

Library & Information Studies 100: Library Research Fundamentals
(LIBI / LIS 100 - Section #47723 - CANVAS)
Spring 2018 - 8-Week Term

A great library contains the diary of the human race.
~George Mercer Dawson

Instructor Information

Jaki King, MLIS (Master of Library and Information Science)

Email: king_jaki@sac.edu (email through the Canvas inbox function is my preferred method of contact; but will respond to my sac.edu email as well; please allow up to 48 hours for a response, though I'll do my best to respond as soon as possible)

Office Phone: (714) 564-6703

Office Hours: Mondays 10am - 12pm and Thursdays 9 -11 am (*or by appointment -- in person, by phone, or online*).

Office Location: Santa Ana College, Nealley Library, L-111

Textbook

There is no textbook required for this course. Assigned readings will be provided in electronic formats on the course site in Canvas.

Course Objectives (What you will learn in this course)

Learning how to research is a skill critical to your success in college and beyond. As you are working in all your courses, instructors expect you to be able to find relevant, current, academically respected information on subjects within the discipline you are studying. They also expect you to evaluate information and integrate it effectively into your research projects and presentations. These research skills can also be applied to other areas of your professional and personal life where you find yourself doing research. Whether you are aware of it or not, you're constantly doing research in your own life. This class works to make you an even more proficient researcher.

A student, upon completion of this course will:

1. Determine the nature and extent of the information needed.
2. Access needed information effectively and efficiently.
3. Evaluate information and its sources critically and incorporates selected information into his or her knowledge base and value system.
4. Use information effectively to accomplish a specific purpose.
5. Understand many of the economics, legal, and social issues surrounding the use of information and accesses and uses information ethically and legally.

Class Readings, Assignments and Activities

All readings, assignments, and class activities are accessible through the course Canvas site via the individual weekly modules. As shown below:



Attendance Policy

In accordance with the college drop policy, students who do not access the class web site or submit the “first assignments” by the due date may be dropped as a no show. Students who fail to turn in the weekly assignments and or participate in the discussion boards will be considered “absent” and may be dropped from the class for “excessive absence.” Students are responsible to officially drop the class or they will receive a letter grade based on their performance.

- **No Show Drop:** You must complete all of the Week 1 activities (listed within the “Week One” folder on Blackboard by the due dates designated for each activity, or you will be dropped as a “No Show”
- **Excessive Absence Drop:** If two consecutive weeks of non-participation is observed by the instructor the student will be dropped.

The Teaching Philosophy of Your Instructor

What is important to me is that you develop effective research processes relevant to your academic, professional, and personal goals. Developing research skills, much like reading and writing, is a lifelong pursuit. People’s needs for different types of information is ever evolving, and one’s research skills can always be improved upon and expanded, regardless of their academic background and experience. This course is designed to introduce you to the intricacies of research in a step-by-step manner leading up to the final project. Therefore, in order to be successful in this class and develop your research abilities holistically and in a conscientious manner, you will need to complete all of the readings, assignments, and activities by the deadlines indicated in our course’s Canvas site. I see us as a learning community where we work together, share ideas, and learn from each other as supportive colleagues. We each bring a unique set of valuable knowledge and experience to this class.

Required Course Time

This is a college level course. Many students expect that an online course will be easier, or entail less time. This is not true. This online class will take just as much time as a traditional classroom course. College credits are based on the [Carnegie Unit](#), the structure of the US Education system, for a system of “units”. A one semester unit course occurring over a period of 16 weeks represents one lecture hour of required classroom time and two hours of student preparation time per week. For our accelerated 8 week course, this equates to two lecture hours and four hours of student preparation, or approximately six hours total per week that you should plan to devote to this course. Please feel free to contact your instructor if you would like assistance with developing a time management plan.

Communicating with your instructor

The best way to communicate with me is through Canvas email or my SAC email address (king_jaki@sac.edu). I will respond to all questions within 48 hours at the latest, but often sooner. You are also welcome to contact me on my office phone at (714) 564-6703. My office hours occur on Mondays 10am - 12pm & Thursdays 9am-11am, or by appointment (in person, by phone, or online). My office is located in the Nealley Library on the Santa Ana College campus, L-111.

