

COURSE SYLLABUS

Course Title: Research Methods in an Online World
Course: Library Information Resources 110 (LIR 110)
Section: 7854
Dates: Spring 2012: Mar. 19, 2012 to May 18, 2012
Instructor: Roxane BenVau
roxane.benvau@gcccd.edu – Subject line should be “**LIR 110**”
619-644-7553
Office hours by appointment

Time and Place: Online using Blackboard: <https://gcccd.blackboard.com/>
Lecture: 1 unit
Prerequisites: None
Corequisites: None
Textbook: Required:
Quaratiello, Arlene Rodda. The College Student’s Research Companion.
Fifth edition. New York: Neal-Schuman Publishers, Inc., 2010.
ISBN number 978-1555707293

Required: Reliable computer with Internet access, word processing software and multimedia software such as **Windows Media Player/Quicktime for Windows or Quicktime for Mac**. You can download Quicktime for either operating system at <http://www.apple.com/quicktime/download/>

You will also need the latest version of **Adobe Reader** and **Adobe Flash Player** which you can download from <http://www.adobe.com/>

The instructor reserves the right to adjust this syllabus with prior notice to the students.

Course Description:

Designed for the student who would like to become an effective online researcher. Students will learn to select and effectively use appropriate research tools – such as search engines, online directories, meta-search engines, subscription databases, and online catalogs – for specific information needs. Students will develop search strategies and focus on expressing their research questions in relevant search terms. In addition, they will learn how to evaluate information for quality, authority, accuracy, and other criteria. Ethical issues about information will also be introduced. Familiarity with basic microcomputer operation is strongly recommended.

Course Objectives:

Upon successful completion of the course the student will be able to:

- a. Demonstrate effective research skills.
- b. Recognize the need for information.
- c. Formulate appropriate questions based on informational need.
- d. Identify appropriate information sources for specific information needs.
- e. Use the available information tools to locate and retrieve relevant information.
- f. Critically evaluate the source, quality and relevancy of information.
- g. Synthesize and integrate new and existing information.

h. Identify the ethical, legal and socio-political issues surrounding information and information technology including plagiarism.

i. Demonstrate the ability to cite sources in order to properly credit sources and locate needed information.

Student Learning Outcomes:

1. Our students will be able to refine a research topic by broadening or narrowing the subject matter.
2. Our students will be able to develop search strategies in order to locate information effectively.
3. Our students will be able to use online catalogs to locate books.
4. Our students will be able to use electronic databases and the Internet to locate information including periodical articles.
5. Our students will be able to document retrieved information in accordance with established style manuals.
6. Our students will be able to evaluate information resources for their appropriateness for academic research.
7. Our students will be able to compare various libraries to determine which would most likely have the information they are seeking.

Evaluation:

Grades will be based on multiple measures of performance and may include, but are not limited to:

- weekly assignments (required discussion posts, quizzes, LUCI online tutorial) (140 pts)
- final Works Cited assignment (25 points)
- cumulative final exam (45 points)

There is a total of 210 points possible for the assignments in this course including discussion posts, quizzes, final Works Cited assignment, and the cumulative final exam.

90% and above is an A grade

80% - 89% is a B grade

70% - 79% is a C grade (students taking the course for credit/no credit must earn 70% or above for “credit”)

60% - 69% is a D grade

below 60% is a F grade

Assignments:

Each week, students will have various assignments to complete. These may include weekly posts to the discussion board, responding to fellow classmates’ posts, quizzes, etc. Please pay careful attention to due dates for various assignments. **I do not accept late assignments** unless students meet “Extenuating circumstances” as defined under “Attendance Policy” (below). Please make sure you complete assignments in advance of the due date with this in mind. Unless otherwise stated, assignments must be completed by 11:59 pm the **Sunday** of the week the assignment is due.

Adding, Dropping, & Withdrawing:

Students who have not signed into Blackboard by the first day of class (March 19, 2012) may be dropped as “no shows” from this course.

It is the student's responsibility to add, drop, or withdraw from classes before the deadlines found in the class schedule. If a student does not drop the course within the time granted in the schedule, he or she will receive a

letter grade for the course. The dates below are correct to the best of my knowledge, but I make no guarantee of their accuracy. It is the student's responsibility to be aware of these dates and to act on them accordingly. Please confirm dates with Admissions or with the Course Schedule should you consider dropping.

IMPORTANT Registration Deadlines for this 8-week course:

Late Registration and Program Change	Mar. 23
Last Day to Drop Classes w/out a "W" on your Record	Mar. 23
Last Day to Apply for a Refund	Mar. 23
Last Day to Apply for P/NP (CR/NCR)	Mar. 30
Last Day to Drop Classes	May 4

Pass/No Pass

It is the student's responsibility to apply for credit/no credit for classes they do not want to receive a letter grade in before the deadlines found in the class schedule. It is advised that student's consult a counselor regarding any implications to such a decision.

If you need assistance in deciding to drop a class or apply for pass/no pass, counselors are available for your help. Please see the counseling Website at <http://www.grossmont.edu/counseling/faq.asp> There you will also find a link to an online counselor.

Course Repetition

--A student, through a combination of substandard grades (D or F) and withdrawals on their student record, may only take a class three times.

--If a student, through a combination of substandard grades (D or F) and withdrawals, wishes to take a class for the fourth time, they must submit a petition to the Admissions and Records Office. Petitions will only be approved based on extenuating circumstances.

--Military Withdrawals do not count in terms of repetition restrictions, nor do withdrawals that occur due to fire, flood (Title 5 Sections 55024 and 58509)

Method of Instruction:

Course readings; electronic discussion boards; hands-on experience.

