

Syllabus

****TENTATIVE****

Course Title: L SC 111: Basic Info Literacy
Course Credits: 3 credits
Instructor: Jenna Kammer
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Location/Hours: Hours: M, W 8:30-9:30pm or by appointment
I am always available by email.
Emails are returned promptly.

NMSU-A Mission Statement

The mission of the New Mexico State University at Alamogordo is to provide quality learning opportunities for individuals in the diverse community we serve.

Introduction

Welcome to L SC 111! This course will teach you not only about information resources and how to use them, but also how to select and evaluate the best sources for your needs. You will learn how to search for information, weed out the bad stuff and manage the information you do find. My goal for this class is that each student will become a skilled information seeker and user. I want this class to prepare you for a lifetime of successfully finding the information you want and need.

Course Description

Introduction to the basics of the research process; the organization, location and evaluation of information using print, non-print and electronic resources; and techniques of effective personal information management in a computerized setting. Uses a combination of active and hands-on learning methods as well as lectures.

Course Competencies

(as measured by the Information Literacy Competency Standards for Higher Education, approved by the American College of Research Libraries Board, 2000)

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 economic, legal, and social issues surrounding the use of information and accesses and uses information ethically and legally.

Course Length and Format

This 16 week course is divided into 8 units with approximately 9-12 hours required each week to successfully complete the course. *To succeed in this course, it is extremely important that you have at least the minimum amount of time to devote to this class.*

Course Delivery

The content of this course will be delivered electronically via WebCt, utilizing different learning tools such as written lectures, videocasts, slideshows and image captures.

Prerequisites

There are no prerequisites for this class.

Texts

The Research Process, 4th Edition, by Myrtle Bolner and Gayle Poirier.

Please make sure to get the 4th edition.

Course Rules

Attendance

This is an online course so attendance is at your convenience. It is expected that you submit work on time and participate in discussions.

Withdrawals

You are responsible for dropping yourself from this course. I do not automatically drop students.

Incompletes

Incompletes are given only in special circumstances. To receive an incomplete, you must have successfully passed the first half of the course and must be unable to complete the second half of the course due to illness or family crisis to be determined at my discretion.

Late Work

Late work will be penalized 5 points per day of what you would have received had you submitted it on time. Late discussion points receive 5 points.

Please contact me IN ADVANCE if you foresee a problem with submitting an assignment on time as I do accept early submissions for special circumstances.

Students with Disabilities

If you have (or believe you have) a disability and would benefit from classroom accommodation(s), please contact the Office of Special Student Services located in the George Fetting Student Services Building (phone: 439-3720).

If you have a condition that may affect your ability to exit safely from the premises in an emergency or that may cause an emergency during class, you are encouraged to discuss any concerns with the instructor.

Computer Tech Support: <http://alamo.nmsu.edu/techcenter/>

The Learning Technology Center is there to help you with distance learning needs. They have Online Chat or you can call them for assistance, (505) 439-3847. Once you login to WebCT, The Learning Technology Center has created tutorials that will walk you through the different features. You will also find a very good Help option within the WebCT module. It is also HIGHLY RECOMMENDED that you take an online WebCT tutorial, available here:

Course Outline (tentative)

Each unit is 2 weeks in length. An exercise, discussion post and quiz are due at the end of each unit.

Unit 1: Information Organization

Week 1: What is information?

Week 2: How is information organized?

Unit 2: The Research Process

Week 3: The research process (including plagiarism, copyright and writing citations)

Week 4: Creating a search strategy

Unit 3: Finding Information

Week 5: Using Electronic Resources

Week 6: Using a Library Catalog

Unit 4: The Internet

Week 13: Internet overhaul

Week 14: Search Engines and Directories

Unit 5: Evaluating Information

Week 7: Judging for quality

Week 8: Evaluating specific resources

Unit 6: Books

Week 9: Finding books & reference

Week 10: Criticism and reviews

Unit 7: Periodicals

Week 11: Popular, scholarly and trade

Week 12: Finding aids for periodicals

Unit 8: Experts and Statistics

Week 15: Tools to identify experts and statistics

Week 16: Paper Trail projects due

Time Requirements

This course is designed to require an average of 2.5 hours in class (lectures, discussions, presentations) and 5-8 hours out of class (exercises, projects, readings) per week for 16 weeks. This is an interactive, hands-on course, that depends on your participation in the discussion forums. Every 2 weeks you are required to submit a completed exercise, post to the discussion board on the assigned topic and complete a quiz. There are also 2 projects to complete for the

class. There are no exams.

