

**INCO 48 Information Competency and Bibliography
Spring 2003—Collins
Onsite Orientation and Syllabus**

Overview:

The course is designed to help you learn how to “*search* and retrieve” effectively, that is, how to find and *evaluate* information and *select* the information that is most appropriate to your purpose. We will focus on books, online databases, and the Web. An important component of the course is how to properly *cite* your sources of information in a bibliography, or list of works cited. The assignments are designed as practical exercises that may be applied to other classes you are taking or to your personal research activities.

Search—evaluate—select—cite!

Start dates:	Thurs. Jan. 23 '03	Fri. Jan. 31 '03
End dates:	Thurs. March 13 '03	Fri. March 28 '03
Time:	11:10 a.m.-12:00 p.m.	2:10-3:00 p.m.
Room:	A-10	A-10

Instructor:

Mimi Collins, Ed.D., Director of Library and Learning Resources
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Relevant information:

Time requirement: 4 hours per week, including Classroom time
Book requirement: access to the Joseph Gibaldi MLA Handbook for Writers of Research Papers, 5th edition (1999) You are *not* required to purchase this book.
Visual requirement: *e-literate?*, available from the Taft College Learning Resource Center (LRC) in video or CD format; also available online (path: LLRC home page <<http://www.taft.cc.ca.us/TCLibrary/FIRSTPAGE.asp> >. Choose LLRC Classes and Tutorials, then “e-literate?” Video.

You will need basic computer and Web skills for this class!

Attendance and timeliness of assignments:

This class moves very quickly! If you miss the first session, *you will be dropped*. If you miss an assignment, *you will have three days* from the due date to submit it. *It is your responsibility* to make personal arrangements with the instructor in the case of special circumstances.

Academic honesty and personal integrity:

If you are caught cheating, *you will receive a 0* on the relevant quiz, assignment, or final project. Cheating is using someone else’s work or letting someone else use your work.

Grading: based on percentage points—

10% on attendance
20% on quizzes
20% on final project
50% on assignments

Calendar:

- Week 1: Introduction to Information Competency and Bibliography
- Week 2: Library Catalogs and Classification Systems
- Week 3: Citing Sources in a Research Paper
- Week 4: Reference Books
- Week 5: Periodicals and Electronic Resources
- Week 6: Online Searching Techniques
- Week 7: Evaluating Online Resources
- Week 8: Final Project

By Week 4, view the video, CD, or online streaming video, e-literate? (See the Orientation.)

Course Objectives:

By the end of the course, a successful student should be able to

- Explain the purpose of the college library, the kinds of materials it includes, and their physical arrangement and organization;
- Compare and contrast classification systems as an aid in the use of libraries;
- Deduce valid conclusions regarding the purpose of the library catalog;
- Identify reference materials beyond the catalog;
- Solve novel research problems utilizing major reference sources, both general and specialized;
- Synthesize reference materials to produce printed bibliographies for term papers and research papers;
- Evaluate kinds of books and other resources which are needed to research a given subject, including electronically driven reference tools; and
- Justify the importance of using a variety of research sources.

Grades:

100-90% = A, 89-80% = B, 79-70% = C, 69-60% = D, 59-0% = F

Helpful resources:

Taft College Virtual Library and Learning Resource Center
661.763.7707
LLRC@taft.org
<http://www.taftcollege.edu/TCLibrary/frontpage.asp>

Tutoring at the Learning Resource Center
661.763.7730
LLRC@taft.org
<http://www.taftcollege.edu/TCLibrary/frontpage.asp>