Course Materials:

Required Textbook (also on Reserve in the library):

Quaratiello, Arlene Rodda. The College Student's Research Companion. Fifth edition. New York: Neal-Schuman Publishers, Inc., 2010. 978-1-55570-729-3

Note: The cost of the textbook is approximately \$55 new and \$33 used. You can always save money by utilizing the free copy in the Reserves section of our Library or by renting the book. One company that rents textbooks can be found at <http://www.chegg.com>. Search for the book by ISBN number 9781555707293. When last checked this site had the book available for a \$29.99 rental fee. You may also use the 4th edition of the Quaratiello text, ISBN 978-1-55570-588-6.

Required Weekly Readings:

In addition to the Quaratiello book, students are required to read weekly lectures and view multimedia tutorials that will be posted to Blackboard.

Required Computer Skills and Equipment:

You are required to either have, or have access to, a computer with an Internet connection; high-speed connection is recommended. You must have an email account and be familiar with receiving and sending emails that have attached documents. Also, you are required to have basic keyboarding skills.

Many students enjoy the convenience of an online course from their computers at home. If you do not have a home computer with internet access you are encouraged to utilize the computers in the Learning and Technology Resource Center. This includes the Library where computers are on a first-come, first-serve basis and the Technology Mall. Keep in mind that using these computers takes preplanning as they are in high demand.

Student Code of Conduct:

Cheating and plagiarism (using as one's own ideas writings, materials, or images of someone else without acknowledgement or permission) can result in any one of a variety of sanctions. Such penalties may range from an adjusted grade on the particular exam, paper, project, or assignment (all of which may lead to a failing grade in the course) to, under certain conditions, suspension or expulsion from a class, program or the college. For further clarification and information on these issues, please consult with your instructor or contact the office of the Associate Dean of Student Affairs.

Furthermore, online behavior that impedes the process of instruction or distracts others such that learning is inhibited is not tolerated and will be considered a breach of the Student Code of Conduct and be addressed accordingly.

Attendance Policy:

A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances. 'No longer participating' includes, but is not limited to, excessive unexcused absences. 'Extenuating circumstances' are verified cases of accidents, illness, other circumstances beyond the control of the student. (Title V, 58004). When absences exceed the number of hours a class meets in one week, students may be dropped for excessive absence.

Accommodations for Students with Disabilities:

Students with disabilities who may need accommodations in this class are encouraged to notify the instructor and contact Disabled Student Services & Programs (DSP&S) early in the term so that reasonable accommodations may be implemented as soon as possible. Students may contact DSP&S in person in room 110 or by phone at (619) 644-7112 (voice) or (619) 644-7119 (TTY for deaf).

Final Exam:

All Grossmont College classes are required to have final examinations. In the event a severe illness or emergency prevents a student from taking a final examination during the regularly scheduled time, instructors must be notified and the student must make up the examination as soon as possible. In all cases the illness or emergency must be verified.

Course Schedule

The instructor reserves the right to change the schedule with prior notice. This is an approximate schedule. **Assignments are due per this schedule. Late assignments are not accepted.** Assignment details will be posted each week (at the end of the same week's lecture, on the Discussion Board, or elsewhere). This outline is just a schedule of what to expect each week; **do not complete assignments from brief descriptions here.**

Week 1 – Introduction to Library Services and General Research Strategies

Reading: Week 1 Lecture; Quaratiello, Chapter 1

Assignments due:

Post Intro to Discussion Board, respond to at least 3 classmates' posts. (10 pts)

Take the Library's Online Tutorial. Must complete and submit quiz at end. (10 pts)

Take the Orientation Quiz (10 pts.)

Week 2 – Searching the Online Catalog, General Research Strategies, continued

Reading: Week 2 Lecture; Quaratiello, Chapter 4

Assignments due: Post Topic and list of keywords, respond to 3 classmates' posts. (15 pts)

Complete the Week 2 Searching the Online Catalog quiz (15 pts)

Week 3 – Searching the Online Catalog, cont., Evaluating & Documenting Book Sources

Reading: Week 3 Lecture; Quaratiello Chapter 5 and p. 142

Assignments due:

Post MLA citations for 6 books (2 circulating, 2 reference, 2 eBooks) that relate to your Topic. Also tell what specific steps you took to find each book. (Please see, and follow, example in Discussion Board). Respond to at least 3 fellow classmates' citations. (15 pts)

Submit "Citation Game" assignment (5 pts)

Week 4 – Searching for Information on the Internet, Evaluating & Documenting Internet Sources

Reading: Week 4 Lecture; Quaratiello, Chapter 2 and 3

Assignments due: Post MLA citations for 3 websites that will help to research your topic. Also respond to at least 3 fellow classmates' posts. (15 pts)

Week 5 – Searching Electronic Databases

Reading: Week 5 Lecture; Quaratiello Chapter 6

Assignments due: Complete the Week 5 quiz. (15 pts)

Week 6 – Searching Electronic Databases, Evaluating & Documenting Sources from Databases

Reading: Week 6 Lecture

Use Quaratiello to complete assignment

Assignments due: Post MLA citations for 3 full-text articles from scholarly journals that are related to your topic. Also respond to at least 3 fellow classmates' posts. (15 pts)

Week 7 – Searching for Information in Other Libraries, and Using Information Ethically

Reading: Week 7 Lecture

Assignments due: Complete the Week 7 quiz. (15 pts)
Work on Final Works Cited Page due next week!
Study for Final Exam due next week!

Week 8 – Final Week

Reading: Review course lectures in preparation for Final Exam.

Assignments due:
Final MLA Works Cited Page – upload Microsoft Word document to Blackboard. (25 pts)
Final Exam. (45 pts)

******* FINAL EXAM MUST BE COMPLETED BY FRIDAY, May 19, 2012*******