

Information Literacy 101
Library, St. Ambrose University
SYLLABUS

CLASS: Mon/Wed IL101-L **10:00AM – 10:50am** & IL101-M **11:00am-11:50am**
Classroom is in SAU Library, Lower Level
Classes start on **3/16/09**, ends on **4/15/09**

INSTRUCTOR: Stella Herzig

Office: Library 124 **Office hours:** MWF 1-5pm, TTR 8-noon & 1-5pm .

Phone: 333-6056

E-mail: HerzigStellaJ@sau.edu

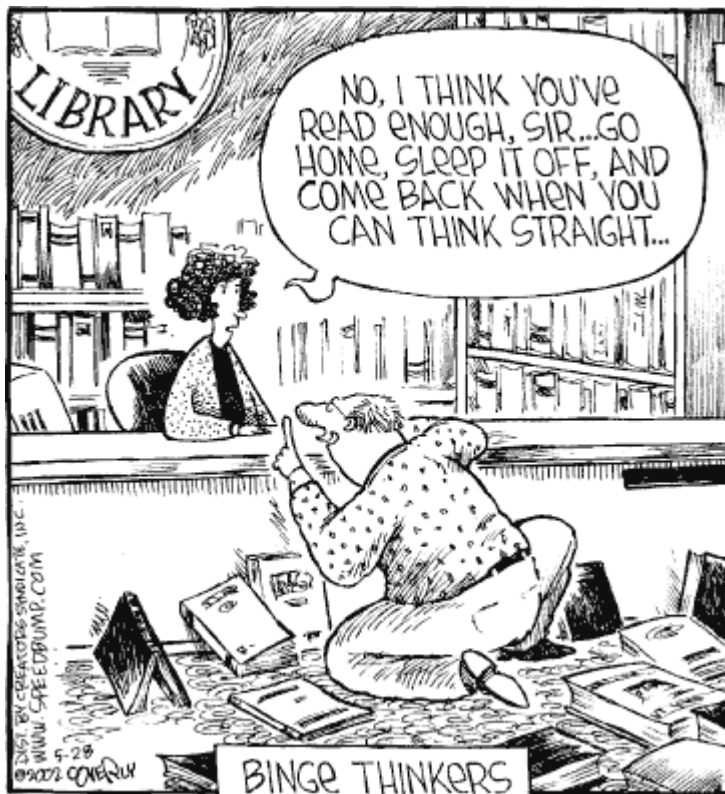
COURSE WEBSITE: <http://blackboard.sau.edu/index.html>

Handouts, homework and required readings will be available on Blackboard.
Please be **sure** to have your SAU **user name** and **password** in working order. Call the IT dept. (333-6368) with any problems logging in.

Course Description:

This course provides an introduction to techniques of information retrieval and evaluation. It covers the skills needed to locate and critically evaluate information, to think intelligently about research strategies, and to apply these concepts to undergraduate research using books, databases, and web sites. **In other words, how to search well and choose the good stuff.** It will also teach you how to do APA style citations and how to avoid plagiarizing.

Materials: A paper folder with pockets. Handouts & Required Readings will be available online on <https://blackboard.sau.edu>. Printing is available at the Library.



COURSE REQUIREMENTS:

It's a good idea to pay attention in class, and know the handouts to be ready for mini **pop quizzes** given during the **first five** minutes of class. They are also based on what we covered in the previous classes and reading.

Lateness past the first ten minutes will lose some participation points (and definitely quiz points!) *See grading policy below.*

It is your responsibility to be prompt and attend all classes. On the plus side there are only 9 classes total with no homework– with so few classes though, it is extremely important to keep up in this class. On the negative side, an absence will result in having to make up the class with a homework assignment out of class for HALF the points you would have earned by coming to class.

Be open to the possibility you might actually learn something and also have the chance to show off your prowess in this subject!

Quizzes cannot be made-up. I usually fail students who stop attending class altogether. Therefore, you must take responsibility for dropping or withdrawing at the Registrar or be willing to accept the consequences (a fail).

Read the syllabus and course documents to be prepared for next class. Last class is scheduled for April 15th. Passing is highly unlikely **if you miss classes**. Please see me if you have questions about this.

Endurance is one of the most difficult disciplines, but it is to the one who endures that the final victory comes.
Buddha

This class is a University requirement which means you have to keep taking it over, if you happen to fail, and over and over till you pass!! (Argh!).

