

INCO 1548-41: Information Competency & Bibliography

Fall 2009 (Online)

SYLLABUS

Course Description

This course is designed to help you learn how to “**search** and retrieve” effectively, that is, how to find and **evaluate** information and **select** the information that is most appropriate to your purpose. We will focus on books, online databases, and the Web. An important component of the course is how to properly **cite** your sources of information in a bibliography, or list of works cited, using a widely recognized style manual. The assignments are designed as practical exercises that may be applied to other classes you are taking or to your personal research activities. **Search—evaluate—select—cite!**

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- Direct Mail: Evie Einstein, Ph.D., Taft College, 29 Emmons Park Drive, Taft CA 93268
- **Available Student Contact Hours:** Mon – Wed, 6 p.m. to 9 p.m. Instructor is available by phone or email. Please contact instructor if alternate times are needed.

Student Learning Outcomes

- By the end of the course**, a successful student should be able to
- Explain the purpose of the college library, the kinds of materials it includes, and their physical arrangement and organization;
 - Compare and contrast classification systems as an aid in the use of libraries;
 - Deduce valid conclusions regarding the purpose of the library catalog;
 - Identify reference materials beyond the catalog, including resources addressing diverse cultural groups;
 - Solve novel research problems utilizing major reference sources, both general and specialized;
 - Synthesize reference materials to produce printed bibliographies and make footnotes/endnotes for term papers and research papers;
 - Evaluate kinds of books and other resources which are needed to research a given subject, including electronically driven reference tools; and
 - Justify the importance of using a variety of research sources.

You Will Need

- **Book:** Student will need **access** to the Joseph Gibaldi *MLA Handbook for Writers of Research Papers*, 7th edition (2009). You are **not** required to purchase this book; you should be able to use it at any library. If you prefer to purchase the book, try the Taft College Bookstore or Amazon.
- **Basic Computer Skills:** Students will need basic computer and Web skills for this class! If you want more practice, choose Web Tutorial at http://www.taftcollege.edu/newTC/Academic/INCO48/web_tutorial.htm.

Schedule

- **Class Dates:** August 24 – October 16, 2009
- **Class Meets:** Online
 - Go to <http://etudes-ng.fhda.edu/portal> to login and enter the courseroom. Students should check in online during the first week of the course.

Course Calendar

Week 1: Library Classification Systems
Week 2: Library Catalogs and Works Cited (**cite** books)
Week 3: Reference Books/Databases
Week 4: Periodicals/Databases (**cite** articles from databases)
Week 5: Web Searching Techniques (**cite** Web sites)
Week 6: Web Evaluation Techniques
Week 7: Review Information Competency and Bibliography
Week 8: Final Project Due & Class Evaluation (Informal)

Assignment & Quiz Due Dates

Assignment 1 & Quiz 1 Due: August 30, 2009
Assignment 2 & Quiz 2 Due: September 6, 2009
Assignment 3 & Quiz 3 Due: September 13, 2009
Assignment 4 & Quiz 4 Due: September 20, 2009
Assignment 5 & Quiz 5 Due: September 27, 2009
Assignment 6 & Quiz 6 Due: October 4, 2009
Assignment 7 & Quiz 7 Due: October 4, 2009
Final Project Due: October 11, 2009

Grades

- Assignments: 40 points total
- Quizzes: 10 points total
- Final project = 50 points total
- Total points possible = 100

Final Grade

- 90-100 points = A
- 80-89 points = B
- 70-79 points = C
- 60-69 points = D
- Below 60 points = F

Academic Honesty and Personal Integrity

If you are caught cheating, **you will receive a 0** on the relevant quiz, assignment, or final project. Cheating is using someone else's work or letting someone else use your work.

Success Strategies

- Read everything.
- Do everything.
- Stick with the schedule.