COURSE DESCRIPTION
Students will learn to: conduct research using the library’s print and electronic resources, distinguish between academic and popular sources, develop research and organizational strategies for research assignments, apply citation rules to their assignments, and understand the basic ideas behind academic integrity.

STUDENT LEARNING OUTCOMES
Upon completion of Library Science 101, students will be able to:
- Access ELAC’s print and electronic resources
- Identify keywords or phrases in a research question
- Identify examples of plagiarism in a research paper
- Create an MLA Works Cited Page

REQUIRED MATERIALS
There is no required textbook for this class. Instead, you are expected to login at least once every school day to check for announcements and assignments. All reading materials will be provided.

CLASS POLICIES/SETUP
This course is taught 100% online through Etudes (myetudes.org). Although this course is online, it is NOT self-paced. All assignments, discussions, and exams will have open and closing dates. It is your job as a student to login to the course website each school day and stay on task. Etudes is available 24/7 so you have the flexibility to work around your personal schedule, just remember to stay on pace and watch out for due dates!

The course content (lectures, slides, etc.) can be found in the “Modules” section and will be separated out by week. For example Module 1 will correspond with Week 1 all the way through Module 16 which corresponds to Week 16. The Module for the current week will be opened Monday mornings.

Each week, you will go through the course content in the module for that week, then head to the Discussion area in the “Discussion and Private Message” section and contribute to a weekly discussion. Discussions will be opened at the beginning of the week (Monday morning) and closed at the end of the week (Sunday night).

All assignments, tests, and surveys will be linked in the “Assignments, Tests, and Surveys” section. These will have open and closing dates as well.

I will use the “Announcements” features in Etudes to alert you to open/close dates for discussion topics and due dates for assignments and tests.

Please take some time to familiarize yourself with the Etudes interface during the first week of class. Hints: Do not use your browser’s back button. Instead, navigate the site using the buttons found in Etudes. Use the “Jiffy Lube” logo at the top-left corner of a box to go back to a section’s main page. Make sure you are using a supported browser.
Please be aware that as the instructor, I have access to your activity meter as a student. This means I can see where you’ve been in my course site, how long you stayed there, which links you clicked, and your login/logout times.

If you are having trouble or need something clarified, please feel free to ask each other general questions in the Questions folder found in the “Discussion and Private Messages” section. All discussions, questions, and posts MUST be related to the course content. If you wish to speak to your classmates about other classes or personal matters, send them a Private Message. Likewise, if you need to contact me for any reason, including questions regarding your grades, personal matters, etc, please send me a Private Message. To send a Private Message, click on the “Discussion and Private Messages” link in the left navigation bar, then click on “Private Messages” at the top of the screen.

IMPORTANT NOTE: Nov. 23 is the last day to drop with a W.

Late Work Policy: Late work is NOT accepted, NO exceptions. Modules and discussions are opened at the beginning of the week and close at the end of the week, so you will have an entire week to complete discussion posts. I will also post announcements reminding you of due dates for assignments. Any missed discussion posts, assignments, and tests cannot be made up.

WEB ETIQUETTE & RULES OF COMMUNICATION
Please review the Etudes Code of Conduct here. All communication on Etudes (whether passive in the form of pictures, of active in the form of your text) must adhere to both Etudes standards and the following Web Etiquette rules as outlined below:

1. This is a college-level course. Please use full sentences, proper grammar, and correct punctuation in all levels of communications (Assignments, Discussion posts, Private Messages, etc.). Leave the short-hand and texting language (LOL, OMG, etc.) to your personal smartphone texting.
2. All posts and discussions must relate to our LS101 course (unless explicitly stated, such as in our introductory assignment). Please stay on topic for each assignment. If you need to contact a classmate for personal matters or matters not relating to LS101, use a Private Message.
3. Respect your classmates and your classmates’ opinions. While I encourage an open forum to discuss LS101 topics, please refrain from language that can be interpreted as harassing, demeaning, or otherwise harmful. This is a shared learning environment and I expect everyone to respect the ideas of others.
4. Please refrain from using ALL CAPS AS THIS CAN BE INTERPRETED AS SHOUTING IN AN ONLINE SETTING.
5. Have fun! Be engaged! If you’re lost or confused, don’t be afraid to ask questions! Feel free to answer each other’s questions. You may also ask me questions via Private Message. However, please do not expect an answer immediately! Allow 1-2 full schools-day for a response.

SCHOOL POLICIES
Academic Integrity: Violations of ELAC’s Policy on Academic Dishonesty, including plagiarism, will not be tolerated in this course. Plagiarism is defined as the misrepresentation of the published ideas or words of another as one’s own. At the discretion of the professor, plagiarism or other violations may result in zero points for the assignment and/or failing the course. There is no need for cutting and pasting information that isn’t your own since the whole point of this class is to learn NEW and EFFECTIVE research skills.

