

LIB 100: Information Fluency in the Digital World

Spring 2009 – Section 1: 12:30 – 13:20, MW

Instructor Ben Bolin, Information Fluency Librarian
bbolin@csum.edu
707-654-1091

Office Hours MWF, 15:00-16:00, Library, Office 2

Required Text

No outside text will be required for this course; students will be assigned reading materials which they will be responsible for independently locating and accessing over the course of the semester.

Course Description

This class will provide students with an introduction to research, information management and computing technology skills that are fundamental for success in the college environment and beyond. Students will explore the research process, develop efficient search methodologies in an online environment, and learn to critically evaluate resources. Simultaneously, students will receive an orientation to the use of Microsoft Office programs, with special attention paid to information management, critical-thinking and problem-solving.

Course Goals

Through LIB 100, students will learn to:

- Define and articulate their need for information as it relates to a specific project.
- Select appropriate search tools (catalogs, databases, Internet search engines, Indexes, etc.) in order to satisfy research requirements.
- Implement effective search techniques (Boolean logic, online search mechanics, subject searching, etc.) to generate relevant data to satisfy research requirements.
- Evaluate materials in print, electronic, & audiovisual formats to verify their authority, purpose, accuracy, relevancy, and reasonableness.
- Organize and synthesize a collection of informational resources to create a cohesive body of knowledge that documents the development of a particular research process.
- Interact effectively and ethically with their instructor and peers through a digital learning management system (WebCT). This will include participation in class chat rooms, mail systems, file-sharing and management tasks, and e-portfolio building.
- Demonstrate an understanding of how to format, edit, and effectively create documents using Microsoft Word
- Demonstrate an understanding of how to design a template, bullet lists, import graphics, and use basic animation in the Microsoft PowerPoint program.
- Demonstrate an understanding of how to use formulas, graph data, and sort data in a logical capacity by using Microsoft Excel.

CLASS POLICIES

Grading

The course grade will be a weighted average of the following five components:

Attendance & Participation	5%	
Research Assignments	50%	(Assignment 1-5: 10%)
Midterm Examination	10%	
Computing Assignments	20%	(2 Assignments; 10% each)
Final Project - Research Portfolio	15%	

The following grade scale applies:

A = 92-100	A- = 90-91	B+ = 88-89	B = 82-87
B- = 80-81	C+ = 78-79	C = 72-77	C- = 70-71
D+ = 68-69	D = 62-67	D- = 60-61	F = 59 or below

Late Policy

Failure to submit homework assignments in a timely manner will damage your overall course grade. Although assignments will be accepted after their due date, **cut off dates for assignments will be enforced** – See Course Calendar. For each week an assignment is late 5 points will be deducted. These points cannot be regained through revision.

Assignments that are not submitted will be given a cumulative grade of 0. NO extra credit assignments will be assigned.

Additionally, all students are expected to SAVE DIGITAL COPIES OF ALL SUBMITTED WORK until the end of the semester. **These will be used in your final project!!!!**

Attendance & Participation:

In order to succeed in this course, students must attend all classes and actively participate in discussions. Students are expected to show up to class **ON TIME**, ready to work, and to submit all In-class exercises. Students are required to show respect for fellow classmates during discussions, even if they disagree with the opinions given.

Attendance will be taken at the beginning of class – if you are not in class to sign the attendance sheet when it is circulated, you will be counted as absent. **It is the responsibility of the student to obtain information covered during missed class sessions and to complete all related readings as assignments on time.**

Evaluation of Attendance:

0-3 Absences: 100%	6 Absences: 70%
4 Absences: 90%	7 Absences: 60%
5 Absences: 80%	8 Or More Absences: 0%

Academic Integrity:

This class deals with ethical information access, retrieval, evaluation, organization and use. As such, plagiarism, cheating, taking information or homework from another student to use as one's own, or providing information to other students to be used as their own will not be tolerated.

