

SYLLABUS

Course Information	INFO103: Info in Action: Finding and Using Books & Media (1 credit) Meeting Times & Room: By arrangement Prerequisites: Eligibility for ENG101
Description	Info in Action is an online, self-paced series of five (5) 1-credit courses supporting student research at point of need. These modules support students in acquiring the ability to locate, evaluate, and use needed information. Introduces the purpose, structure, and uses of books, ebooks, and DVDs as sources of in-depth or historical information on a subject. Covers using local and regional library catalogs to find books and strategies for evaluating them.
Relation to General Education	This course contributes to information literacy by addressing concepts and skills related to academic research. This course supports academic work and independent and life-long learning.
Course Goals	<ul style="list-style-type: none">• Explore the role of books in the research process• Understand library organization and tools in order to locate needed information• Consider the value of intellectual freedom as it affects access to information
Americans with Disability Act	Students with documented disabilities who need course accommodations, have emergency medical information, or require special arrangements for building evacuation should contact the instructor within the first two weeks of class.
Instructor Information	Jane Shoop, BE2101, 587-4071, jshoop@sccd.ctc.edu Office Hours by arrangement
Educational Philosophy	<i>"It is very nearly impossible... to become an educated person in a country so distrustful of the independent mind."</i> James Baldwin Good researchers leave no rocks unturned; to become good researchers, we must be aware of all the possibilities. The changing environment of media ownership and information distribution means that instruction in the research process must extend beyond traditional sources and strategies. With growing access to large quantities of information of varied quality, we all need to develop the confidence and skills to harness the power of knowledge.
Student Outcomes	<ul style="list-style-type: none">• Identify the major features, advantages and limitations of books in their various formats• Conduct effective searches in library catalogs for books on a particular topic• Use the library's classification system to locate books and browse topics

Methods of Instruction	Material will be presented through individual meetings with the instructor and online through the Angel classroom software. Because much of the learning is self directed, you will be largely responsible for maintaining momentum in your learning. A critical analysis journal submitted for each unit of instruction will inform your instructor about your individual learning and needs.
Readings	Provided online
Learning Resources	Student Academic Assistance Center (Room BE1106, Phone: 587-3852): offers workshops and tutoring on skills such as note taking and essay writing. Computer Center (Room BE3148, Phone: 587-4194): visit their web site for detailed information - http://seattlecentral.org/compcenter Library Reference Desk (BE2101, Phone 587-5421): reference librarians are available to provide assistance with library research assignments and citations
Participation	You are responsible for your learning in this course. Although it is an individually paced course, you are required to adhere to the course schedule that you lay out with your instructor during an initial meeting.
Assignments	Expect to spend a total of 11 hours reading class materials and meeting with your instructor. Assignments will require an additional 3-4 hours each. Assignments should be submitted to your instructor via email. <ol style="list-style-type: none">1. Library catalog worksheet: search in a library catalog on a topic of choice to identify a list of keywords and subject headings2. Reflection paper on the uses of books for research3. Source list - 4 book sources with citations and evaluative annotations4. Journal
Grading	You will get feedback for assignments listed on the course outline and be graded on these, and the final project. You are responsible to complete assignments, which will be presented in class - and posted on the course Web page - and to make up any missed work. You can access homework assignments via the class web site. Assignments = 75% Critical Analysis Journal = 25%
Course Content Outline	<ol style="list-style-type: none">1. Types of information overview2. A very brief history of the book & its place in the information cycle3. How to read a book for research (includes using ebooks)4. Locating books<ol style="list-style-type: none">a. Using classification systemsb. Library Catalogs (def, structure, examples)c. Title, author, subject & Keyword searchingd. Google books and other online sources5. Using and citing book sources6. Traditions of Intellectual Freedom