

LIBR 101 – Introduction to Library Information Science

Spring 2022 Syllabus

Course Information

- **Course Name:** LIBR 101 - Introduction to Library Information Science
- **Section Number (CRN):** 30760
- **Meets:** Online in Canvas
- **Credit:** 1 unit
- **Grading:** Letter OR Pass/No Pass
- **Semester:** 4 weeks (April 16 to May 13, 2022)

Instructor Information

- **Instructor:** Lynn Chung, MLIS
- **Office Hours (Private):** Monday-Friday, by appointment
Office Hours (Open): Wednesdays 1-3 PM, drop-in; click on [Open Office Hours](#) to join
- **Office:** Online via [Zoom](#)
- **Email:** Send me a message in [Canvas Inbox](#) (*preferred*)
- **Phone:** Text or call (714) 576-6623 (*emergencies*)

How to Contact

If you have questions or concerns, [send me a message in Canvas Inbox](#). If you don't hear from me within 24 hours, assume I didn't receive your message and resend it. In case of emergency, text or call my phone.

- If you message me Monday-Friday before 3:30 PM, I will respond within 24 hours.
- If you message me Friday after 3:30 PM or on a weekend/holiday, I will respond the next business day.

Online Course Management

Canvas Support

For questions regarding how to access the Canvas online learning platform, please email distance_ed@compton.edu or call **310-900-1600 ext. 2265**. Someone from the Distance Education Department will help you as soon as possible. You can also visit the DE Tech Lab in **VT 212A** on campus for one-on-one help with Canvas.

To contact the Distance Education Department electronically, [please click on the Distance Education Virtual Office link](#).

If you are experiencing technical difficulties once you are logged into Canvas, please contact **Canvas Tech Support** at **(424) 213-6003**.

Important Websites and Resources

1. [Compton College Distance Education Website](#)
2. [Canvas Login- MyCompton Login](#)
3. [Video Overview of Canvas](#)
4. [Passport to Canvas Student Orientation](#)
5. [Distance Education Virtual Office](#)
6. [Online Student Support Hub](#)
7. [Chat with a Compton College Counselor](#)

Students can call the **Canvas Student Help Number** 24/7 at (424) 213-6003.

Student Affirmation Statement

Students who plan to stay in this course will be asked to state that they are in fact the person who they say they are, and that they will agree to follow district policies stating that plagiarism will not occur and proper professional student conduct will be followed in the online environment.

I affirm that I am the student who enrolled in this course. Furthermore, I affirm that I understand and agree to follow the regulations regarding academic integrity and the use of student data as described by Compton College Board Policy 5500 - Academic Honesty and Standards of Conduct Student Conduct Code that governs students' rights and responsibilities. Failure to abide by the regulations may result in disciplinary action up to expulsion from the college as noted in CCC Administrative Procedure 5520.

The statement above appears in your [First 48 Hours Assignment: Syllabus Agreement](#) which must be completed by April 20, 2022.

Students who do not complete this assignment by 8:00 AM, April 20 will be dropped.

Course Description

This is a four-week online course that teaches information literacy skills essential for effective identification, location, evaluation and citation of library and information resources for college-level research. You will learn how to locate and evaluate traditional print and electronic library materials; how to document resources; and how to prepare a bibliography. You will also acquire proficiency in the use of information technology to better realize the full potential of library resources.

Course Objectives

Upon completion of this course, students will be able to produce an annotated bibliography on an academic research topic that reflects a focused research question, selection of appropriate keywords, effective evaluation and selection of sources, and adherence to citation rules.

Student Learning Outcomes (SLO)

We will work together throughout this course to achieve the following learning outcomes:

1. Analyze a topic to construct research questions and search strategies appropriate to the select information retrieval tool used;
2. Locate and retrieve information efficiently and effectively using online catalogs, databases, Internet websites and other information retrieval tools;
3. Compare information from various sources and formats and critically evaluate to determine value and application for academic research;
4. Demonstrate applied understanding of issues surrounding copyright and fair use and the necessity of citation through correct compilation, organization and presentation of print and electronic information sources.

Course Expectations and Policies

Grading

A letter grade **OR** Pass or No Pass (P/NP) is given for this class.

Total Possible Points: 570

[Speak with a counselor](#) to determine the appropriate grading approach for your specific academic goals.

Letter Grade Scale

Grade	Points	Percentage
A	513-570	90-100%
B	456-512	80-89%
C	399-455	70-79%
D	342-398	60-69%
F	0-341	0-59%

There are no pluses or minuses given with letter grades.