Coursework

Please use the Calendar module within WebCT to follow your assignments and due dates.

Readings. Each week there are reading assignments from journals, blogs or as a chapter in our textbook. These reading assignments will be listed as part of the unit content.

Lectures. Each week there is a new lecture and/or presentation posted to the Course Content module in WebCT. You can find 'Course Content' on the homepage.

Discussions. Each unit, we will have a discussion topic/exercise. You are required to post to the discussion forum **after** reading the lecture and readings. Your discussion post is an exercise in critical thinking, but is also a medium for you to share what you are learning with your classmates.

Our class discussions are a very important part of your grade. Each post is worth 10 points. You must post once a unit (every 2 weeks). Posts are due on the last day of the unit at 11:59pm, to receive full credit. Any late points will receive half credit (5 points). You can also receive half credit (5 points) at my discretion if I feel you are posting without evidence of reading the lecture or discussion. ALL POSTS must be at least a complete paragraph to get full credit.

Please keep posts within the proper forum. For example, all WebCT or other technical questions should be posted under the topic 'Technical Support' and all introductions should be posted under the topic 'Introductions'.

Assignments. There are weekly exercises/discussions, quizzes, assignments and a final project .

1. Exercises

Each unit comes with exercises from your text that you will submit to the assignment dropbox. These exercises are very important to applying the skills that you will read about in the lectures and readings.

2. Discussion Topics

The discussion topic for each unit will be a question that requires you to use your critical thinking skills and express an opinion. You are graded on the fact that you have posted, not what you post, though I do reserve the right to dock point for inappropriate posts or posts lack evidence of having read the material. The discussion forums are usually my favorite part of a class and I hope that you will make the most of them. We will also have a forum called "Chatterbox" where we can casually discuss interesting things in the news, community, school or other items not related to our units of study.

3. Quizzes

After you have read the lecture and assigned readings and complete the exercises, you are ready to take the quiz. You have one hour to take the quiz, but may continue to take it as many times as you like. I will keep the highest score.

4. Search Assignment

About midterm, you will complete a Search Assignment where you will refine a search strategy and analyze the features of a library catalog, database and search engine.

5. Paper Trail Project

The Paper Trail Project is like a map of the research process. You will go through all the steps of the research process, collect sources (and evaluate them) as we move through each unit and complete an annotated bibliography. The final part of this project will be to present one part of the research process to the class in powerpoint, video, picture show or other visual presentation to the class. The presentation will go into detail on that part and how you completed that in your project. Presentations will be graded on quality and evidence of understanding and thoroughness.

6. Participation

I reserve 20 participation points to be distributed at the end of the course. You can find a matrix of how I distribute participation points in the Assignment module. In summary, these points are given based on your participation and effort--are you logging in often? Are you responding to others posts? Are you making your own thoughtful posts? Are you communicating with me? Are you turning work in on time? If you are an active student, you should have no problem earning all of these points.

Grading Criteria

Students will be graded on a point basis using the point totals for assignments below:

Discussion: 100 points (10 points/unit) for discussion

Participation: 20 points

Exercises: 160 points (8 @ 20 points each)

Quizzes: 160 points (8 @ 20 points each)

Paper Trail Project: 100 points

540 points total

EXTRA CREDIT: Expect several extra credit opportunities throughout the semester ranging from 1-5 points each, maximum 15 points. These opportunities will be posted in the discussion forum.

A=90-100%

B=80-89%

C=70-79%

D=60-69%