If you need an answer to something right away that others in the class might be able to clarify, try posting to the “Course Questions” discussion board forum or visit/contact me during office hours. Below is a screenshot that shows how to access the “Course Questions” forum in our course Canvas site, if you wish to post a question (or answer a classmate’s question). I will be checking the “Course Questions” forum regularly to answer new questions and check the accuracy of those answered by students.



Regular and Effective Course Contact

Even though this is an online course that does not meet in person, there is still an expectation of regular, effective contact between instructor and students. The following are ways this contact is maintained.

- Instructor feedback via weekly online discussions within the course's Canvas site
- Timely instructor feedback on assignments
- Regular instructor office hours: Mondays 2-4 p.m. and Wednesdays, 10-11:30 a.m. (or by appointment); phone and online meetings can be arranged
- Instructor availability to answer individual questions by Canvas email or SAC email (king_jaki@sac.edu) or phone (714) 564-6703, allowing for a 48-hour response time

Accommodations for Disabilities

As your instructor, your success in this course is important to me. Santa Ana College and I are committed to providing reasonable accommodations for all individuals with disabilities. If you have a disability that may have some impact on your ability to do well in this course, I encourage you to contact me as soon as possible (king_jaki@sac.edu). Also, please contact Disabled Student Programs & Services so that we can all collaborate on your classroom accommodations in a timely manner. DSP&S is located in U-103, and their phone number is (714) 564-6264. The DSP&S office requires documentation of your disability in order to receive reasonable accommodations. If you do not have documentation, they will work with you to acquire it. I look forward to supporting you to meet your learning goals.

Required Technology

To successfully complete this course, you will need to have access to a computer with Internet. For browsers, it is best to use Firefox, Safari or a current version of Google Chrome or Internet Explorer.

Deadlines

Because of the length of this course, the due dates are firm. If you are ill or have an emergency that keeps you from being able to complete your course work, please contact the instructor as soon as possible.

Grades

Your grade is derived from a number of assignments and activities. Many assignments or activities will have a rubric, which tells you what is being evaluated during grading. Canvas "Grades" section will be updated often. This will be where you can check your progress. Feel free to contact your instructor any time you have questions about your grade.

Grading Scale

A 90 - 100%
 B 80 - 89%
 C 70 - 79%
 D 60 - 69%
 F 0 - 59%

Course Outline

Week	Assignment/Activities <i>Important: Please read detailed instructions for each assignment/activity provided in our Canvas course modules</i>	Due Dates
Week One	<ul style="list-style-type: none"> ● View the course introduction video ● View the Week One Video introduction ● Read the course syllabus ● Complete the syllabus quiz ● Participate in and Contribute to the “Getting to Know Each Other and our Learning Community” discussion board ● Read the articles, “What is Research” and “About Information Literacy” ● Email the instructor with your answers to the questions posed by the above two articles <hr/> <ul style="list-style-type: none"> ● Respond to at least two of your classmates in the “getting to know each other” discussion board ● Watch the video “How and Why We Read Literature” by Crash Course and write a journal entry responding to the video ● Complete the “pulse taking” course survey 	<p>Complete by 11:59 P.M. on Thursday of Week One</p> <hr/> <p>Complete by 11:59 P.M. on Sunday of Week One</p>
Week Two	<ul style="list-style-type: none"> ● View the Week Two video introduction ● Read the article, “How reading fiction makes you smarter” and complete the journal entry ● Complete the “Determining Information Needs” online tutorial ● Begin working on the Local Library Field Trip Assignment and Post your findings on the “Exploring your Local Library” discussion board <hr/> <ul style="list-style-type: none"> ● Post your library field trip & respond to at least two classmates within the “Exploring Your Local Library” discussion board ● Watch Chimamanda Adichie’s TED Talk, “The Danger of a Single Story” and write corresponding journal entry 	<p>Complete by 11:59 P.M. on Thursday of Week Two</p> <hr/> <p>Complete by 11:59 P.M. on Sunday of Week Two</p>

