NOTE: COURSE ENDS at 9:25 A.M.  COURSE CATALOG HAD AN ERROR

Course Description

Welcome to Library Skills 1. This course will focus on the skills you will need in your life long learning. You will enhance your skills in what is known as “information literacy”—the ability to recognize an information need, then find, seek, and organize information effectively—the essence of research skills!

To better understand this need this course will tie in the principles of another basic literacy we must have in this ever evolving information age—“media literacy”: the ability to access, analyze, and communicate messages in a variety of forms—regardless of print or electronic medium.

At the end of this course you should be able to:

- Come up with a research question.
- Be able to search the Library Catalog, EBSCOhost and other databases effectively
- Be able to evaluate and select articles recognizable for your search need
- Learn to search Google and other search tools on the Web
- Learn to evaluate web sites effectively
- Learn how to create a Works Cited list using the MLA citation format, including the use of Noodle Tools
- Understand plagiarism and how to avoid accidently doing it.

Prerequisites: None, but you should know how to use a computer and mouse and be proficient in English to succeed in this course.

Materials: Your textbook for this course is the Library’s Searchpath Tutorial at http://www.chabotcollege.edu/library/searchpathclassic/ You will be asked to read and interact with all six modules of the course and print out and submit the results you take from a quiz at the end of each module. Other assignments will be handed out in class and will also be provided in either the Libguides or Blackboard web sites for this course. For work done in the course, students are expected to Email, save on their clouds, and/or save their work on a flash drive. The Library does not have flash drives available to students, so if you do not have one, consider saving your work on Google Docs or a cloud account.

Through this course you will be developing a research topic on an issue related to media literacy (such as how the media covers social issues, issues of trends in traditional or social media, how gender, ethnicities, sexual orientation or religious people are treated by the media). You can also pursue a different topic of your own, including one you are pursuing in another class. All Topics Must be Approved by the Instructor. You will go as far as doing preliminary research, and then will select the best sources that you would use for a research paper. You do not write the actual paper, itself, for this class.

Through this course, to get you thinking about issues that may meet your interest, we will take a look at some examples from movies, television news and shows to give you ideas. As tempting as it would be for us to spend all of our time talking about these issues, instead you will write down thoughts and issues can be discussed briefly, as the main focus of
this course will be on learning how to find information, use library and web resources effectively, and evaluating what you find for use for your projects. By doing this, you will be developing steps to be your own “fact checker,” so rather than simply putting trust on say a media, news or political pundit, you will have the skills to find and evaluate information on your own to then be better informed!

Procedures:

Be on time! An incentive if driving through rush hour traffic: Those that come 10 minutes early (8:20) will have an opportunity to see a sequence from either one of the movies, a news report, or related type of traditional or social media via YouTube, if you are interested in getting more ideas. Anyone arriving more than ten minutes late (8:40) without prior arrangement should talk with the instructor after class.

Attendance:

This is only an eight week course with a lot of technical and research skills to be mastered. Missing a class or being late to class will seriously affect your ability to keep up. If you must miss a class, Email or call me as soon as you will know. Students will be dropped after two consecutive absences until the sixth week. After the the sixth week, students are expected to be finishing the class unless they contact me.

Use of Computers in Room 119

The computers in our classroom are to be used for database searching, web browsing, research, Email, Blackboard Discussion groups and word processing. Social Networking and games are not allowed during class time, itself.

Grading

This course uses traditional grading by default. Your grade in the course will reflect your mastery in coming up with a search strategy, phrasing it as a research question, searching the Library Catalog, databases, and Google effectively, your understanding of evaluating and selecting materials that would best suit a research paper and your ability to display your findings in an annotated bibliography in the MLA format.

ASSIGNMENTS WILL RECEIVE A 10% REDUCTION OF ITS GRADE FOR EACH DAY (each weekday, NOT class day) HANDED IN LATE.

ASSIGNMENTS

Homework Assignments: Take a look at the bottom of page 3, but there is an assignment due at each class meeting. They include the Media Literacy Project and the Term Project as well as taking an assessment and Take-Home Final.

