



Syllabus

Survival Guide

Spring 2002



Prof. Sandra Pesce

Office Hours:
1:00 to 2:00 M-F
C-400 Library/LRC

Welcome!

Welcome to the course, **LIBS 101 Information Literacy and Research Skills**. The focus of this course is to familiarize you with the basics of library research, and to empower you to seek answers to your information queries. I want you to get comfortable using the library, computers, and the Internet in your research quests. By the end of this course, you should realize how important library resources are for life beyond school-- they can save you a lot of time, aggravation, and maybe even some money! To be successful in this course (and in life), you should be flexible enough in your thinking to know that there may be more than one way to find an answer-- and you should question what you find. Most of all, I want you to have fun with this stuff. Libraries can stretch your mind-- get ready for some mental workouts! Good Luck! —*Sandra Pesce*

The Purpose of This Course

Despite the official name of this course, “**Library Science 101**” we will not be discussing the theoretical aspects of Library Science, nor will I be molding you for a career in librarianship.

Rather, the purpose of this course is for you to learn the skills you need to be successful using information resources, whether in print or electronic format. Moreover, the extent of your success will depend on your ability to think critically about the information you come across in your searches.

Thanks to the huge strides made in computer technology and the explosion of the

Internet's popularity, you can accumulate incredible amounts of information relatively easily and quickly-- but how do you transform this into knowledge? Many people suffer from "Information Overload" because they don't know how to deal with the information once they've found it. This course will show you how to sift through the piles, pick out a few of the better-looking nuggets, and evaluate what you've found.

This course has been accelerated into 9 weeks such that the main assignment, the "research project" could be completed simultaneously for a term paper in a different course.

Course Info & Description

Course CRN #: 80271
Course Units: 1.0 (in 9 weeks)
Prerequisite: None

Class Meets: Fridays, 9:00 to 11:00 a.m.
Class Room: I-122 and Library (C-400)
Class Web Site: <http://webct3.sdccd.net>

This course is a review of computerized informational resources. Through lectures and hands-on assignments, students will learn how to use library resources, computerized indexes, databases, and online services to find information needed for lifelong learning, career demands, and/or academic research. This course also examines different strategies students can use in conducting informational research. (FT) Transfer Credit: CSU

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Your Instructor



Name: Prof. Sandra Pesce
Office Location: Miramar College Library (C-402)
Office Hours: M-F 1:00 to 2:00 or by appointment
Office Telephone: (619) 388-7615 or (619) 388-7310 (Circ Desk)
E-Mail: spesce@sdccd.net

EDUCATION: Master of Library Science (MLS) from Kent State University.; BA in Anthropology and French from Tufts University; Professional Certificate in Business from the University of Cincinnati; graduate studies in Anthropology at the University of Cincinnati.

EXPERIENCE: I have been a professional Librarian for over 12 years in a variety of environments, including a museum library and several academic libraries. I also have extensive experience with computers, desktop publishing, and web page design. You can check out my personal web site at <http://www.katakat.com/>

Course Objectives

1. Describe information services provided by libraries.
2. Locate major service areas in a library.
3. Operate various types of library equipment.
4. Compare and contrast different search methodologies .
5. Develop a search strategy in order to locate needed information effectively.
6. Evaluate retrieved information for relevancy.
7. Document (cite) retrieved information (i.e., create a bibliography).
8. Search online catalogs to locate information in books.
9. Locate needed information in reference books.
10. Locate needed information on CD-ROM reference databases.
11. Locate needed magazine, newspaper, and journal articles on computerized indexes and databases.
12. Use Netscape software to locate needed information on Internet.
13. Compare various library resources in San Diego to determine which libraries would have the information that the student needs.

Requirements

ACADEMIC HONESTY:

The San Diego Community College District has an Honest Academic Conduct policy (3100.3). You can get a copy of the policy from the Instructional Services Office in A-104. Any student caught cheating on a test will fail the class. Any student who plagiarizes an assignment or mutilates the Reserve copy of the required textbooks will fail the assignment (in addition to suffering the wrath of the library staff!). Further disciplinary action may be sought with the Vice President of Student Services.

ATTENDANCE: The San Diego Community College District has an attendance policy (consult the Miramar catalog) with which it is your responsibility to be familiar. As this is

a one-hour class, your prompt and consistent attendance is vital to your successful completion of the course; missing only **one** class will put you at risk of being dropped from the course. No absences are excused, so plan accordingly. If you try to contact me, be sure to leave your name and a phone number where I can reach you.

