

Syllabus

Information Literacy & Research Skills

Spring Semester 2009

INFS 1000 Section 01

Mondays & Wednesdays, 9:00–10:15 a.m.,

2 credits (1 lecture + 1 lab)

Office hours: Tuesday 10:30 a.m. - 12:00 p.m.

Thursday 10:30 a.m. - 12:00 p.m.

Thomas Eland

Instructor/Librarian

Minneapolis Community & Technical College

1501 Hennepin Avenue

Minneapolis, MN 55403

Office: L. 1606

Phone: 612.659-6286

Fax: 612.659.6295

Email: thomas.eland@minneapolis.edu

Course Prerequisites:

Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Philosophy of Course:

The course provides an introduction to research and information seeking skills which include: an understanding of how information and knowledge is produced and organized within a societal context; how to create a strategy for finding information; how to use print and electronic sources to locate information; how to evaluate information found; how to cite information in a works cited list; and issues related to intellectual freedom and copyright.

Course Objectives:

You will gain:

- The ability to examine information critically and determine its authenticity, credibility, intellectual content, bias, etc.
- The ability to determine the proper tool needed to locate desired information
- The ability to use print, electronic, and Internet indexes in various academic disciplines to locate information
- The ability to use and understand library reference tools and classification systems

You will:

- Understand how knowledge is produced and organized in society
- Understand how information and knowledge is affected by cultural, political and economic factors
- Understand issues related to copyright, intellectual freedom, and the public vs. private ownership of information

Course Expectations:

You WILL be graded on your class attendance. All assignments are due at the beginning of each class session. All late assignments will automatically receive a deduction of 2 points. I will NOT cover course material again if you miss class. You can log into the D2L course site to make up missed course content. You should try and notify me in advance when you know you will miss class.

Last Date of Attendance Policy

You are expected to attend classes every session. If you decide to stop attending class you should *immediately* drop/withdraw from this class. You may be **administratively withdrawn** if you never attend or stop attending this class. You will remain responsible for any financial liability for Title IV (financial aid) funds, less applicable refunds, and for any academic consequences due to this administrative withdrawal. If you stop attending this class for more than two consecutive weeks without notifying me by email or phone, I will withdraw you from class.

Assessment and Evaluation:

Grade Scale:

A	248-275
B	220-247
C	193-219
D	165-192
F	164-below

Grade Distribution:

60 points for Assignments
35 points for Quizzes
30 points for Class Attendance
10 points for the Mid-Term Exam Review
40 points for the Mid-Term Examination
<u>100 points for the Final Examination</u>
275 TOTAL POINTS

Grading/Assessment Criteria:

A grade: You demonstrate mastery of all the concepts and procedures taught in the class. You are able to articulate your research topics and questions in a clear, concise and specifically focused manner; locate and use appropriate subject headings and sub-headings and keywords to search for information; and are able to correctly evaluate material based upon clear and well defined criteria and demonstrate how each of your resources directly support your chosen research focus. You must also hand in all assignments on time and complete them at an advanced level.

B grade: You demonstrate mastery of most concepts and procedures taught in the class, but your work shows weakness or a lack of understanding in a few areas.

C grade: You demonstrate an adequate understanding of the concepts and procedures taught in the class, but your work lacks mastery. You demonstrate an understanding of the fundamental concepts but display weakness in many areas.

D or F grade: You do not demonstrate an adequate understanding of the concepts and procedures taught in the class. You do not complete required assignments, or complete them at a sub-standard level.

Class Attendance

You will lose points for missing class. You start the class with 30 attendance points. For each lecture or lab session you miss after the first week you lose 1.5 points. You will drop a grade in this category for every two class sessions you miss. So if you want to get an A in this category you can only miss 0 – 2 class sessions, a B, 3 – 4 class sessions, a C, 5 – 6 class sessions, and so on.

Assignments

There are six homework assignments worth 60 points (10 points each). The assignments are done as a group and you will turn in one composite group assignment for grading. Your group members will rank your participation in each assignment and the ranking will be factored in to your score for the assignment. You are able to miss participating in one assignment. You will receive the score your group got on the assignment. If you miss participating in more than one assignment for any reason you will get zero points on the assignment. You will want to make participating in assignments a HIGH priority if you want to score well in the course. **You will automatically be docked 2 points if an assignment is not turned in on time.** *Late assignments will not be accepted after one week from the original due date.*

Quizzes

There are a total of eight quizzes based upon the class readings, but only seven will count towards your grade. Your lowest scoring quiz will be dropped from your total quiz grade. Each quiz is worth 5 points. Quizzes must be taken during the posted time. If you do not complete a quiz within the posted time frame you will get a zero on that quiz.

