This course is designed to assist students in learning how to use traditional and electronic library resources and other research tools effectively for academic research and critical thinking. Classwork emphasizes applied experience with research planning, search strategies, critical evaluation of information, and documentation of sources following standard citation styles.

PREREQUISITES:

ASSIGNED DISCIPLINES:
Library science

MATERIAL FEE: Yes [ ] No [X] Amount: $0.00

CREDIT STATUS: Noncredit [ ] Credit - Degree Applicable [X] Credit - Not Degree Applicable [ ]

GRADING POLICY: Pass/No Pass [X] Standard Letter [ ] Not Graded [ ] Satisfactory Progress [ ]

OPEN ENTRY/OPEN EXIT: Yes [ ] No [X]

TRANSFER STATUS: CSU Transferable[ ] UC/CSU Transferable[X] Not Transferable[ ]

BASIC SKILLS STATUS: Yes [ ] No [X] LEVELS BELOW TRANSFER: Not Applicable

CALIFORNIA CLASSIFICATION CODES: Y - Not Applicable

NON CREDIT COURSE CATEGORY: Y - Not applicable, Credit Course

OCCUPATIONAL (SAM) CODE: E

REPEATABLE ACCORDING TO STATE GUIDELINES: No [X] Yes [ ] NUMBER REPEATS:

REQUIRED FOR DEGREE OR CERTIFICATE: No [X] Yes [ ]

GE AND TRANSFER REQUIREMENTS MET:

COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:

1. determine the scope of information needs; locate and retrieve relevant information; organize, analyze, and evaluate information; and understand the ethical and legal issues surrounding information and information technology.
2. locate, examine, use and evaluate a variety of reference resources in the GWC Library.
3. identify and interpret bibliographic citations from a variety of print and electronic resources and formats.
4. identify and locate information online and in the library using print, media, electronic resources and learn basic information retrieval.
5. examine, compare, and interpret information found in books and media using the library online catalog.
6. examine, compare, and interpret information found in magazines, journals, newspapers and other sources using library online databases.

**COURSE OBJECTIVES:**
1. identify and locate information online and in the library using print, media, electronic resources and learn basic information retrieval.
2. examine, compare, and interpret information found in books and media using the library online catalog.
3. examine, compare, and interpret information found in magazines, journals, newspapers and other sources using library online databases.
4. identify and interpret bibliographic citations from a variety of print and electronic resources and formats.
5. locate, examine, use and evaluate a variety of reference resources in the GWC Library.

**COURSE CONTENT:**

**LECTURE CONTENT:**

I. Introduction

A. Course introduction/overview
B. Identify various types of libraries (public, academic, and special) and differentiate among them.
C. Overview and tour of the functional areas (physical and virtual) and services of an academic library (circulation, reference, periodicals, course reserves, computer lab, copying, printing, general collection, library catalog, online databases, online and print resources).
D. Library terminology

II. Library Catalogs and Classification Systems

A. Library of Congress Classification System
B. Call numbers
C. Online library catalog

III. Types of Information Sources for Academic Research

A. Print reference sources

1. General and subject specific dictionaries, encyclopedias, and almanacs.
2. Statistical abstracts and directories.

B. Electronic reference sources

1. Federated search
2. Subject specific databases

C. Web sources

IV. Research Process
A. Choosing a topic
B. Determining information requirements

1. General/Subject
2. Scope
3. Primary versus secondary sources
5. Currency/Timeframe
6. Treatment/audience: Primary and scholarly (peer-reviewed) sources, factual/analytical, objective/subjective.

C. Formulating a search statement

1. Keywords, phrases, and alternate spellings
2. Subject hierarchies
3. Truncation
4. Boolean search operators
5. Search limits

D. Refining a topic and formulating a research question
E. Selecting a source

V. Evaluating sources (also incorporate to III and IV)

A. Evaluation Criteria

1. Currency
2. Scope and content
3. Objectivity
4. Accuracy
5. Authority

B. Evaluating the source of information
C. Techniques for evaluating web sources

VI. Plagiarism and Citing Sources (also incorporate to III and IV)

A. Ethical use of information (avoiding plagiarism)

1. Understanding plagiarism
2. Citation
3. Intellectual property, copy right and fair use.

B. MLA or APA citation styles

1. Identifying citation elements
2. Reading a citation
C. Citation tools

METHODS OF INSTRUCTION:
A. Lecture:
B. Online:
C. Independent Study:

INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:
Reading Assignments

Text
Library electronic databases, reference books, and workbook

Out-of-class Assignments

Writing Assignments

Students read, follow and practice librarian directed, guided instruction which demonstrates their understanding of library and college level research principles and processes with written responses corresponding to the content of each study unit. Students must complete each unit at a competent level before they proceed to the next unit. Students must pass a comprehensive final.

METHODS OF STUDENT EVALUATION:
Final Exam
Short Quizzes
Written Assignments
Objective Examinations
Problem Solving Exercises
Skills Demonstration

Demonstration of Critical Thinking:

Students will read, understand, and interpret the content and format of library materials and electronic resources. Successful students will demonstrate and apply research techniques to identify, locate, analyze, compare, and evaluate information.

Required Writing, Problem Solving, Skills Demonstration:

Students read, follow and practice librarian directed, guided instruction which demonstrates their understanding of library and college level research principles and processes with written responses corresponding to the content of each study unit. Students must complete each unit at a competent level before they proceed to the next unit. Students must pass a comprehensive final.

TEXTS, READINGS, AND RESOURCES:

TextBooks:

LIBRARY:
Adequate library resources include: Print Materials
Non-Print Materials
Online Materials
Services

Comments:

Attachments:

Attached Files