WITHDRAWING FROM CLASS: It is the student's responsibility to officially withdraw from class if he/she stops attending by submitting a drop card to the Admission's Office. The deadline to drop this course without a "W" recorded is _____. Failure to officially withdraw from class may result in a failing grade that cannot be changed.

Classroom Etiquette

Come to class **prepared** for the day's lesson, with required assignments completed.

Ask questions when something is unclear to you.

Treat others with verbal and nonverbal **dignity** and **respect**. You are expected to behave in class in a manner appropriate to the community college level. *Rudeness will not be tolerated.*

Students with disabilities who may need **academic accommodations** should discuss options with me during the first two weeks of class.

No eating, drinking, or smoking during class.

Portable telephones should be turned off when brought to class. **Pagers** must be turned to "vibrate". Please do not disrupt the class with these instruments.

How to Study for this Course

- Get a **study buddy** or study group together. Ask a classmate for a phone number or e-mail address so you can get a copy of any missed notes or so you can study together.
- **Read** the chapter(s) assigned for each class before the class session. Review the chapter(s) after the class.
- Do the **exercises** as assigned, for each class. Go over any comments made on them by me after they have been corrected and returned to you.
- **Take notes** on concepts you find worthy of note or just plain confusing.
- **Ask questions** when things seem unclear to you.
- **Practice** on the technology used in class. I don't expect you to own a computer, but I do expect you to take advantage of the computer resources on campus or at a public library.
- Feel free to **share** your own experiences during class discussions.

Learning Tools

These hints were excerpted from *The Course Syllabus*, by Judith Grunert (1997), pp. 74-80.

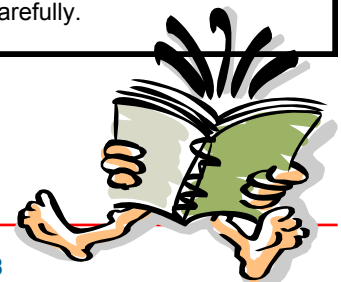
Self-Management: Manage your time wisely. Consider what you want to get out of this course, and set your own goals, breaking down your workload and pacing yourself.

Reading to Learn: Read with a purpose (general idea, scrutiny for detail, intent to apply what you learn). Scan the text first, previewing it for a general idea using section headings. Question the text, especially if ideas seem contrary to what you know. Concentrate on major ideas. Reread and summarize to check your understanding. Review by rereading your notes and any exercises assigned.

Making Useful Notes: Identify main ideas. Summarize ideas or text. Create outlines. Underline selectively. Rewrite notes.

Studying With Others: Get to know some of the other students in this course and work together on reviewing reading assignments, discussing lectures, and testing each other on concepts learned in class. Or try explaining what you are learning to a friend who has never studied the subject.

Taking Tests: Look for points emphasized in the guidebook, especially those repeated in class and in exercises. Outline main points in your readings. Review key terms from chapters and lectures. When taking the test, RELAX and be sure to read and follow the directions carefully.



READINGS:

are listed in the "Calendar of Events" schedule. The readings assigned for this class are vital supplements to your success, since I cannot possibly cover every detail on a topic in a class period. **You must read the chapters BEFORE the class period**, in order to contribute to discussions and get the most out of the class.

WRITTEN ASSIGNMENT:

is one **Research project**, worth up to 50 points as outlined on the rubric for the project. The purpose of the project is to follow a topic through the research process, up to the point of writing a paper. More detail about this assignment will follow. There are no make-ups for this project, and it must be completed on time.

TEST:

is a take-home test worth 50 points, covering terms and concepts covered in class and in assigned readings. There are no make-ups for the exam, and it may not be taken prior to the date set by the instructor.

ACTIVE PARTICIPATION:

is expected during class discussions. Please feel welcome to share your own experiences with the topic at hand. Disruptive talking during class sessions, however, will not be tolerated.

USE OF TECHNOLOGY:

is mandatory. You should practice on the technology used in class in order to build your skills and get more familiar with it. I don't assume you own a computer, but I do expect you to take advantage of the computer resources on campus or at a public library. You are also expected to get an e-mail address for this class and to enroll on the Blackboard web site <<http://blackboard.sdccd.net>> for this class.

EVALUATION:

will be based on your performance on the take-home test, class participation, and the research paper.