Week Three	<ul style="list-style-type: none"> ● View the Week Three video introduction ● Complete the “Reference Sources” tutorial ● Watch the video tutorial, “Using Wikipedia for Academic Research” ● Read the comic, “Beliefs and Reading outside your comfort zone” (warning: there is language in this comic) and complete the quiz <hr/> <ul style="list-style-type: none"> ● Complete the Reference Resource Information Seeking assignment ● Post your response to the Beliefs and Comfort Zone discussion board and respond to at least 2 of your classmates (optional) ● Introduction to the Final Project 	<p>Complete by 11:59 P.M. on Thursday of Week Three</p> <hr/> <p>Complete by 11:59 P.M. on Sunday of Week Three</p>
Week Four	<ul style="list-style-type: none"> ● View the Week Four video introduction ● View “How Books Can Open Your Mind” (TED talk) by Lisa Bu and complete the survey ● View Tutorials on the Library of Congress and Dewey Decimal classification systems <hr/> <ul style="list-style-type: none"> ● Post to the “Your Research Topic – Book Share” discussion board and respond to at least two of your classmates ● Watch the “Culture and Information Literacy” video and complete the quiz ● Read the PEW Research Report and write a journal entry 	<p>Complete by 11:59 P.M. on Thursday of Week Four</p> <hr/> <p>Complete by 11:59 P.M. on Sunday of Week Four</p>
Week Five	<ul style="list-style-type: none"> ● View Week Five video introduction ● Complete the tutorials: Overview of Databases, Picking your Topic IS Research, Tips for Searching a database, Reading Strategies for Scholarly Articles, One Perfect Source, and How to read an Academic Paper <hr/> <ul style="list-style-type: none"> ● Complete the “Articles Exploration” assignment ● Post to the “Your Research Topic - Article Share” discussion board and respond to at least 2 of your classmates 	<p>Complete by 11:59 P.M. on Thursday of Week Five</p> <hr/> <p>Complete by 11:59 P.M. on Sunday of Week Five</p>

Week Six	<ul style="list-style-type: none"> ● View Week Six video introduction ● Watch “searching the web” and then complete the quiz ● Complete a reading “How to Spot Fake News” and watch the video “How NOT to spot fake news” and complete a journal entry on that information <hr/> <ul style="list-style-type: none"> ● Read information about Open Access and complete journal ● Complete the “Internet Exploration” assignment ● Post to the “Your Research Topic - Website Share” discussion board and respond to at least two of your classmates ● 	<p>Complete by 11:59 P.M. on Thursday of Week Six</p> <hr/> <p>Complete by 11:59 P.M. on Sunday of Week Six</p>
Week Seven	<ul style="list-style-type: none"> ● View Week Seven video introduction ● Watch the videos: Intellectual property and Copyright & Fair Use and complete the corresponding quizzes ● Watch Freedom of Speech/Freedom of Press and complete journal <hr/> <ul style="list-style-type: none"> ● Read the “Journalistic Code of Ethics” and complete journal ● Read the “Why we Cite” & “Why are there so many different citation styles” and contribute to the wiki entry ● Post to the “Information Overload/Information Exposure” discussion board and respond to at least two of your classmates 	<p>Complete by 11:59 P.M. on Thursday of Week Seven</p> <hr/> <p>Complete by 11:59 P.M. on Sunday of Week Seven</p>
Week Eight	<ul style="list-style-type: none"> ● View the Week Eight video introduction ● Complete and upload your “Final Project” <hr/> <ul style="list-style-type: none"> ● Post to the “Your Research Topic - Final Project” discussion board and respond to at least two of your classmates ● End of course survey 	<p>Complete by 11:59 P.M. on Thursday of Week Eight</p> <hr/> <p>Complete by 11:59 P.M. on Sunday of Week Eight</p>

Final Project – 100 Points

All work in the course leads up to this final assignment. Students will select a focused research question early in the term for which they will search and evaluate. The final project will be a

flyer/handout/brochure that you create in order to share and teach all you've learned about your topic. More information about the final project will be given during week two or three.

