Course Expectations Letter

Subject: Library

E-Mail Contact Information: coldham@riohondo.edu

Catalog Course Description:

LIB 101 - Fundamentals of Library Research

Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; CIT 100A
Transfers to: UC, CSU

This course promotes information literacy by introducing students to the resources available in an academic library, including books, online catalogs, online databases, and Web sources. Students learn how to define their research problem, apply appropriate search tools, analyze and evaluate information and search strategies, and use information ethically and legally. The critical thinking skills and research strategies learned in this class will benefit students who need to find information for college-level research assignments, career demands, and lifelong learning.

Student Learning Outcomes:

Course Objectives:

- Understand the structure of the information environment and the processes by which both scholarly and popular information are produced, organized, and disseminated.
- Identify a research topic or other information need, formulate appropriate questions, and modify the topic to achieve a manageable focus.
- Select appropriate information retrieval systems for the research topic by investigating the scope, content, organization, and help features of such search tools as online catalogs, reference sources, periodical databases, and Web sites.
- Identify keywords, synonyms, and related terms for the information need and select controlled vocabulary specific to the search tool (e.g., library catalog).
- Construct and implement search strategies using appropriate search features and commands for the information retrieval system selected (e.g., Boolean operators, truncation, field-searching, etc.; internal organizers such as indexes for books).
- Understand the necessity for citing sources and utilize the correct citation format for a variety of print and electronic sources.
- Understand the need to evaluate resources before using them as the basis for research and apply established guidelines to evaluate information found on the World Wide Web (WWW).
- Demonstrate an understanding of intellectual property, copyright, and fair use of copyrighted material.
- Demonstrate an understanding of what constitutes plagiarism.

By logging into Canvas you affirm that you are the student who enrolled in the course(s) and are the person who will complete the assigned work. Furthermore, you agree to follow the regulations regarding academic integrity, personal identification and the use of student information as described in
BP 5500 (Standards of Conduct) and AP 5520 (Student Conduct Procedures) which are the Rio Hondo College student conduct codes that govern student rights and responsibilities. You acknowledge that failure to abide by the regulations set forth in BP 5500 and AP 5520 may result in disciplinary action, including expulsion from the college.

This is NOT a self-paced course. There are firm deadlines in this class. There are assignments due on a regular basis. Please plan your time carefully!

**Textbook:** Please consult the Bookstore for information at (562) 463-7345 or go to Rio Hondo College Online Bookstore

This course will include regular instructor student contact. Methods of regular instructor student contact include:

- Discussion threads: Discussion threads are due weekly as part of course exercises. Students are expected to participate weekly.
- Assignments: weekly
- Projects: midterm and final project
- Midterm and final exams:
- Chat and email is offered as ways to consult individually or in small groups with students.
- Office hours are available by appointment on campus.

**Entering Skills:**

Upon entering this course, students should be able to read a college-level text, write a coherent basic paragraph, be familiar with the keyboard on a computer, and use email (including sending attachments).

**Advisories:** CIT 100A, READ 023, and eligibility for ENGL 101.

*The instructor may drop you for non-participation.*

There will be a one to three business day delay after an add code is used before a student may be able to log on to Canvas.

For students new to online classes, it is highly recommended that you take the Online Orientation through our Online Education website. This will help explain what online classes are like and familiarize you with how the class is laid out. The orientation can be found at: [http://www.riohondo.edu/canvas-orientation/](http://www.riohondo.edu/canvas-orientation/)

**Email Responses:** Instructors will make every attempt to respond to students in a timely fashion. Responses can take up to 48 hours before a response is received, excluding weekends and holidays.

Disability: A Student with a verified disability may be entitled to appropriate academic accommodations. Please contact your instructor and/or the Disabled Students & Programs office at 562-908-3420 for more information.

*Modifications and Disclaimer: The instructor reserves the right to modify the content of the course or any course procedure. It is the responsibility of the student to keep apprised of all changes. If the student wishes to drop the class he/she is responsible for initiating the drop. Do not take it for granted that you will be dropped. If you stop working and do not drop the course, you may get an undesirable grade.*