A syllabus is a contract between the student and the instructor. It contains the rules and expectations for students taking the course. By enrolling in the class, the student and instructor agree to honor the specifications established in this syllabus.

**Course Description/Rationale**

LIB 100 introduces students the effective use of library and non-library information resources and services in a variety of academic disciplines and professions. Students learn the core concepts of information retrieval and the essential techniques of organizing, presenting, evaluating, and analyzing information as well as how to properly attribute sources used.

Topics include: information cycle and timeline; comparing, contrasting, and selecting library and open web resources; types and characteristics of information sources; effective information research planning; search techniques, evaluation criteria, and ethical use of information.

This class enhances critical thinking and evaluation skills by using a variety of textual, graphical, visual, and audio (re)sources to assess how information is produced, consumed, and presented and teaches students how to assess sources for perspective, veracity, and authority in order to develop the ability to apply critical thinking practices to specific disciplinary contexts and information problems within the student’s field of interest.

**Course Materials**

A variety of resources will be assigned, including readings, online tutorials, websites, and screencasts and additional supplemental resources that contain the major concepts for the class. Assignments will be based on your grasp of these concepts from class and your use of these resources.

The textbook for this class is an Open Educational Resource (OER) textbook, which means it is free-of-charge and is available electronically. The book is entitled Choosing and Using Sources: A Guide to Academic Research, and will be linked in Canvas. There will be reading quizzes/exercises associated with each chapter which you will complete in Canvas. Each chapter of the book will be released on a weekly basis (not all of the book will be used for this class), and you may print out any of the chapters if you prefer.

In addition, required and recommended readings will be provided in the Canvas LMS.
Course Requirements

You must be able to access:

✓ computer/internet access and word processing software
✓ access to the Canvas Learning Management System. You may access this system by using this URL: http://www.glendale.edu/class-schedule/distance-education-classes/canvas
✓ The GCC Student Helpdesk (SF 101 • 818.240.1000 x3456, x3457 • ehlp@glendale.edu) offers assistance to students on the use of Canvas.
✓ It is your responsibility to learn how to use Canvas. Visit the following website for help with Canvas:
  ✓ Online Student Canvas Orientation
  ✓ Canvas Guides for Students!
  ✓ Canvas Terminology!

An important note about computer/Internet access in an online course

✓ Please have a back-up plan in place if your laptop/computer fails during the quarter—you will still be expected to participate in the course and turn in assignments on time, even if you experience technological difficulties.
✓ The library and computer labs are available on campus throughout the semester, and you should also be prepared to use your public library, a friend/relative’s computer, etc., in case of an emergency.

Student Learning Outcomes

Students will …

1. apply research techniques and strategies as a means for inquiry in developing a research question to fulfill an information need;
2. recognize how to use information ethically;
3. critically assess a source for its value, context, degree of credibility, authority, and purpose to determine its value as evidence to support a claim;
4. develop a critical approach to assessing source types and formats within the information creation and dissemination process.

Assessments of the above will include exercises, group and individual assignments, discussion postings/responses, journaling/reflections, quizzes, tests, and/or projects/presentations.

Instructor Expectations and Student Conduct

Assignments

✓ Complete all assignments by the due dates. Assignments due via Canvas or Vericite (plagiarism detection software) will have an automatic cut-off time. Network or computer failure will not be accepted as an excuse to turn something in late.
✓ Turning something/anything in does not guarantee you points or a passing score. If you are given permission to redo an assignment, you are not guaranteed a better score. The permission to redo something only gives you an opportunity to do better.
Can I make up assignments if I am absent?

- There are no make-up quizzes; deadlines for quizzes/exams are firm once they have been released. If there is an extenuating circumstance, you must contact me individually about your situation before the quiz/exam is released.

- Generally, late work will not be accepted. On the rare occasions when they are accepted, you will receive partial credit for the assignment due to lateness, and no or minimal feedback.

- Students are responsible for keeping up with the course material, deadlines, and any announcements by accessing Canvas at least once a day; this expectation also applies to your scores and grades. Individual questions about grades should be addressed individually to me, your instructor. Do not post individual questions about grades to the open forums, via group chat, or any sessions where other students are participating in group discussions.