If you cheat you lose. Plagiarism is a serious infringement of the rules of conduct here at SAU. Review the consequences of plagiarism in the St. Ambrose University Catalog 2007-2009, p. 43, Policy on Academic Integrity. You can easily avoid the problem by doing independent work and correctly giving credit to all sources used in this, and in every, class.

Computer workstations in class are for in-class work only. Doing the stuff you really enjoy like IM, sending and reading e-mail, or surfing the web for pleasure during class will, unfortunately, be equivalent to an absence in loss of points. Your computer workstations in this class are not private.

Grading:

This is a one-credit **pass/fail** course and a University requirement for all students. (i.e. again, you'll have to keep taking it till you pass it!) **To pass the course**, students must earn a total of **70** points or more (out of 100) by doing the following:

- In-class activities and attentive cooperation {like doing in-class activities} (worth maximum of **54 points**, 6 points per 'attended class')
- Quizzes (**26 points**)
- Final project complete & **on time** (worth maximum of **20 points**)
- Perfect Attendance (5 Bonus Points) *Bonus means over and above the usual 100 total points. I will not award them till **after** all nine classes are actually **attended**.*

Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Office of Services for Students with Disabilities at 333-6275 as soon as possible to better ensure that such accommodations are implemented in a timely fashion. Please let me know if there is any assistance I can provide to you.

Crucial NOTE:

It is possible to gain your 70 points needed to pass by simply attending classes attentively, participating in class activities (see below) and doing well on the quizzes. **Meaning, that after the last class (class 9), if you have enough points, you will not need to do the final project.** Some people miss class so much, even the final project will not pull them through. It is up to you, you can always take it in the Fall again (Seniors beware!). The information and search skills you pick up in this class really will come back to help you in other classes; just because this is a pass/fail does not mean it is meaningless. The wise will pick up a jewel even if it is covered in ashes.

Final Project:

- 1) For the final project, the student will put together **an annotated bibliography (along with printouts of each source's record or first page)**. The student will **choose a topic** early on in class to research. An APA style **bibliography of 6 resources** (2 books, 2 journal articles and 2 Internet sites) **with printouts** of their resources chosen for that topic and a short paragraph for each source listed, **describing the evaluative criteria you used to choose each source**, must be included in the final project. The annotated bibliography should be in alphabetical order. A bibliography is the same thing as a 'list of references'.
- 2) A **one page typed summary** of what you learned in class that was especially useful to you and how you might use it in the future
- 3) The final project must be **typed** and, along with printouts, placed in a paper or plastic **folder**. One point will be for the folder alone.
- 4) **Due Monday April 20 by 5pm**. It will lose five points for every day it is late. I will notify you by email when your project is graded and ready for you to pick-up (if you like). We will be discussing this in further detail in class.

Remember to keep track of your points in Blackboard! (See crucial note above)

Course Outline

Class 1: 3/16 MONDAY

Introduction to this Library and using Blackboard; review syllabus and final project.

Try out Blackboard and post answer to question. **TOUR** the Library.

IN-CLASS:

Answer this question on Blackboard Discussion Board:

What is your favorite or lasting memory of a library experience (good or bad)? (keep it clean) (worth participation points)

Tour the Library (attendance will be taken *after* the tour)

Class 2: 3/18 WEDNESDAY

Overview of the research process. Discuss plagiarism and practice paraphrasing. Discuss “formats” suitable for college papers

IN-CLASS:

a. Write a paraphrase of a scholarly paragraph I will provide.

b. Choose a topic to use all course long and develop research questions for it. (use a topic you may have to write a paper on for another class, so you can do the work for *that* paper in **this** course)

Submit Topic choice to Discussion Board.

Class 3: 3/23 Monday

How to search the PrairieCat Book Catalog efficiently. What is LC classification? (We do not use Dewey Decimal here!) Look at WorldCat Book Catalog. Learn how to Interlibrary Loan.

In Class:

Look up your topic in the book catalog and print out the records for two on *your* topic. Go to the shelves and get it and bring it back to your table (as quickly as you can) (worth points). Craft APA citations and annotations for the books you found on the shelves. How to evaluate a book for its usefulness. Look at WorldCat Book Catalog. Learn how to Interlibrary Loan.

Face up to the horror of actually reading books in the future for your major field of study.

Class 4: 3/25 WEDNESDAY

Quiz. Discuss Primary and Secondary Sources.

