

LIB100: Introduction to Finding Information

Course Information:

Course Title: Introduction to Finding Information

Course Number and CRN: LIB100 12948

Credits: 1 credit hour

Course Dates: January 19 to February 19, 2018

Course Location: Hybrid, online in Blackboard
face-to-face in LIB 118

Course Materials: All materials are available
on Blackboard

Instructor: Kirsten Hostetler
541-383-7563
khostetler@cocc.edu

cocc.edu/khostetler

Office Hours: Barber Library Office 218
10-11 a.m. Mondays through
Wednesdays, 11 a.m.-12 p.m.
Thursdays or scheduled as
needed

Course Description: (<https://www.cocc.edu/departments/library/instruction/classes/lib100.aspx>)

In this course, you will learn to find, evaluate, and responsibly use web-based and other information resources. This course is for students who want an introduction to information resources and research skills.

This course is recommended for students at the WR60 level and above. It can be taken before or after LIB127. As this course has a condensed timeframe, the workload is condensed and will require students to closely observe course deadlines.

Course Outcomes:

Students who successfully complete LIB100 will be able to:

- **Learning Objective One:** Identify key services and resources within Barber Library's physical and online environments.
- **Learning Objective Two:** Demonstrate proficiency in selecting a research tool appropriate to the type of information needed.
- **Learning Objective Three:** Demonstrate proficiency in using research tools.
- **Learning Objective Four:** Demonstrate proficiency in evaluating and responsibly using information.

Required Readings: All required course materials will be provided via Blackboard, you will not need to purchase items for this course.

Instructional Methods: This is a hybrid course taught using a variety of instructional methods. Students will be expected to participate in class discussions, finish assigned readings and watch assigned videos, complete online Blackboard quizzes, and actively engage in small group work.

Technology: Course will be delivered face-to-face and online using Blackboard to house materials and activities. Students will need to be able to access Blackboard and have a reliable Internet connection for the online class meetings. Students will submit all work via Blackboard.

In addition to access to Blackboard and the Internet, to complete this course successfully, students should have basic Internet browsing and word processing skills, or speak to the instructor about accommodations.

For Blackboard support, students can explore self-help resources online (<https://www.cocc.edu/elearning/>), call 541-383-7785, or email elarning@cocc.edu. For other technical support, students can explore self-help resources online (<https://www.cocc.edu/its/computer-labs/student-technology-accounts/>) or contact a COCC computer lab (<https://www.cocc.edu/its/computer-labs/>).

Assessment:

Grades will be based on the following:

Reflection | 5%
Class Participation | 20%
Quizzes | 30%
Library Choose Your Own Adventure | 15%
Source Classification | 30%

Rubrics outlining grading expectations for all graded assignments except quizzes are available on Blackboard. Quiz grades will be awarded based on points assigned to each answered questions. Participation will be a major part of the face-to-face class and I ask that to receive full points, every student completes the assignments, shows up on time, is actively engaged in group activities, and responds at minimum two times during all class discussions. When you participate, please consider your grade (worth 20% of your overall grade in the class) as well as the turtle. I recently came across an instructor in my PhD program who asked of his students to **Consider the turtle!** I ask you to do the same because it embraces a wonderful worldview: a turtle makes no progress until it comes out of its shell; sticking its neck out means the turtle is no longer safe inside its shell but it also means it is open to new experiences and learning from its environment. The initial thought you might have when you stick your neck out is that it might not work, you might appear silly, or you might get an answer wrong. But attending this course means you're agreeing to be a part of collaborative, imaginative, and open learning community where sticking your neck out allows you to thrive and make progress. So in LIB100, make sure to consider the turtle!

The following Grading Scale will be used in this course:

A | 93-100
A- | 90-92
B+ | 87-89
B | 83-86
B- | 80-82
C+ | 77-79
C | 70-76
D | 65-69*
F | 0-64

*Note: Courses in which "D" grades are earned may not be used in the AAOT or to fulfill foundational requirements in other certificate or degree programs and may have limitations in specific certificate or degree programs

Final Exam: There will be no final exam for this course.

Late Policy: The policy I have with late work is motivated by three goals: encourage time management, promote personal responsibility, and keep things fair. Due to the accelerated timeline and participatory nature of this course, there will be no make-up work for the face-to-face class. For this component of the class, points are earned based on work done during class, time missed from class results in missed points.

For work completed online, I recognize the competing demands on students, and often the one-credit course drops to the bottom of the priority list. However, I'm working hard to ensure this is a valuable

experience for everyone, and I expect you do to the same. When the unexpected happens—you get the flu, the network goes down, a personal situation escalates—all you need to do is contact me no later than 24 hours after the due date.

Here's how it works, you can always contact me before a deadline and let me know you're not going to meet it. You will suggest an appropriate extension and receive full points by turning it in on the new due date. Sometimes you might not know before an assignment is due that you won't have time to meet the deadline. You still have 24 hours to contact me to get this extension! If you do not contact me by this timeframe, you will earn a zero for that assignment. There are several opportunities to earn extra credit, so while I do not advocate for missing assignments, there are ways to make up points.

Please check the "My Grades" section on Blackboard during the time we're meeting online to review your grades and receive my feedback. If you have questions or concerns about a grade, please contact me ASAP—do not wait until final grades have been posted to discuss missing assignments.