Mid-Term Examination Project

The mid-term examination project is worth a total of 50 points. You will hand in a draft of your thesis statement, research questions, and keywords for review prior to handing in the final mid-term project which is worth 10 points. On the mid-term you will be asked to choose a topic, narrow the topic, create a research strategy and locate and evaluate one book, one scholarly journal article, and one magazine/newspaper article. The final version of your midterm is worth 40 points.

Final Examination Project

The final exam project is worth a total of 100 points. The final exam is a take home project that builds off your midterm. You will use the feedback that you received on your midterm exam to modify your thesis statement, research questions, and keywords/controlled vocabulary, as well as your search strategies, explanations, and evaluations of your three resources. In addition, you will locate one additional reference resource and a total of nine additional books, scholarly journal, magazine, or newspaper articles, or specialized web pages.

A Note on Plagiarism:

Plagiarism is defined as follows in the MCTC Student Code of Conduct:

“Plagiarism includes, but is not limited to the use by paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgement; unacknowledged use of materials prepared by another person or agency engaging in selling or otherwise providing term papers or other academic materials.”

This class requires you to evaluate information in your own words. It is not always easy to be original and clear, but it is important work. I expect you to acknowledge the sources of your ideas by giving correct citations to the original authors. I do not expect to see direct quotes of others' words, because I expect you to rephrase ideas in your own words, hopefully adding some original thoughts of your own. The penalty for plagiarizing will range from loss of points to a failing grade in the course, depending on the extent.

Course Outline:

Week #1

Session #1 Monday, January 12

Overview of the Course

Read & view for Wednesday:

- Chapters 1 & 8 of Badke
- “The Information Cycle.” Penn State University Libraries 3 March 2004. Penn State University. 3 June 2008.
<<http://www.libraries.psu.edu/instruction/infocycle/infocycle.html>>.

Session #2 Wednesday, January 14

Lecture/Discussion: Discuss Chapters 1 & 8 of Badke and “The Information Cycle.”

Read & view before the next class (Located on the D2L course web page):

- Martin, Brian. “The Politics of Research.” Information Liberation. London: Freedom Press, 1998: 123-142.
- Schiffrin, Andre. “Bucking the Monoliths: Publishing with a Mission.” American Libraries. May 1999: 44-46.
- “Story of Stuff” web video with Annie Leonard. <<http://www.storyofstuff.com>>.

Quiz 1: & Quiz 2: Take quiz 1 on Chapters 1 & 8 of Badke, and quiz 2 on the Martin and Schiffrin articles before the beginning of class on Wednesday, January 21.

Week #2

Holiday, No Class, Monday, January 19

Session #3 Wednesday, January 21

Lecture/Discussion: *The Production of Information*

We will discuss how political, economic, and cultural factors influence the creation of information. We will discuss Brian Martin’s article: “The Politics of Research,” and Andre Schiffrin’s article “Bucking the Monoliths.” We will discuss the structure of academic disciplines and the publishing industry and how they create and control information production. We will also discuss the role that government agencies and private research organizations play in the creation of information.

Read before the next class: Chapter 4 of Badke

Quiz 3: Take the quiz on Chapter 4 of Badke before the beginning of Monday’s class.

Week #3

Session #4 Monday, January 26

Lecture/Discussion: *The Organization of Information*

We will discuss concepts and theories of information organization and how they relate to disciplinary based knowledge. We will discuss information taxonomies in general and look specifically at *Library of Congress Subject Headings* as an example of a taxonomy used by libraries to organize information. We will compare taxonomies to folksonomies such as Delicious.

Read before the next class: Chapter 3 of Badke

Quiz 4: Take the quiz on Chapter 3 of Badke before the beginning of Wednesday's class.

Session #5 Wednesday, January 28

Lecture: *Using Reference Resources for Background Information*

We will talk about online reference resources and how they are useful in locating background information on a topic. We will focus on the *CQ Researcher* and *Issues & Controversies*, the *Gale Virtual Reference Library* and other subject encyclopedia databases.

View: The *CQ Researcher*, *Issues & Controversies*, and *Gale Virtual Reference Library* database tutorials in D2L.

Week #4

Session #6 Monday, February 02

Lab: *Using Reference Resources to Locate Background Information*

You will work together in your groups to locate background information on the topic you will develop for future assignments.

You will use the *CQ Researcher*, *Issues and Controversies*, *Gale Virtual Reference Library*, and/or other library subject encyclopedia databases to locate two reference articles on a topic of interest to you.