Student Conduct: Student conduct in all of the Los Angeles Community Colleges must conform to District and
college rules and regulations.

**ADA Reasonable Accommodations:** If you need course adaptations or accommodations because of a disability, or if there is emergency medical information the instructor should be aware of, please inform me as soon as possible. My email is suarezrm2@elac.edu

**Financial Aid:** If you need help paying for books and other college expenses, call the Financial Aid Office at (323) 265-8738 or see them in Bungalow C2-3, South Gate Office (323) 357-1704, Express Office (323) 267-3711 or visit their website at: [http://www.elac.edu/admission/finaid](http://www.elac.edu/admission/finaid)

**ASSIGNMENTS AND GRADING**

There will be a total of 300 points possible for this course.

1. **Weekly response to the discussion board:** 10 points x 11 weeks = 120 points total

2. **Three-part Annotated Bibliography Assignment** = 100 points total
   - Part 1: Research Question and keywords = 10 points
   - Part 2: First Draft = 25 points
   - Part 3: Final Draft = 65 points

3. **Library Resource Flyer Assignment** = 30 points

4. **Final Exam** = 50 points

Assignment directions, due dates, grading rubrics, and the final exam can be found in the “Assignments, Tests, and Surveys” section. All assignments and the exam will remain closed until their opening date. I will send reminders via the “Announcement” tools regarding opening dates and due dates.

**Weekly Discussion Posts:**
The purpose of the weekly discussions is for you to put to practice what you have been learning each week and to ask questions about things that are unclear. It is easy to get lost in an online learning environment so I will be looking to your discussion posts to make sure everyone is on-task and address any questions. There will be a discussion prompt for all 16 weeks, but you will only be graded for 15 posts, meaning I will drop your discussion post with the lowest score at the end of the semester. These posts will count as 50% of your total grade and will be graded as follows:

- 9-10 points: Responds to, completes & achieves purpose of discussion prompt; answers are coherent, correct and well thought out.
- 6-8 points: Responds to, completes & achieves purpose of discussion prompt; answers are coherent but not well thought out.
- 5-7 points: Poor response to discussion prompt (possibly due to incomplete answers, unwillingness to do the work).
- 0-4 points: Blank response or student fails to submit a post; answers are incoherent & incorrect.

**Overall Course Grading**

A = 90%-100% = 270-300 points

An A student is awesome in all respects. This student shows effort, organization, growth and critical thinking skills that go well beyond material presented. An A student turns in work on time, engages in weekly discussions and is curious and respectful towards her/his fellow classmates’ ideas. Not only does an A student turn in all assignments, the assignments are polished, free of errors and portray the student’s willingness to make the
assignment a priority.

**B = 80%-89% = 240-269 points**
A B student is awesome in several respects. This student shows effort and skills that fulfill the material presented. Sometimes this student has minor lapses in participation, assignments, organization and critical thinking skills, but overall this student shows excellent growth.

**C = 70%-79% = 210-239 points**
A C student is generally on task but compared to a B student, this student shows less effort, organization, growth and critical thinking skills. She/he puts in the minimal amount of work in assignments and discussion posts.

**D = 60%-69% = 180-209 points**
A D student is below average and presents her/his self in a manner that shows little effort, organization, growth and critical thinking skills. This student probably missed assignments and is disrespectful to online etiquette and course policies. Overall this student has not fulfilled the basic amount of work and effort needed to be competent in the course.

**F = 0%-59% = 0-179 points**
An F student is far below average and may not have a clear idea about the class policies and expectations. This student's work displays a lack of organization, engagement, growth and/or interest in the class. This student probably missed multiple assignments and is disrespectful to online etiquette and course policies.

**Note:** A grade of “C” or better is considered passing. There are no +/- grades.

**WARNING!!!!**
- If you do not have access to a computer with Internet access, you may have difficulty passing this course. ELAC’s Helen Miller Bailey Library has computers with Internet you may use.
- If you are not self-motivated and have difficulty with meeting deadlines, you may have trouble passing this course.
- If you have trouble with basic computer skills, such as using a keyboard, mouse, or navigating the Internet, you may have difficulty passing this class.

This is not meant to scare you away from this course. As an instructor, I want all of my students to succeed and learn lifelong research skills! However, please be aware that some students may have a better chance of succeeding in a face-to-face setting. Please honestly assess your computer and Internet skills. If you feel the online course would be too difficult for you, you may want to drop this course to avoid a failing grade and consider taking the face-to-face version.