How to Succeed in this Course

- Thoughtfully complete the readings, assignments, and other class activities to the best of your ability
- Turn in your work on time
- Participate in discussion boards before the deadline
- Engage with the course materials and your classmates
- Check in on Canvas regularly
- Check your email regularly for announcements related to class
- Ask for help when you need it (asking questions is part of being a successful student and learner)

Course Site

To go to your course on Canvas:

- **Go to: <http://rscdd.instructure.com> (save this location!)**
- **Use your WebAdvisor ID and password to login and select this course**

If you just added this course, it could take four hours for the Canvas system to register you from WebAdvisor. Please wait four hours, then try again.

If you verified that you are registered for the course on WebAdvisor *and* it has been longer than four hours since you were added to the course, please contact Distance Education (714) 564-6725.

Any questions while you are in your course regarding Canvas, we have a new 800# that you can contact 24 hours' day/seven days a week! **(844) 612-7428**

Students are expected to login at least once every two days.

Communication

The primary sources of communication in this course will be through the discussion board and by email. Please be sure to have a current working email address in your Canvas profile. If you need to update your Email address, please take the following steps: Login to WebAdvisor, click on "Address Change", Enter your Email Address, Click "Submit", and "Log out" to exit. Please see the Distance Education website for further details: <http://sac.edu/disted>

Preparation: Are you ready for Online Learning? Do you have the necessary Canvas skills?

- This course is geared for students who are self-directed, manage their time and have basic computer skills.
- It is mandatory to be able to use the Internet and type all assignments.
- Any questions while you are in your course regarding Canvas, we have a new 800# that you can contact 24 hours' a day/seven days a week! (844) 612-7248
- Within your class on Canvas you should see various Canvas directional and informational videos. These are located under the "Course Information" module. Please review these if you are having Canvas issues.
- If your questions are not answered by using the Canvas 800# or viewing the informational videos – email your instructor, king_jaki@sac.edu and we will work through the issue together.

Academic Honesty Policy

You should be familiar with the Academic Honesty Policy at Santa Ana College:

<https://www.sac.edu/StudentServices/AdmissionsRecords/Pages/Academic-Honesty-Policy-.aspx>

There is absolutely NO tolerance for cheating in this class. Academic dishonesty or cheating is defined as an intentional act of fraud in which a student seeks to claim credit for the work or efforts of another without authorization. This includes assisting other students in acts of dishonesty or coercing students into acts of dishonesty, whether it is in coursework or on exams. Any student caught cheating or assisting another student in the act of cheating, will receive a zero score for the assignment or quiz. Students will be reported to the Dean of Student Development upon a second breach of the Academic Honesty policy. If you have any questions regarding this policy or application of this policy, please let your instructor know immediately.

Guidelines for a Productive and Effective Online Classroom¹

- It is expected that each student will participate in a mature and respectful fashion.
- Participate actively in the discussions, having completed the readings and thought about the issues.
- Pay close attention to what your classmates write in their online comments. Ask clarifying questions, when appropriate. These questions are meant to probe and shed new light, not to minimize or devalue comments.
- Think through and reread your comments before you post them.
- Assume the best of others in the class and expect the best from them.

¹ Used with permission by creator Susan M. Shaw, Professor of Women, Gender, & Sexuality Studies, Oregon State University

- Value the diversity of the class. Recognize and value the experiences, abilities, and knowledge each person brings to class.
- Disagree with ideas, but do not make personal attacks. Do not demean or embarrass others. Do not make sexist, racist, homophobic, or victim-blaming comments at all.
- Be open to be challenged or confronted on your ideas or prejudices.

The goal of these guidelines is to create the most supportive and inclusive learning environment possible for everyone in our class/learning environment. If you have any suggestions for additional guidelines or would like to comment on any of the guidelines listed above, please feel free to post to the “Class Guidelines” discussion forum on the course Canvas site (see the “Class Guidelines” discussion board under the “Discussions” link).