Read before the next class: Chapter 2, and Appendix One (pp. 177- 188) of Badke

Quiz 5: Take the quiz on Chapter 2, and Appendix One (pp. 177- 188) of Badke before Wednesday's class.

Session #7 Wednesday, February 04

Upload to dropbox by start of class: Homework Assignment #1: *Using Reference Resources*.

Lecture: *Developing a Thesis Statement & Research Questions*

We will discuss the process of developing a research topic, argumentative thesis statement and research questions.

Week #5

Session #8 Monday, February 09

Lab: *Developing a Research Statement & Research Questions*

You will work together in your group to develop an argumentative thesis statement and research questions based upon the two reference resources you located in assignment #1.

Read before the next class: Chapter 5, (pp. 71- 76) of Badke

Session #9 Wednesday, February 11

Upload to dropbox by start of class: Homework Assignment #2: *Developing a Thesis Statement & Research Questions*

Lecture: *Finding, Using & Evaluating Books*

We will discuss how to use various databases to locate books and why you would use a book in your research. We will also discuss print and e-books. We will explore the local *MCTC Library Catalog*, *MnPALS Union Catalog*, *WorldCat Union Catalog*, and *NetLibrary*.

View: The *Library Catalog & WorldCat* database tutorials in D2L.

Week #6

Monday, February 16: NO CLASS, HOLIDAY

Session #10, Wednesday, February 18

Lab: *Finding, Using & Evaluating Books*

You will work together in your groups to locate two books that complement each other and support different aspects of your research topic. Your books should also complement your reference resources.

Read before the next class: Chapter 5, (pp. 76- 95) of Badke

Quiz 6: Take the quiz on Chapter 5 of Badke before the beginning Monday's class.

Week #7

Session #11, Monday, February 23

Upload to dropbox by start of class: Homework Assignment #3: *Searching for Books*.

Lecture: *Finding, Using & Evaluating Scholarly Journal Articles*

We will discuss how to use various journal databases to locate scholarly journal articles. We will explore *Academic Search Premier*, and *Open Access Journals*.

View: The *Academic Search Premier* database tutorials in D2L.

Session #12 Wednesday, February 25

Lab: *Finding, Using & Evaluating Scholarly Journal Articles*

You will work together in your groups to locate two scholarly journal articles that complement each other and support different aspects of your research topic. Your journal articles should complement your books and reference resources.

Week #8

Session #13 Monday, March 02

Upload to dropbox by start of class: Homework Assignment #4: *Searching for Scholarly Journal Articles*.

Lecture: *Finding, Using & Evaluating Other Periodical Articles*

We will discuss how to use various periodical databases to locate general, trade, and professional magazines and newspaper articles. We will explore *Ebsco MasterFILE Premier*, and *ProQuest Newspapers*.

View: The *MasterFILE* and *ProQuest Newspapers* database tutorials on D2L.

Session #14 Wednesday, March 04

Lab: *Finding, Using & Evaluating Other Periodical Articles*

You will work together in your groups to locate two periodical articles (one magazine & one newspaper) that complement each other and support different aspects of your research topic. Your periodical articles should complement your scholarly journal articles and books.

Read before the next class:

- Dodge, Chris. "Knowledge for Sale: Are America's Public Libraries on the Verge of Losing Their Way?" *Utne Reader*. June/August 2005. 27 May 2008. <http://www.utne.com/issues/2005_130/promo/11706-1.html>.
- Eland, Thomas. "Critical Thinking, Deviant Knowledge and the Alternative Press." *Update Newsletter*. Dec. 2004: 4-6. (Located in D2L course readings area).
- Stoddart, Richard A. and Teresa Kiser. "Zines and the Library." *Library Resources & Technical Services* 48.3 (July 2004): 191-198. *Academic Search Premier*. EBSCO. MCTC Library, Minneapolis, MN. 27 May 2008.

Quiz 7: Take the quiz on the Dodge, Eland & Stoddart articles before Monday's class.

Week #9

Session #15 Monday, March 09

Upload to dropbox by start of class: Homework Assignment #5: *Searching for Magazines and/or Newspaper Articles*.

Lecture: *Finding, Using & Evaluating Alternative Press Resources*

We will discuss alternative press resources and their value as an information source. We will discuss why there are "alternative" publications and why they have not been included in "mainstream" resources. We will explore the *Alternative Press Index*, *Alt-Press Watch*, *Ethnic News Watch*, and *Alt-Health Watch* databases, *The Nation* digital archive and the MCTC Zine catalog.