Any student violating the codes of conduct outlined in *The California Maritime Academy Course Catalog 2007-2009, page 46-47*, will be referred immediately to the Committee on Academic Integrity by the course instructor, and may be subject to academic probation, suspension, or expulsion.

ASSIGNMENTS

Research Assignments

Students will be required to complete a series of 5 assignments dealing with specific aspects of the research, and reflecting upon their process in completing the assigned tasks.

Complete descriptions of each Research Assignment and its requirements can be found on WebCT:

Assignment 1 – “Applying a Research Strategy”

Analyze a research prompt in order to create a concise research question, determine the “types” of information you will need to locate, and identify a list of key concepts, synonyms, and related terms to use in your searches. (10%)

Assignment 2 – “Searching for Books”

Locate, access and properly cite 6 books by using the Cal Maritime, CSU System and WORLDCAT catalogs. Specific reference sources will be required. Additionally, you will be asked to reflect upon the process of your search and update the original Search Matrix formed in assignment 1. (10%)

Assignment 3 – “Searching for Articles”

Use an array of article databases to locate, access and properly cite 6 periodical sources. Additionally, you will be asked to reflect upon the process of your search and the nature of the digital search systems used. (10%)

Assignment 4 – “Searching for Online Materials”

Use an array of Internet search engines, directories, and Web portals to locate, access and properly cite 6 online sources. Additionally, you will be asked to reflect upon the process of your search and the nature of the digital search systems used. (10%)

Assignment 5 – “Evaluating Online Materials”

Produce a detailed evaluation of the authority, purpose, and accuracy 2 Web sources obtained in Research Assignment 4. (10%)

Research Assignment Formatting Requirements

File Type: Microsoft Word document (.doc);

File Name: Last Name_RA#.doc, (ex: Bolin_RA1.doc would be the proper file name for Ben Bolin’s Research Assignment 1);

Margins: 1”; **Font:** New Times Roman - Size 12;

Header: Left Corner: Name, Middle: Date, Right Corner: Assignment Name (5 spaces) Page Number

Formatting Bibliographies:

- All citations should be formatted according to American Psychological Association (APA) standards.
- All citations should be arranged alphabetically by the last name of the author. If no author name is provided, the first word of the title of the document should be used to alphabetize the entry within your list.
- All citation should be double-spaced, and formatted with a hanging indent.

Computing Assignments

Students will be required to complete 2 assignments dealing with the effective use of specific Microsoft Office applications. Complete descriptions of each Computing Assignment and its requirements can be found on WebCT:

Assignment 1 – Use Microsoft PowerPoint to create a presentation on a topic of interest. Presentations must include a cohesive design template, consistent slide transitions and slide animations, as well as at least one imbedded table and properly-cited public-domain graphic. All outside sources must be cited in APA format. (10%)

Assignment 2 – Use Microsoft Excel to create a spreadsheet which effectively organizes and displays data concerning statistics from specific US Ports, gathered from multiple online resources. The spreadsheet must include the use of at least one formula function and one chart. The finished document must be organized in a logical and clear manner. (10%)

Midterm Examination

Students will be required to complete a midterm examination demonstrating proficiency in locating information resources in book catalogs and article databases. Students will also demonstrate their knowledge of issues and concepts covered in class related to information fluency. (10%)

Final Project/Research Portfolio

Each student will be required to submit a logically-organized research portfolio detailing the class experience, providing an organizational scheme for a mock research paper, reflecting upon their personal research process, and responding to a new research scenario. (15%)

These portfolios will be presented in a single Word document, and must include:

- Title page
- Table of contents
- Comprehensive Search Matrix
- Outline of proposed research paper
- Cumulative APA-formatted bibliography of all 18 sources obtained during the semester
- Reflective Statements on the course research process
- Research Scenario Response