Media Literacy Project: For this assignment you will be devoted to watching one of the movies or two to four episodes of a television show for your project (see the movies at http://libraryguides.chabotcollege.edu/medialiteracyfilms or the handout for a list of acceptable TV shows). You will then fill out the assignment sheet, including the portion where you fill out a two paragraph evaluation on the issues that were raised on your chosen movie or show. In most cases, DVD’s will be available on reserve for you to view at the Library, itself.

Term Project: You will be working on your term project both in class and at home throughout the entire course. You must have a committed topic by April 24 and of which I will have approved on April 29. All term projects are due on May 20 and names will be drawn randomly out of the hat for presentations on both May 20 and May 22.
Information Skills Assessment: The first homework assignment will NOT BE GRADED except that you completed the assignment. You will simply go into Blackboard and answer the questions given to you the best you can. This is to inform the instructor what you may already know and what you may not as of yet for focus throughout the semester.

Take-Home Final: There will be a take-home final on the Blackboard course site at the end of the semester. It will be turned on for you to take any time from May 15 to May 22. All questions will be related to topics that were in some way covered in the Searchpath tutorial or in class.

Break-down

Term Project 40%
Take-Home final 15%
Quizzes from Searchpath 10%
Media Literacy Project 15%
Other Homework Assignments 10%
Participation 10%

Below are the due dates of all assignments:

March 27  Assessment on Blackboard due.
April  1  Quiz on Module 1 Due
April  3  Quiz on Module 2 Due
April  8  Quiz on Module 3 Due
April 10  Quiz on Module 4 Due
April 22  Media Literacy report due
April 24  Term Project Topic Submitted
April 29  Databases Exercise Due
May  1  Quiz on Module 5 Due
May  6  Term Project topic Finalized
May  8  Web Evaluation Checklist Submitted
May 13  Quiz on Module 6 Due
May 15  Ten Preliminary Sources Submitted
May 20  Term Project Due
May 22  Take-Home Final Due
Week 1 (Mar. 25, 27)

Introduction to Information Literacy and Media Literacy

Understanding Different Information Sources

The Information Cycle

Week 2 (Apr. 1, 3)

Coming up With Search Terms

The Library of Congress Subject Headings and Other Controlled Vocabulary

The Library Catalog--Introduction

Media Literacy Project Ideas

Week 3 (Apr. 8, 10)

Formulating search strategies using the Library Catalog and Introduction to Books, Magazines, Journals, Newspapers (including E-books)

Week 4 (Apr. 22, 24)

Searching EBSCOhost databases (including Academic Search Premier, Mass Communication and Media Complete, and the Ebook collection), LexisNexis Academic, ProQuest Diversity Databases, and GVRL

Week 5 (Apr. 29, May 1)

Social Media and Tackling the Web: Understanding “filtered searches,” and learning how to use Google to find information more effectively. Evaluating web pages.

Week 6 (May 6, 8)

Evaluating and selecting materials. Challenges in evaluating web sites and selecting materials from all formats for a research paper.

Week 7 (May 13, 15)

The MLA format and how to use Noodle Tools. How to put together an annotated bibliography based on the term project criteria.

Week 8 (May 20, 22)

The class presents their term project as findings on their media literacy topic (or topic of their own choice). They can present either a presentation of their word paper, a web page, a blog entry, or other instructor approved presentation.
Items on Reserve: A current list of books available for reserves is available at: http://libraryguides.chabotcollege.edu/booksonreserve You ask for these books on the right side of the main desk for a two hour checkout of which you can read or photocopy chapters in the Library.

A current list of DVD’s is available at: http://libraryguides.chabotcollege.edu/medialiteracyfilms These DVD’s are available at the Audio Visual Center desk (mezzanine floor of the right side of the Library). Links are available if the movie is at present available online (free or otherwise) but titles can be removed from such websites at any time.

NOTE—all communication in this class should use formal, traditional college-level writing. That means write in full sentences, and do not use emoticons or acronyms (such as LOL).

Deadlines for adding/dropping/changing grade format:

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<th>Event</th>
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<tr>
<td>Last day to add class</td>
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<tr>
<td>Last day to drop with NGR/Refund</td>
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<td>Last day to withdraw</td>
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<td>Last Day for CR/NC Option</td>
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