Class and online etiquette: As we will be considering the turtle during this class, students will be sticking their necks out frequently. To make this sometimes-scary concept a bit more comfortable, it is important to remember to approach your peers (and your instructor) with kindness and respect. Assume best intentions for everyone, but own the consequences of your words. Inappropriate commentary or behavior will not be tolerated.

COCC Policies:

Student Rights and Responsibilities: Please read the Student Rights and Responsibilities (http://www.cocc.edu/Student-Life/Rights_and_Responsibilities/) handbook. It is expected you follow academic integrity and honesty as well as professional behavioral guidelines as they are outlined in the Instructional section of the Student Rights and Responsibilities handbook.

Important Enrollment Deadlines (short term class):

The following deadlines apply to LIB100:

First class session	Mandatory attendance: students not in attendance or absent without instructor permission are administratively withdrawn
5pm, January 22	Last day to drop with full refund.
5pm, January 18	Last day to drop with no grade on transcript, last day to change to an audit, instructor approval not required
6pm, January 19	Last day to drop, requires instructor approval, shows as "W" on transcript

Privacy and Accessibility Policies:

To be informed users of the course technologies, please see the following links for privacy and accessibility statements to the tools used in this course. You will not be asked to create accounts for any software outside of your Blackboard account.

- Blackboard Privacy Policy <http://www.blackboard.com/footer/privacy-policy.aspx> | Accessibility Statement <http://www.blackboard.com/accessibility.aspx>
- Microsoft Office Privacy Policy <https://privacy.microsoft.com/en-us/privacystatement> | Accessibility Statement <https://www.microsoft.com/en-us/accessibility/office>

Americans with Disabilities Statement: Students with documented disabilities who may need accommodations, who have any emergency medical information I should know of, or who need special arrangements, should make an appointment with me as early as possible, no later than the first week of the course. Students are encouraged to meet with the office of Services for Students with Disabilities to develop a plan for their academic accommodations. To contact Services for Students with Disabilities, the

office is located in the Boyle Education Center, on the web at www.cocc.edu/disability-services/, via email at rougeux2@cocc.edu, or by phone at 541-383-7583.

COCC Non-Discrimination Policy and SafeZone Information:

COCC's goal is to provide an atmosphere that encourages our faculty, staff, and students to realize their full potential. In support of this goal, it is COCC's policy that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran status, or any other classes protected under Federal and State statutes in any education program, activities, or employment. Persons having questions about equal opportunity and non-discrimination should contact the Equal Employment Officer, c/o COCC's Human Resources office.

Safe Zones are confidential and safe environments for lesbian, gay, bisexual, transgender, and queer (LGBTQ) individuals. The Safe Zone symbol displayed around the campus identifies individuals who are compassionate, understanding, and committed to helping create an open and accepting environment for all on the COCC campuses. I have been trained as a Safe Zone volunteer, and all volunteers can be identified by the Safe Zone logo posted on or near an office door. For more information and a list of volunteers, see the Safe Zone web page at <http://www.cocc.edu/multicultural/safe-zone-training/>.

Title IX Statement:

Title IX protects people from discrimination based on sex in education programs and activities. This includes conduct such as: gender discrimination (includes males, females, transgender, gender identity, etc.), sexual harassment, sexual assault, stalking, intimate partner/relationship violence, bullying and cyberbullying, retaliation, the failure to provide equal opportunity in athletics, and discrimination based on pregnancy. Persons having questions about Title IX should contact Diane Ross, Title IX Officer, by phone 541-383-7218 or email dross3@cocc.edu.

Course Schedule:

Date	Topic Covered	Assigned Reading/Video	Assignment Due
January 19 10 a.m.-12 p.m. LIB118	Introduction to the course Learning Objective One: Identify key services and resources within Barber Library's physical and online environments.	Course Syllabus	Participation points and Library Choose Your Own Adventure by end of class on January 19.
Module One online January 20-28	Learning Objective One: Identify key services and resources within Barber Library's physical and online environments. Learning Objective Two: Demonstrate proficiency in selecting a research tool appropriate to the type of information needed.	Module One Content includes: <i>Library layout</i> <i>Library accounts Pt. 1</i> <i>Library accounts Pt. 2</i> <i>Books</i> <i>Reference works</i> <i>Scholarly articles</i>	Complete Module One Content and Module One quizzes by midnight January 28.

		<i>Popular articles</i>	
		<i>Internet searching</i>	
Module Two online January 29- February 4	Learning Objective Four: Demonstrate proficiency in evaluating and responsibly using information.	Module Two Content includes: <i>Ethical use of information</i> <i>Citation basics</i> <i>Evaluating information</i>	Complete Module Two Content and Module Two quizzes by midnight February 4.
Module Three online February 5-8	Learning Objective Three: Demonstrate proficiency in using research tools.	Module Three Content includes: <i>Step-by-step searching examples</i>	Complete Module Three Content, Module Three quizzes, and reflection by midnight February 8.
February 9 10 a.m.-12 p.m. LIB118	Learning Objective Three: Demonstrate proficiency in using research tools.	N/A	Participation points and Source Classification by end of class on February 9.