View: The *AltPress Watch*, *Ethnic Newswatch*, and *Alt-Health Watch* database tutorials on D2L.

Session #16 Wednesday, March 11

Lab: *Finding, Using & Evaluating Alternative Press Resources*

You will work together in your groups to locate two alternative press resources that complement each other. You will choose your topic from one provided by your instructor.

SPRING BREAK March 16 - 22

Week #10

Session #17 Monday, March 23

Upload to dropbox by start of class: Homework Assignment #6: *Searching for Alternative Press Resources*.

RECEIVE YOUR MID-TERM EXAMINATION PROJECT

- Work on your mid-term exam project in class.

Session #18 Wednesday, March 25

Work on your mid-term exam project.

- **Submit Part One** (draft thesis, research questions, and keywords) to the Dropbox by 11:45 a.m. today to receive points. (10 points)

Week #11

Session #19 Monday, March 30

Work on your mid-term exam project.

Session #20 Wednesday, April 01

Work on your midterm project on your own time. L.1200 will not be open because it is a faculty professional development day.

Week #12

Session #21 Monday, April 06

Upload: your completed midterm examination project to the dropbox by 8:55 a.m. (40 points)

Lecture: *Finding, Using & Evaluating Web Portals and Directories*

We will explore numerous web portals and directories, such as *Librarians Index to the Internet*, *Scout Report*, *USA.gov*, *American Memory Project*, *Internet Public Library*, *Internet Archive*.

Session #22, Wednesday April 08

Lab: *Finding, Using & Evaluating Web Portals and Directories*

You will work together in your groups to locate and evaluate material from web portals and directories.

Read & view before the next class:

- Chapter 6 of Badke.
- “Blogs in Plain English” Common Craft Show 30 Nov. 2007. Common Craft. 3 June 2008. <<http://www.commoncraft.com/blogs>>.
- “Wikis in Plain English” Common Craft Show 29 May 2007. Common Craft. 3 June 2008. <<http://www.commoncraft.com/video-wikis-plain-english>>.
- “Social Networking in Plain English” Common Craft Show 29 May 2007. Common Craft. 3 June 2008. <<http://www.commoncraft.com/video-social-networking>>.

- “Does What Happens in Facebook Stay in Facebook?” Common Grounds Common Sense 3 June 2008. <<http://albumoftheday.com/facebook/>>.

Quiz 8: Take the quiz on Chapter 6 of Badke before Monday’s class.

Week #13

Session #23 Monday, April 13

Lecture: *Finding, Using & Evaluating Web 2.0 Resources*

We will discuss Web 2.0 resources such as blogs, wikis, social networking, videos and images. Examples include: *Source Watch*, *Radical Reference*, *The Googlization of Everything*, *Daily Howler*.

Session #24 Wednesday, April 15

Lab: *Finding, Using & Evaluating Web 2.0 Resources*

You will work together in your groups to locate and evaluate information in blogs, video that complement each other. You will choose your topic from one provided by your instructor.

EXTRA CREDIT: Read the following article and take the extra credit quiz in D2L before the next class. Quiz is worth up to 5 extra points.

- Darton, Robert. “The Library in the New Age.” The New York review of Books 12 June 2008. 28 May 2008. <<http://www.nybooks.com/articles/21514>>.

Week #14

Session #25 Monday, April 20

Course Review: We will review everything we have covered in class. Come with questions.

Session #26 Wednesday, April 22

RECEIVE THE FINAL EXAMINATION PROJECT GUIDELINES: Locate an additional reference resource and rework your midterm exam thesis statement, research questions and keywords/controlled vocabulary.

Week #15

Session #27 Monday, April 27

- Work on your final exam project during class. Consider my comments on the three resources you found on your midterm to determine if you want to reuse them, or find new resources. If you decide to reuse them, consider my comments on your search strategies, your explanation of how your resources support your topic, and your evaluations. Make corrections and additions if necessary.

Session #28 Wednesday, April 29

- Work on your final exam during class. Locate an additional nine resources explaining your search strategies, why and how each resource supports specific aspects of your topic, and evaluate each of your resources.

Week #16

Session #29 Monday, May 04

Work on your final exam during class. Locate an additional nine resources explaining your search strategies, why and how each resource supports specific aspects of your topic, and evaluate each of your resources.

Session #30 Wednesday, May 06

Upload: your completed exam project to the FINAL EXAM DROPBOX by 11:45 a.m. today. Any exam project received after 11:45 a.m. will be considered late and will lose 2 points per day late. No exam will be accepted after 11:45 a.m. Monday, May 11.