Any grade **below a C** (399 points or 70%) is a fail.

Pass/No Pass Scale

Points Required to Pass
399

Coursework

Participation (140 points) – 25%

Discussions in Canvas account measure your participation in class conversations surrounding topics relevant to each unit's major concepts. The NameCoach assignment grade is included in these points.

Assignments (140 points) – 25%

Each unit includes project-based assessments that allow you to apply your conceptual and procedural knowledge. These assignments include several exercises and papers, such as:

- Resource annotations
- Evaluation of materials
- Online searches using selected tools

Quizzes (60 points) – 10%

There are several graded quizzes throughout this course. These quizzes are worth varying points and cover different subjects and concepts, including:

- Syllabus Quiz
- Check Your Understanding (various topics)

Midterm: Progress Consultation (60 points) – 10%

We will have midterm **Progress Consultations** between **April 25 to 29, 2022**. The consultation is a one-on-one online meeting in Zoom, where we will go over your completed [Self-Evaluation Form](#) to examine your progress in class. It is your responsibility to schedule the meeting.

Final: Annotated Bibliography (170 points) – 30%

The final is a cumulative demonstration of your ability to effectively identify, locate, evaluate, select and cite print and electronic information sources appropriate for a college-level research project. The final must include two each of books and articles from scholarly peer-reviewed journals. Each source must be cited following MLA 8th edition style with annotation. This assignment is due by **11:59 PM May 13, 2022**. **No late work is accepted for the final.**

Late Work

Coursework may be submitted late but will receive an automatic deduction of 5% of total points per day late.

Final annotated bibliography must be submitted by **11:59 PM May 13, 2022**.

No late work is accepted for the final.

These policies are designed to ensure fair and equitable learning for all students by balancing the needs of those working hard to complete assignments on time with life situations that cause people to miss a due date. However, I understand that life happens; if a personal emergency disrupts your ability to complete your work, please let me know immediately so we can discuss a solution together.

Extra Credit

There are a few opportunities to earn extra credit for this course:

- Using [Canvas Inbox](#) ONLY, send me one picture (not a link) of the most adorable and/or fattest chinchilla you can find by **8 AM, April 25** - *up to 5 points*
- Review comments and make revisions for your graded Book Annotation (10 points) and/or Article Annotation (10 points) - *up to 20 points*
 - Due date and details for how to submit will be provided in Announcements in Week 2

Important Dates

Due to the short session of this class, we have unique deadlines:

- *Last Day to Drop Course without Notation* – **April 20**
- *Last Day to Drop Course with a “W”* – **May 6**

Add/Drop Course

Please contact the [Counseling department](#) before attempting to add or drop this class.

Textbooks

No textbooks are required for this class!

This is a **Zero Textbook Cost (ZTC)** class, with course reading and materials provided for free online within Canvas.

Academic Integrity

I expect you to practice academic integrity in all aspects of your conduct and coursework. **This means you will not commit plagiarism, get others to do your work, help others do the same, or otherwise cheat.** Plagiarism is the use of others’ words and/or ideas without clearly acknowledging their source, and it is not tolerated. Violation of Compton College’s academic honesty policy will result in disciplinary action as defined in [BP 5500](#).

Compton College’s policies on academic honesty are listed in [AP 5500](#) (p.1-2). Students who engage in such conduct are subject to the disciplinary measures outlined in [AP 5520](#), ranging from suspension to expulsion. Please review this information as it applies to all your courses at Compton College. At the instructor’s discretion, plagiarism or other violations may result in zero points for the assignment and/or failing the course. Plagiarism will also be reported within the school's internal system to make other current and future instructors aware of your actions.

Resources and Support

Tutoring & Academic Support

The [Reading & Writing Center](#) offers drop-in tutoring online via Zoom, as well as several workshops to help you with writing (including MLA citation) in this and other courses. This department is located on the second floor of the L-SSC building inside the [Student Success Center](#) and can be contacted at **(310) 900-1600 ext. 2535**.

Library

The [Library](#) is located on the first floor of the L-SSC building and provides research assistance in person at the Reference Desk, by phone, live chat, and email. Research workshops and one-on-one consultations are also offered through walk-in or [by appointment](#).

- For information about your library account, visit the **Circulation Desk (310) 900-1600 ext. 2175** on campus to speak to Circulation staff and [chat online](#), by phone, or video.