- Students will receive detailed instructions on assignments. Contact me when you are unclear about what the instructions are or if concepts are confusing. Don’t wait until you receive a poor grade to speak to me. You are expected to carefully review and follow all the instructions for each assignment.

FAQs

How much time will I need to spend outside of class to be successful?

- For every one hour of class, expect to put in TWO additional hours a week of outside-of-class time, which includes reading, completing assignments, postings, responding to discussions, viewing videos, completing assessments such as quizzes, etc. (some week’s will be lighter and others heavier). This means you should expect to put in between 6-9 hours of work for this class each week for a 3-unit course, depending on your own pace.

How are attendance and participation measured in an online class?

- **DE Drop**: A student must log into Canvas during the first week of an online class and complete the Check-In Assignment by **Sunday, September 8 by 11:59pm** for 16-week classes in order to remain in the class (this is a state requirement). See [Refund/Payment Policy](#) for more information regarding course drops.
  - Any student that is added after the Sunday, September 8, by 11:59pm deadline as a 'late add' student has until Census, **September 16 by 12 pm noon**, to complete the Check-In Assignment or be dropped.

- **DE Participation = Attendance**: If a student misses more than the equivalent of two weeks' worth of online assignments during a fall or spring semester, s/he may lose credit for, or be dropped from, the course.
  - **Students**: Please refer to [Student Rights in an Online and Hybrid Course](#) if you have further questions regarding the expectations from your course and instructor.

*Your financial aid status has nothing to do with whether you will be dropped for lack of participation (= absence in a completely online course). To ensure you get financial aid, participate actively, and complete your assignments.*
ACADEMIC HONESTY POLICY: Plagiarism and cheating will not be tolerated. Using someone else’s work, words, or ideas without acknowledgement of the source will result in a “0” for the assignment, and could result in a failing grade. It is expected that all work submitted for grading is original, not copied from others and that the work being graded is indeed done by the student who is receiving the grade, and not by her/his friend, child, roommate, sibling, etc. The instructor reserves the option to forward the name of the students who have plagiarized or who have been caught cheating to the Vice President of Instruction for further action. Sanctions could include a notice in the student’s record, and possible suspension or dismissal from the college. Familiarize yourself with GCC’s “Policy on Academic Honesty,” a link to this web page will also be accessible in Canvas. Students will submit assignments via plagiarism detection software via Canvas.

STUDENTS WITH DISABILITIES: It is the policy of Glendale Community College to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or to accurate assessment of achievement—such as time-limited exams, inaccessible web content, or the use of non-captioned videos, notify the instructor as soon as possible.

All students with disabilities seeking accommodations are responsible for making arrangements in a timely manner through Disabled Students Programs and Services (DSPS) or call the office at 818-240-1000 x5905. Please let me know if you have adaptive software and hardware to assist you with taking this course or if you have any specific needs of which I should be aware.

Grading Method

You will be graded on the following (approximate):

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities, Exercises, Quizzes, Discussion Postings, Reflections/Analysis, Small Group Work, etc.*</td>
<td>300</td>
</tr>
<tr>
<td>Final Assignment</td>
<td>100</td>
</tr>
<tr>
<td>TOTAL POINTS**</td>
<td>400</td>
</tr>
</tbody>
</table>

* The number of points allotted will be between 5-20 points, depending on the assignment. For example, discussion postings and responses will be worth 5 points each time.

** If you are advised to redo an exercise, and you do not, you will receive a “0” for the exercise.

Your final grade will be determined using the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>360 – 400</td>
</tr>
<tr>
<td>B</td>
<td>320 – 359</td>
</tr>
<tr>
<td>C</td>
<td>280 – 319</td>
</tr>
<tr>
<td>D</td>
<td>240 – 279</td>
</tr>
<tr>
<td>F</td>
<td>≤ 239</td>
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</tbody>
</table>

NOTE: Instructor may vary methodology, guidelines, and structure for grading.