GRADING FOR THE CLASS:

One Test	50 points
One Research Paper	50 points
Total points possible	100 points

The following is the point range for final course grades :

90 - 100 = A 80 - 89 = B 70 - 79 = C
50 - 69 = D 49 or below = F

Methods of Instruction

Methods of instruction used in this course may include lecture, discussion, readings, workbook exercises, audio-visual presentations, group work, WebCT software, computer aided instruction, and Internet research.

Resources

REQUIRED TEXTS: Texts may be purchased at the Bookstore in D-300. These are also available on Reserve at the Circulation Desk in the Miramar College Library/LRC. Your student ID must be shown when you request the materials. **Bring these books with you to every class session:**

Bolner, Myrtle S. and Gayle A. Poirier, The Research Process: Books and Beyond, 2nd Edition, Revised Printing. Dubuque, IA: Kendall/Hunt, 2001. This workbook will be used for readings to support topics covered in class.

Hacker, Diana. Research & Documentation in the Electronic Age, 3rd edition. Bedford/St. Martins, 2002. This small book is a great reference on how to cite information found in electronic sources, and gives examples from four popular style guides.

SUPPLIES: Please bring pencils, pens, and a notebook to class. Bring a diskette if you wish to save computer work.

COMPUTERS: Computers are available on campus for your use. The ILC in Room I-130 has over 120 machines available for a variety of tasks, including word-processing, e-mail, and Internet research. Other computer labs may be found in I-107 and at the PLACe (see below).

BLACKBOARD: This site will be used to supplement class sessions. I will post all handouts, a copy of the guidebook, and

other information relevant to the course on that site. Check it often! You must have an email address before you can access the course online. Go to <http://blackboard.sdccd.net>, create an account, and “enroll” in libs101sp.

CAMPUS RESOURCES: Full descriptions of the services below can be found under the section "Student Services" in the Miramar College catalog, which is available free in the Library/LRC or for \$2.00 at the Bookstore in D-300.


Miramar College Library/LRC (C-400) provides friendly assistance for your research and information needs. You can check their hours, policies and services on the Web at <http://www.miramar.sdccd.net/depts/library> or call (619) 388-7310.

Independent Learning Center (ILC) in I-130 is a large computer lab with over 120 workstations for student use. Printing is free. You will need to show your student ID upon entering the lab. Call (619) 388-7365.

The PLACe (Personal Learning Assistance Center) in D-106 provides academic support in writing, college reading/study skills, and other tutoring areas. Call (619) 388-7852.

Disabled Students Programs and Services (DSPS) in C-304 provides programs and services for students with disabilities. Student participation in the program is voluntary. If you have special needs, it is up to you to notify me or DSPS of a need for accommodation. DSPS telephone is (619) 388-7312.

Counseling Office in C-302 offers academic, career, and personal counseling. Call (619) 388-7840.

Class	Date	Readings due on this date:	Other Due Dates:
1	1/25/02		
2	2/01/02	Bolner , Ch. 1, Academic Libraries	<div style="border: 2px solid black; padding: 5px;"> This calendar is tentative and flexible due to the participatory nature of the class. Changes to due dates or topics will be announced in class, via email, and and/or on Blackboard. Students are responsible for obtaining and completing all class assignments. </div>
3	2/08/02	Bolner , Ch. 2, The Research Paper	
4	2/15/02	HOLIDAY—No Class	
5	2/22/02	Bolner , Ch. 3, Evaluating Information Sources Hacker , Part I, Research Questions and Search Strategies, pp. 2-7. Hacker , Evaluating Library and Internet Sources, pp. 21-25. Skim over Part IV, Documentation Styles, pp. 99-199 for discussion.	
6	3/01/02	Bolner , Ch. 5, Library Catalogs Bolner , Ch. 8, Periodicals Bolner , Ch. 4, Basic Search Techniques: Electronic Sources	
7	3/08/02	Bolner , Ch. 6, The Internet Hacker , Researching on the Internet pp. 13-25	
8	3/15/02	Bolner , Ch. 7, Reference Sources Bolner , Ch. 9, Government Information Bolner , Ch. 10, Statistical Sources Bolner , Chapter 11, Biographical Information Hacker , Part III, Specialized Library and Internet Sources, pp. 26-98 (just skim these over for your topic)	
9	3/22/02		PROJECT DUE

CAMPUS
CALENDAR