- For research help, visit the **Reference Desk (310) 900-1600 ext. 2179** on campus to speak with librarians, or [Ask a Librarian](#) by phone, chat, or video.
- For assistance outside of Library operating hours, email Library@compton.edu to receive a response by the next business day.

Counseling

The Counseling department provides guidance to support course completion and helps you explore, identify, and achieve your academic and career goals. Speak with a counselor for help adding or dropping classes, changing majors, choosing courses that fit your schedule and educational goals, determining transfer and degree requirements, and receiving advice on career options and pathways. Visit the [Counseling homepage](#) for current operating hours and to schedule in person or virtual appointments.

Counseling is located on the first floor of the Administration building. [Chat online with a counselor](#) or call **(323) 571-5708** or **(424) 757-4628** (Wednesdays only).

Learning Differences

In support of the Americans with Disabilities Act (ADA), any and all reasonable accommodations will be provided to any student who is registered with the [Compton College Special Resource Center \(SRC\)](#). You may speak with me about creating an effective learning environment or you may submit your request to me in writing.

You may also contact the **Special Resource Center** at **(310) 900-1600 ext. 2402** or [chat online with an SRC team member](#). The Special Resource Center is located on the first floor of the Vocational Technology Building, Room 109 (**VT 109**), adjacent to the CalWORKS office. For more information, visit the [SRC homepage](#).

Student Resources

Compton College provides FREE student resources to currently enrolled students! These resources include free loan of laptops, WiFi hotspots, headsets, and calculators, in addition to [food pantry](#), financial resources, and housing grants. Supplies are offered on a **first-come, first-served basis**, so apply ASAP by filling the online [Compton College Student Resources Application](#) to ensure you have the resources you need before the semester begins!

Visit the [Student Resources homepage](#) to learn more about the many free resources provided to registered students! For questions or more information, email tartarsupportnetwork@compton.edu.

Time Commitment

Expect to spend an average of 5-9 hours per week on our course in Canvas. Each new module officially begins 8 AM Monday every week.

General Due Dates

Below are general due dates for coursework:

- First post for Discussion - **due 11:59 PM Wednesdays**
- Two responses to classmates for Discussion - **due 8 AM Mondays**
- Quizzes & Assignments - **due 8 AM Mondays**

NOTE: Due dates for coursework in **Week 1 and 4** are subject to change.

Tips for Online Learning

Some final tips for succeeding in this class:

- Pay close attention to due dates for each weekly module. Many assignments are due at different times throughout the week.
- Schedule time in your day to complete the readings and coursework.
- Check in on class discussions regularly, if not daily.
- Treat contributions made by other members of the class with respect.
- Consider yourself a member of a community. We're all here to help each other learn!
- Ask for help when you need it and assist others when possible.
- Never hesitate to ask for clarification when needed. I'm here to help you succeed!

The instructor reserves the right to make modifications to this syllabus at any time.

Spring 2022 Course Schedule

April 16 – May 13, 2022

Week 1: April 16-24

Unit 0 – Course Orientation

- **First 48-Hour Assignment: Syllabus Agreement – DUE April 20**
Complete this by due date to remain enrolled in this class!
- **Syllabus Quiz – DUE April 20**
- **NameCoach recording – DUE April 20**

Unit 1 – Information Ethics

- **Discussion – DUE April 20 & 25**
- **Information Ethics Quiz – DUE April 25**

LAST DAY TO DROP FOR REFUND/WITHOUT NOTATION – April 20

Week 2: April 25-May 1

Unit 2 – Books & The Library Catalog

- **Progress Consultation – DUE April 25-29**
- **Research Topic Selection – DUE April 27**
- **LC Classification & Call Numbers Quiz – DUE May 2**
- **Discussion – DUE April 27 & May 2**
- **Catalog Metadata Quiz – DUE May 2**
- **Assignment #1: Book Annotation– DUE May 2**

Week 3: May 2-8

Unit 3 – Periodicals & Databases

- **CRAAP Criteria Quiz – DUE May 9**
- **Discussion – DUE May 4 & 9**
- **Database Search Exercise – DUE May 9**
- **Assignment #2: Article Annotation – DUE May 9**

LAST DAY TO DROP WITH “W” – May 6

Week 4: May 9-13

Unit 4 – Information Integration

- **MLA Citation Exercise – DUE May 11**
- **Class Wiki Page - DUE May 13**
- **Discussion – DUE May 13**
- **Final: Annotated Bibliography – DUE May 13**