

WELCOME!

Instructor: **Esmeralda Montes**

LIBSCI 101 - Section 7812

Office hours: 15min before & after

Email: montese2@lamission.edu

Fall 2015 SYLLABUS (1 UNIT) Wednesday Feb. 10-June 1, 2016 10:30-11:30

San Fernando High School Library

16 week Class - Starts 2/10/2016, Ends 6/1/2016

COURSE DESCRIPTION: Students learn to use research tools found in most libraries to gather, organize, and evaluate information from various sources, including computer databases, catalogs, indexes, books, periodicals, and the Internet. No textbook required for purchase. Materials will be supplied for in-class use.

Student Learning Outcomes: (SLO's)

On successful completion of this course, a student will be able to:

- **Apply effective research strategies** to find and evaluate print and online sources on an identified topic.
- **Cite sources correctly** following MLA or APA citation style.
- **Identify** credible and non-credible sources

Institutional Learning Outcome #2: (ILO's)

Students will demonstrate information competency by combining aspects of library literacy, research methods and technological literacy. It includes consideration of ethical and legal implications of information and requires the application of both critical thinking and communication skills. Evidence will be the ability to find, evaluate, use and communicate information in all its various formats.

Academic Honesty: Plagiarism is the use of another person's words as if they were your own. Plagiarism will result in a failing assignment and possibly failing the class. Students are expected to follow the Standards of Student Conduct as outlined in the LAMC Catalog.

Checking email: Students should check their e-mail frequently, for messages from the instructor.

Time Requirements: One hour in-person class time and one hour per week to work on gathering resources for your final project. Two-three hours to complete library visit.

Technical access and skills: Students will need access to a computer and Internet connection outside of class time and an email account that they check regularly and Word-processing program. Students who do not have regular computer access may use computers in the campus Learning Resource Center or in the Library. Be sure to

save the library visit report and the final assignment on a flash drive. This syllabus is subject to change if the need arises. All changes will be communicated to class participants.

Grading Standards:

90-100 points = A

80-89 points = B

70-79 points = C

60-69 points = D

Below 59 points = F

(10 extra credit points available)

Assignments

1: Out of Class Assignment: Visit a local public or academic library and report back to class about your observations (15 points or 15% of grade).

2: Writing Assignment: Weekly assignments, including works cited pages, Dewey Decimal and Library of Congress worksheets, and sample thesis statements, article summaries, outlines, citations, and a final project consisting of an annotated bibliography.

3: Final project: Annotated bibliography on a research topic with a list of 10 sources that must include sources found in the library databases, as well as print and e-books from the library collections. Each source must include a short annotation and an evaluation with a focus on how the information is useful for the topic.

Assignment Breakdown:

- Library Visit Assignment: 15 Points
- Weekly Handouts & Participation: 50 Points
- Annotated Bibliography: 25 Points
- Final: 10 Points

Attendance & Participation:

This is a one-unit class, transferable to any **CSU** or **UC** University. Each class meeting is important. Students are excluded or dropped for non-attendance at first class meeting. Late assignments will be accepted with points deducted. Students are responsible for dropping or withdrawing from the class to avoid an "F" grade if they stop attending class.

Dropping this class:

If a student needs to drop this class, do so before the last drop date.

Three Attempt Limit: A state policy limits students to three attempts per course.

Receiving a grade or a "W" for a course counts as an attempt, regardless of when the

course was taken. Withdrawal by the deadline to avoid a "W" will not count as an attempt. Students with disabilities who need reasonable modifications, special assistance, or accommodations in this course should promptly direct their request to the course instructor. If a student with a disability feels modifications, special assistance, or accommodations offered are inappropriate or insufficient he/she should seek the assistance of the Director of Disabled Student Services on campus.

DSPS Policy

It is the policy of the Los Angeles Community College District (LACCD) and Los Angeles Mission College to accommodate students with disabilities, pursuant to federal law, state law and Los Angeles Mission College's commitment to equal educational opportunities. For accommodation due to disability, students must consult with the Disabled Students Programs and Services (DSP&S): For appointments, eligibility and information call 818 364-7732 or visit <http://www.lamission.edu/dsps/>

Los Angeles Mission College: Student resources

Admissions and Records: Students can register for classes, request transcripts, file petitions for graduation, and drop classes at this office. For more information call 818-833-3322 or visit: <http://www.lamission.edu/admissions/>

Assessment Center: Offers student assessments in English, English-as-a-Second-Language (ESL) and Mathematics. Please contact the Assessment Center at (818) 364-7613 for more information or visit <http://www.lamission.edu/assessment/>

Bookstore:

For hours of operation, book availability, buybacks, and other information call 818-364- 7767 or 7768 or visit <http://eagleslanding.lamission.edu/default.asp>

Counseling Department:

For appointments and information call 818-364-7655 or visit <http://www.lamission.edu/counseling/Disabled>

Students Programs and Services (DSP&S):

For appointments, eligibility and information call 818-364-7732 or visit <http://www.lamission.edu/dsps/>

Extended Opportunity Programs and Services (EOP&S): For appointments, eligibility and information call 818-364-7645 or visit <http://www.lamission.edu/eops/>

Financial Aid:

For information and applications call 818-364-7648 or visit <http://www.lamission.edu/financialaid/>

STEM Office:

For information on free tutoring, resources and academic counseling for STEM (Science, Technology, Engineering, and Mathematics) students visit:

<http://www.lamission.edu/stem>

Tutoring Services in Learning Center:

Laboratories for Learning, Writing, Math & Science. Walk-in and appointment services offered. Call 818-364-7754 or visit

<http://www.lamission.edu/learningcenter>