

# **INCO 1548: Information Competency & Bibliography**

## **Summer 2009 (Offline)**

### **SYLLABUS**

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#### **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!**

**Instructor: Evie Einstein, Ph.D.**

#### **Contact Me:**

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- Direct Mail: Evie Einstein, Ph.D., Taft College, 29 Emmons Park Drive, Taft CA 93268

#### **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: access** to the Joseph Gibaldi *MLA Handbook for Writers of Research Papers*, 6<sup>th</sup> edition (2003). **NOTE:** this is **not** the smaller guide by Trimmer, it's the full handbook! 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 Amazon.
- **Video:** Week 5 view "e-literate?" available from the Taft College Library/Learning Center in video or CD format; also available online. Choose the "e-literate?" video at <http://www.taftcollege.edu/TCLibrary/llrc.asp>.
- **You 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](http://www.taftcollege.edu/newTC/Academic/INCO48/web_tutorial.htm).

## 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)

## Success Strategies

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

## 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.

## 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

## Schedule

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This course is comprised of Weekly Discussions, Assignments and Quizzes (Weeks 1-7). Each week you are to read the appropriate Discussion, complete the Assignment and Quiz, and email (or mail) your results to me by the end of the week. On Week 8 you have a final Bibliography Project due on July 26, 2009.

### **Assignment & Quiz Due Dates**

Week 1: Assignment 1 & Quiz 1 Due: June 14, 2009

Week 2: Assignment 2 & Quiz 2 Due: June 21, 2009

Week 3: Assignment 3 & Quiz 3 Due: June 28, 2009

Week 4: Assignment 4 & Quiz 4 Due: July 5, 2009

Week 5: Assignment 5 & Quiz 5 Due: July 12, 2009

Week 6: Assignment 6 & Quiz 6 Due: July 19, 2009

Week 7: Assignment 7 & Quiz 7 Due: July 19, 2009

**Week 8: Final Project Due: July 26, 2009**