Tips on **searching efficiently on the Internet** and with Search Engines.

In-Class: Activity determining what is primary and what is secondary in scholarly materials provided to small groups.

Class 5: 3/30 Monday

In Class:

Find one primary and one secondary web site source ON **YOUR** TOPIC and print them out, NOT a list of links, but pages full of actual text content.

Print them out in class. Please choose the most quality ones (i.e. not an online *journal* article, but do choose scholarly sites with actual ideas written there you *could* quote in a paper).

Craft an APA citations for web sites and annotations from printouts or from screen. (printouts are good to have in case you need to do the final project!)

Class 6: April 1 WEDNESDAY

Media Lab applications.

Class 7: 4/6 MONDAY

Learn excellent search tips for **getting the most out of EbscoHost** database to find journal articles.

Go over **what peer-reviewed means** and why your professors care so very much about it.

Go over the other databases available at SAU. Discuss “controlled vocabulary” and browsing. Discussion of concept of keywords. Discussion of Boolean logic. **In-Class:** Do exercise using Boolean logic and an exercise involving our paper journals.

Class 8: 4/8 WEDNESDAY

Quiz.**In-class:**

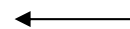
a. Find two peer-reviewed journal articles on your topic and print them out. (Please, no book reviews, even though you found them in the ‘journal’ database.)

b. Craft APA citations and annotations for the printed-out Journal articles you found in class. Determine what makes a good article for University research. (the days of relying on Time and Newsweek are over).

c. Practice writing a paraphrase for the conclusive paragraph of the article.

Study for your APA quiz!

CHECK YOUR POINT TOTALS IN BLACKBOARD!



NO CLASS ON APRIL 13th for Easter Break



Class 9: 4/15 WENESDAY LAST CLASS

APA citation style day! Quiz on APA citations (15 points). For ex: a citation for each; one book, one article, one web site that I provide.

You still are earning class participation points (6) by attending Class 9

Turn in final project, if you like or need to.

Evaluate course and instructor with official SAU forms.

If you cannot attend Class 9, please see me ASAP, you may then HAVE to do the final project.

If you are hurting for points, you can show me or ANY other librarian at the reference desk, a draft of the **final project** to go over for mistakes, so you can correct them for *maximum points*, any time till the 20th.

- **CHECK YOUR POINT TOTAL AFTER CLASS NINE to see if you need to do the final at all.**

***Final* project is due by Monday APRIL 20th by 5pm at the Ref. desk. *After that* it is **5 Points off each day it is late**. A guide and **mock final** are on Blackboard. Ask for help *before* it is due!**

I will always be your LIBRARIAN (much more fun than temporary point-giver), please do not hesitate to ask for **help finding info** or with bibliographies in your future classes here at SAU. Stop by the Reference desk or contact us at

1-888-2SAULIB

librefdesk@sau.edu

All the librarians are very happy to help!

[Peeps and Library Research](http://www.millikin.edu/staley/peeps/) -- this one is purely for fun and pretty weird
<http://www.millikin.edu/staley/peeps/>



[Rex Libris](http://www.slgpublishing.com/prev_rex/prev_rex.html) -- a librarian par excellence! Graphic novel.
http://www.slgpublishing.com/prev_rex/prev_rex.html

SPEED BUMP



The Student Success Center, located in Ambrose Hall 241, provides tutoring for all 100 and 200 level courses. Writing tutors available for all undergraduate courses, including upper level coursework. Students may sign up to meet with tutors on a regular basis (contractual) or they meet with tutors as needed by signing up for an appointment on our drop-in board. **The Center is open from 8:30am Mon-Thursday 8:30am-9:00pm and Friday 8:30am-3:00 and Sunday 6:00pm-9:00pm**

08/08

March	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	16  YES First Day	17	18  Class 2	19	20	21

	23  YES	24	25  YES quiz	26	27	28
29	30  YES	31	April 1  YES	2	3	4
5	6  YES quiz	7	8  YES quiz	9	10 Good Friday	11
12 EASTER	13 MONDAY NO CLASSES all day – campus closed	14	15 Wed  YES BIG QUIZ & LAST DAY!!!	16	17 FRIDAY	18 SAT
19 SUN	20 Monday FINAL PROJECT DUE by 5pm At the Ref desk in the LIBRARY 	21	22	23	24	25