr>
<td>NC 65 or below</td>
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Extra credit opportunities may also be offered throughout the quarter. Points earned as extra credit will only be considered during final evaluation to raise a grade within its letter range (e.g., raising a B- to a B, or a B to a B+). In no circumstances will extra credit points substitute for regular assignments.
Formatting Assignments

The class final and the reflection paper, and the annotated bibliography and article reaction papers, must be typed, double-spaced, using 12 pt. font, spell- and grammar-checked. All citations must use APA formatting, which we will discuss in class. Readings used for the reading reaction papers must be photocopied (no originals) or printed off the web.

Put your name on and STAPLE all assignments. All assignments are to be handed in during class on the date they are due, with the exception of the final and the reflection paper which may be left for us at the Library North Reference Desk (see below). No late work accepted. Any assignment that is plagiarized will receive zero points.

Take Home Final Examination & Reflection Paper
The final is a take-home exam and it, along with the reflection paper, is due no later than 5:00 pm on 10 June 2015 (finals week). Leave your papers at the Library North Reference Desk.

How to tell how you are doing in the class

It’s fairly easy to assess your progress in class. First, consult the grade point breakdown above. Also:

- Attend every class punctually and be sure to sign the sign-in sheet
- Don’t leave early
- Contact us first if you think you must miss class
- Participate to the best of your ability in group activities
- Hand in all assignments on time in class the date they are due
- Do the reading prior to class! Be prepared to discuss in class!
- Follow formatting directions—points deducted for sloppiness
- Ask if you don’t know or aren’t sure about anything

Course Schedule

Week 1
April 1
- Introductions / Icebreaker (15)
- Syllabus review (15)
- Learning Inventory / “Pre-Test” (SurveyMonkey) [in-class] (45)
- Tour (virtual tour / brief physical tour) (15)

Week 2
April 8
- 5 Minute Review of Week 1
- Introduction to the Information Cycle / Flow of Information (30) [incl. videos]
- Information Cycle Exercise [in-class] (30)
- Choosing a topic (30)

Assignment handout – Annotated Bibliography and Article Selection for (2) Reaction Papers
Week 3
April 15
5 Minute Review of Week 2
Search Strategy Development (Boolean, truncation, “phrase searching,” tricks of the trade) (20)
Subject vs Keyword Searching (15)
Library catalogs – finding physical and virtual materials in libraries (15)
Library catalog exercise [in-class] (20)
Primary vs Secondary (20)

Assignment handout: Reading (TBD) for discussion next week….

Week 4
April 22
5 Minute Review of Week 3
Discussion of Week 3 assigned reading (15)
Choosing databases (30)
Evaluating databases / rubric [in-class] (45)

Week 5
April 29
5 Minute Review of Week 4
Scholarly vs Popular (15)
Finding and evaluating information – magazine, newspaper and scholarly articles (30)
Finding and evaluating information – websites (30)
Midterm Pre-Review (15)

Assignment handout – Team assignments for BRIEF presentations of Self-Selected Article Reaction Papers

Week 6
May 6
MIDTERM (100)

Assignment handout: Reading (TBD) for discussion next week
Week 7
May 13
Midterm Post-Review (10)
Discussion of Week 6 assigned reading (15)
Academic misconduct / plagiarism (15)
Citation techniques / APA [Deborah Schaeffer] (60)
**Note:** Extra points may be earned by attending (with proof) an out-of-class APA Workshop

Week 8
May 20
5 Minute Review of Week 7
Specialized sources of information (20)
Government documents / archives / institutional repositories [Azalea Camacho] (60)

Week 9
May 27
5 Minute Review of Week 8
Ethical Use of Information / Censorship / Intellectual Freedom (15)

Presenting results of research

**Team presentations of Self-Selected Article Reaction Papers (75)**

**Assignments DUE – Annotated Bibliography and (2) Article Reaction Papers**

Week 10
June 3
5 Minute Review of Week 9
Evaluating the research process (30)
Overall course review (60)

**Assignment handout – Final Exam and Reflection Paper**

**Final Exam and Reflection Paper Due:**
5:00 pm on Wednesday, 10 June 2015
at the Library North Reference Desk.

**This syllabus is subject to change at the instructors’ discretion.**