

Course Expectations Letter

Subject: LIB 101 - Research Skills & Information Intelligence

E-Mail Contact Information:

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Catalog Course Description:

Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 043 or appropriate assessment; CIT 051
Transfers to: UC, CSU

This course promotes information literacy by introducing students to the resources available in an academic library which includes books, online catalogs, subscription databases, and other online sources. Students learn how to identify and focus on an information need, apply appropriate search tools, analyze and evaluate information and search strategies, and use information ethically and legally. Students will also be introduced to basic internet components, online applications, and productivity tools. 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.

Course Objectives: The Student Will Be Able To...

- Identify areas and related materials of the physical library, as well as explain how library materials are organized and accessed in an academic library.
- Utilize library catalogs and locate a book(s) with knowledge of the Library of Congress Classification system.
- Distinguish between a browser, a search engine, and a database.
- Identify and use varying tools within multiple online browsers, search engines, and databases.
- Navigate the information environment and identify scholarly and popular sources based on production, organization, and dissemination of sources.
- Identify an initial topic of research or information need, formulate appropriate related questions, and modify the topic to achieve a manageable focus.
- Demonstrate knowledge and use of information retrieval systems for research by retrieving sources related to an information need.
- Identify varying source types in print and digital formats.
- Identify keywords, synonyms, and related terms for the information need and select controlled vocabulary specific to the search tool.
- Implement search strategies using appropriate search features and commands for the information retrieval system selected.
- Effectively cite sources utilizing the correct citation format for a variety of sources (in-text and bibliography).
- Evaluate reliable and unreliable sources for academic and personal purposes.
- Identify laws related to intellectual property, copyright, and fair use.
- Identify the properties of plagiarism.
- Apply research and critical thinking skills to locate, organize, and synthesize information.

Student Learning Outcomes:

- Students will be able to search by author, title, subject, and keyword in an online library catalog and locate relevant items.
- Students will be able to develop a focused topic based on an information need.
- Given a book's Library of Congress call number, students will locate the correct book in an academic library's book stacks.

- Students will select the appropriate online database(s) to use to obtain articles.
- Students will identify the elements of a citation when reading or creating a citation from a bibliographic record of a book, a periodical article, or a web site.
- Students apply all the standard evaluation criteria to assess a web site's reliability.

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: group project 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 offered on campus.

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 Distance 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//>

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.