COURSE SCHEDULE

Date	Theme	Today's Class	Homework
1/12	Introduction & WebCT	Syllabus review, & Intro to WebCT	
1/14	Assessment	ICT Survey	Due: Reviewed syllabus, signed
1/19	No Class – Martin Luther King Jr. Day		
1/21	Assessment	ICT Survey	<p>Read: “Bit Literacy” by Mark Hurst (available through WebCT)</p> <p>Read: “How Much Information 2003: Summary of Findings” (available online)</p>
1/26	Information Environment	What is information and how much is there – What is information literacy?	
1/28	Information Organization	Types of information – What to look for in evaluation.	Read: “Peer Review” article on Wikipedia.com (available online)
2/2	Research Process	Cycle/Publication cycle – Why it matters and when common items are published following an event.	
2/4	Research Process	Forming the question & selecting appropriate search terms	
2/9	Word	Document formatting, tables and editorial tools	Read: “Boolean Searching” by Danny Sullivan (available through WebCT)
2/11	Book Catalogs	Introduction to book catalogs & Field Searching	
2/16	Book Catalogs	Advanced Catalog Search In-Class Search Assignment	Due: <u>Research Assignment 1:</u> Applying a Research Strategy, submitted via WebCT
2/18	Book Catalogs	In-Class Searching <i>APA Citation of book sources</i>	

2/23	Article Databases	Introduction to article databases	
2/25	Article Databases	Advanced article databases	Due: Research Assignment 2: Monograph Bibliography , submitted via WebCT
3/2	Article Databases	In-Class Search Assignment Boolean Exercises <i>APA citation of article sources</i>	
3/4	PowerPoint	Operations	
3/9	PowerPoint	Operations / Design suggestions	
3/11	PowerPoint	Custom animations / Slide transitions	Due: Research Assignment 3: Periodical Bibliography, submitted via WebCT
3/16	Midterm 60% of Semester Point	In-Class Midterm examination	*LAST DAY FOR SUBMITTING REVISIONS OF RA1 OR 2 Read: Excerpt from “Holmes’ Guide to the Internet” by Nigel Holmes (available through WebCT)
3/18	Internet	Introduction to the internet	Read: “Search Engine Math” by Danny Sullivan (available through WebCT) Read: “How Search Engines Work” & “How Search Engines Rank Web Pages” by Danny Sullivan (available through WebCT)
3/23	Internet	Internet search techniques	Due: Computer Assignment 1: PowerPoint Presentation, submitted via WebCT

3/25	Internet	Advanced internet search techniques In-Class Exercise <i>APA Citation of Web sources</i>	Read: "Chapter 1: Web of Deception" (available through WebCT) LAST DAY FOR SUBMITTING REVISIONS OF RA3
3/30	Evaluation	Information Evaluation Authority & Purpose	
4/1	Evaluation	Information Evaluation Accuracy & Relevance	Due: Research Assignment 4: Internet Searching, submitted via WebCT
4/6	Excel	Layout & Design	
4/8	Excel	Equations	Due: Research Assignment 5: Internet Evaluation, submitted via WebCT
4/13	Excel	Charts & Graphs	
4/15	Excel	In-Class Work on CA2	
4/20	Excel	Equations across sheets	
4/22	Last Day of Class	Post-test / Instructor assessment In-class work for Research Portfolios	Due: Computer Assignment 2: Excel Spreadsheet, submitted via WebCT LAST DAY FOR SUBMITTING REVISIONS OF RA4 & 5 AND CA1 & 2.
4/27	Final	Research Portfolios DUE	Due: Research Portfolio <u>DUE no later than 12:00 p.m., submitted via WebCT</u>
*Note: This preliminary timeline of course content is subject to change. All changes to the syllabus and the calendar will be announced in class and the WebCT.			

STATEMENT OF AGREEMENT WITH THE TERMS OF THE SYLLABUS

Name: _____

Date: _____

I hereby certify that I have read and understand the course expectations and requirements of LIB 100: Information Fluency in the Digital World, as contained in the course syllabus.

Student Signature: _____