SYLLABUS

LIS 2004 - Strategies for Online Research

Class Number 5479
Fall, 2019 – Mini-Term A
Wednesdays, 9:50 a.m. – 11:30 a.m.
Room 2253

Instructor:
Jenny Saxton

<table>
<thead>
<tr>
<th>Contact:</th>
<th>Office Hours:</th>
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<tbody>
<tr>
<td>Office: 2235-5 (inside the library)</td>
<td>Tuesdays: 9:00 a.m. – 11:00 a.m.</td>
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<tr>
<td>Phone: (305) 237-2075</td>
<td>Wednesdays: 11:30 a.m. – 12:00 p.m.</td>
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<tr>
<td>Email: <a href="mailto:jsaxton@mdc.edu">jsaxton@mdc.edu</a></td>
<td>1:30 p.m. – 2:30 p.m.</td>
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What This Course Is All About

Many of your assignments, both in school and in the workplace, will require you to conduct research and find information on various topics. Sounds easy, doesn’t it?

After all, in today’s world, information is everywhere. Internet resources like Google, Wikipedia, and YouTube are always just a click away, and give us instant access to huge amounts of information. *But...*

How do we make sense of it all? How do we know what information is the most reliable? How do we know we’re using the information effectively? In other words...

How do we become “information literate?”

Information literate people not only can *locate* the information they need, but can also *evaluate* and *apply* information effectively. The goal of this one-credit course is to increase your level of information literacy. The more information literate you are, the more tools you’ll have at your disposal when you need information related to your own personal and professional interests.
Course Website

http://libraryguides.mdc.edu/Saxton/LIS2004

Course Competencies

Upon successful completion of this course, you will be able to:

- Determine the nature and extent of the information you need. (For example, if you have a research paper assignment, you will know how to familiarize yourself with the topic, identify its key concepts, and decide what you need to focus on.)
- Demonstrate an understanding of how information is organized and made available through library databases, social media platforms, and internet search engines.
- Employ Boolean operators, keywords, subject headings, and search commands to develop effective search strategies.
- Assess various information sources (such as ebooks, streaming video, online periodicals, and websites) for relevance, reliability, validity, accuracy, authority, timeliness, and bias.
- Describe the academic research process and the characteristics of scholarly publications.
- Explain the ethical and legal considerations of copyright and plagiarism.
- Explain the economic and social issues related to the access and use of information.
- Demonstrate proficiency in applying APA and/or MLA style to document online sources.

Learning Outcomes

The Miami Dade College “learning outcomes” are the ten most important things you must learn before you graduate. By the time you finish all of your courses here, you will be able to:

1. Communicate effectively using listening, speaking, reading, and writing skills. √
2. Use quantitative analytical skills to evaluate and process numerical data.
3. Solve problems using critical and creative thinking and scientific reasoning. √
4. Formulate strategies to locate, evaluate, and apply information. ★
5. Demonstrate knowledge of diverse cultures, including global and historical perspectives.
6. Create strategies that can be used to fulfill personal, civic, and social responsibilities.
7. Demonstrate knowledge of ethical thinking and its application to issues in society. √
8. Use computer and emerging technologies effectively. √
9. Demonstrate an appreciation for aesthetics and creative activities.
10. Describe how natural systems function and recognize the impact of humans on the environment.

This course focuses primarily on learning outcome #4, but it also involves outcomes #1, #3, #7, and #8.
Required Materials

There is no required textbook, but you must have access to the internet in order to complete your assignments. If you don’t have internet access at home or elsewhere off-campus, there are computers you can use in the Kendall Campus Library and Computer Courtyard, but bear in mind that there might not always be a computer available at the exact time you need to use one. For this reason, it’s **VERY IMPORTANT** that you do not wait until the last minute to complete your assignments. Problems such as, “I couldn’t get on a computer,” “I couldn’t connect to the internet,” “I lost my flash drive,” or “The printer was broken,” are NOT acceptable excuses for failing to complete your assignments on time.

Email Communication

Since we only meet once a week, I will be asking you to turn in some of your assignments via email. Also, I will very likely be contacting you via email at various times during the week to give you additional instructions and/or make announcements. Please get into the habit of checking your email regularly. If you prefer to receive email at an address other than your MDC student email address, please let me know.

Assignments / Activities

There are several assignments that you will be required to work on outside of class. Instructions for each assignment will be given and fully explained as we go through the course. The course also consists of in-class activities and quizzes. **Class participation is important, and is part of your grade.** Ask questions. Express yourself. We learn from each other.

Grading Policy

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percent of Grade</th>
<th>Grading Scale</th>
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</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>45%</td>
<td>A = 90 – 100</td>
</tr>
<tr>
<td>Assignments</td>
<td>45%</td>
<td>B = 80 – 89</td>
</tr>
<tr>
<td>Attendance/participation</td>
<td>10%</td>
<td>C = 70 – 79</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td>D = 60 – 69</td>
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<td></td>
<td></td>
<td>F = 0 – 59</td>
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If You Need Help

The College offers many resources and services for students who require assistance. If you have any problems, concerns, or special needs, please do not hesitate to let me know.

Students with disabilities are encouraged to visit ACCESS Services in room 2121, or call (305) 237-2767. For more information, see [http://www.mdc.edu/access](http://www.mdc.edu/access).
General Policies

Attendance: Class participation and attendance are part of your grade, so it’s very important to come to class. It is your responsibility to keep up with all the material covered in class, as well as any announcements regarding assignments, due dates, etc. Attendance will be taken during each class session. Remember, we only meet 8 times during this mini-term. **If you are absent more than once**, it could result in your being dropped from the course or receiving a failing grade. Even if you let me know ahead of time that you will be missing a class, it will still be considered an absence.

Lateness: Please come to class on time and do not leave early. If you are late and/or leave early three times, it will be counted as one day’s absence.

Late Assignments/Make-Ups: Handing in late assignments, or making up graded work or quizzes, will only be allowed under very special circumstances (such as a medical emergency), and will be at the instructor’s discretion. You may be asked to provide documentation (such as a doctor’s note) confirming your situation.

Withdrawal Policy: If you decide not to continue with the course, it is your responsibility to withdraw before the deadline. **The last day to withdraw from a course during this mini-term is Tuesday, September 24, 2019.** If you stop coming to class and do not officially withdraw by September 24, you will receive an F as a final grade.

Classroom Decorum: Cell phones and other electronic devices must be silenced during class. Remember, you are responsible for keeping up with what happens in class, so it’s important to pay attention. Please resist the temptation to multi-task (i.e., texting, checking social media, etc.). Everyone is expected to be courteous and respectful of others. Please refrain from talking during class unless you are doing so as part of your class participation. Disruptions in class will not be tolerated. No children or pets (with the exception of service animals) are allowed in the classroom.

Academic Dishonesty: Cheating, which includes passing off someone else’s work as your own, will not be tolerated. Helping someone else to cheat is the same thing as cheating. The College takes this very seriously. If you cheat or plagiarize, you run the risk of failing the assignment, failing the course, or being dismissed or suspended from school. **DO YOUR OWN WORK.**

For more information on College policies and procedures, see **Students’ Rights & Responsibilities:** [http://www.mdc.edu/rightsandresponsibilities](http://www.mdc.edu/rightsandresponsibilities)