Welcome! Thank you for registering for **LIB 101 503, Introduction to Library and Online Research**. I hope you enjoy the course and find it to be a rewarding and enriching experience.

**DAY/TIME:** Wednesdays: 1:30 – 3:05 p.m.

**LOCATION:** IR 201, Library Classroom (STLCC-Florissant Valley Campus)

**Course Website:** Blackboard (Bb) Login: [https://blackboard.stlcc.edu](https://blackboard.stlcc.edu)  
LIB 101 503 link under “My Courses” — **Complete Assignments Each Week!**

**Instructor:** Sharon Fox / Office: IR-223 / Office: 314-513-4585 / Reference 513-4517

**E-mail:** [sfox@stlcc.edu](mailto:sfox@stlcc.edu) (Please use LIB 101 in subject line of e-mail messages.)

Office hours vary. Your instructor will likely be at the library reference desk or in the IR-223 office. Drop by with questions or make an appointment, if necessary. **E-mail questions are answered within 24 hours.**

**Course Description**

Introduction to Library and Online Research provides an overview of information search tools and sources, including the library catalog, online full-text databases, and the Internet. Students will learn how to evaluate and use information sources and will understand basic information organization and management. Upon successful completion of this course, students will be able to effectively search for, locate and critically evaluate information sources and will be comfortable applying these skills to future information needs.

**LIB 101 Learning Objectives**

**Understand big picture concepts:**
- Authority is Constructed & Contextual
- Information Creation as a Process
- Information Has Value
- Research as Inquiry
- Scholarship as Conversation
- Searching as Strategic Exploration

**Students will have the ability to:**
- Define information literacy
- Develop effective research questions
- Conduct precision searches in a variety of search tools
- Select and evaluate resources relevant to need
- Use information ethically and effectively to write evaluative annotations

**Information literacy forms the basis for lifelong learning.** It is common to all disciplines, to all learning environments, and to all levels of education. Being information literate enables learners to master content and extend their investigations, become more self-directed, and assume greater control over their own
learning. Information literacy is “...the set of integrated abilities encompassing the reflective discovery of information, the understanding of how information is produced and valued, and the use of information in creating new knowledge and participating ethically in communities of learning.” Source: ACRL Frameworks

Textbook
Textbook readings will be assigned from a free, online text, Choosing & Using Sources: A Guide to Academic Research, Ohio State University Pressbooks. Links to required readings and activities will be provided in the Weekly Folders in our Blackboard course site under the Course Content area. Additional materials will be provided in class and in Blackboard. It is essential to check the Weekly Folders in the Course Content area several times a week to keep up with required readings, assignments and course activities.

Course Requirements and Grading:

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<thead>
<tr>
<th></th>
<th>Percentage of points earned</th>
<th>Grade</th>
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<tbody>
<tr>
<td>In-Class Activities and Weekly Assignments</td>
<td>90-100 % (450-500 pts.)</td>
<td>A</td>
</tr>
<tr>
<td>4 Quizzes</td>
<td>80-89 % (400-449 pts.)</td>
<td>B</td>
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<tr>
<td>Final Quiz – taken the last week of class</td>
<td>70-79 % (350-399 pts.)</td>
<td>C</td>
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<tr>
<td>Final Project: Evaluative Annotations</td>
<td>60-69 % (300-349 pts.)</td>
<td>D</td>
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<td></td>
<td>59 % or lower</td>
<td>F</td>
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TOTAL POINTS: 500

Final Grades posted in BANNER

Prospective Nursing students must complete LIB 101 with grade of “C” or better to enroll in NUR:151. For details about nursing program requirements, go to http://cte.stlcc.edu/nursing/

Technology Requirements for Successful Completion of the Course
- Computer proficiency, including the use of a word processor, e-mail, and managing files – this 8-week, accelerated course is a technology intensive course.
- Use of Blackboard and activated STLCC e-mail account ( @my.stlcc.edu)

Assignments & Final Quiz (300 points total)
To be successful in the course, you must participate fully; complete all assigned readings, activities and assignments posted in Weekly Folders under Course Content area of the Blackboard course site. It is essential to read assignment instructions and to carefully follow the directions provided.

Final Project – Evaluative Annotations (200 points)
You will NOT write a research paper in this course. For the Final Project, you will write evaluative annotations for relevant information sources that answer a research question that you will develop early in the course. Readings, class activities and discussions will provide the foundation for successful completion of the Final Project. Steps include: developing a research question; constructing effective keyword searches; searching in a variety of search tools; selecting and evaluating relevant information sources; citing and analyzing the information source to write an evaluative annotation. Final Project requirements will be discussed in class, and a grading rubric will be provided.
Use the LIB 101 Course Blackboard (Bb) site
You must login to the course site often in order to keep up with and complete weekly activities and assignments. Log into Blackboard at https://blackboard.stlcc.edu. NOTE: The blue “MY STLCC” button at the top, right of the College’s web site provides quick login buttons for Blackboard, Banner and Student E-mail.

The Blackboard Help page for Students is a useful resource. When you are in Blackboard, be sure to check out the Students tab (top right of screen) for helpful quick links, College announcements, and more.

After logging into Blackboard, look under “My Courses,” for the LIB 101 503 course link. First, spend time exploring how the course is organized. The main areas of the course appear below; be sure to check all areas.

It is important to read and understand the information provided under the Start Here and Syllabus and Schedule sections of the course. There will be a syllabus quiz during the second week of the course.

The Course Content section is made up of Weekly Folders that contain all readings, directions, assignments, and links to required discussion board forums for the week.

You will have readings and activities/assignments to complete each week of the course, so plan to visit the course site several times a week to keep up. You will miss points if you do not complete assignments.

Resist the urge to procrastinate! Rushing at the last minute = poor quality

IMPORTANT NOTE: For a trouble-free Blackboard experience, use the Mozilla Firefox, Chrome, or Safari browsers to access Blackboard. DO NOT use the Internet Explorer (IE) browser since you will have problems; there are known compatibility issues.

Late Work:
It is the student's responsibility to see to it that other obligations, e.g., job, family, athletics, etc., do not conflict with the course schedule. Students who choose to fulfill other responsibilities over the course requirements will have to take the academic consequences. Late work will be accepted up to one week after the assignment due-date; however, there will be a 50% point reduction for turning in late assignments. In-class activities cannot be made up if missed.

NOTE: The Final Project is due at the beginning of the last day of class; no late final projects will be accepted. The Final Quiz must also be taken during the last day of class.

GET TECHNICAL HELP FAST! The STLCC IT Help Desk is pleased to help you! The Help Desk can assist you with troubleshooting basic issues involving Blackboard, student email, Office 365, connecting your personal devices to Wi-Fi, general computer questions, and more. Contact the Help Desk at helpdesk@stlcc.edu or 314-539-5113. The Help Desk also offers Live Chat. When you select the MY STLCC button or Blackboard login, look for IT HELP button to quickly access Chat and other ways to get help. Web link: http://www.stlcc.edu/messages/IT_Help.html
If technical problems prevent completion of assignments, send your instructor an e-mail alerting me to the problem right away. I would also appreciate getting an email when the problem is fixed. Please note that deadlines will not be extended because of technical problems, so students are strongly encouraged to complete work early. Rushing to complete assignments at the last minute results in poor quality work.

It is wise for students to have alternate computer resources lined up in case they encounter problems with the main computers they normally use. The STLCC Libraries have many internet connected computers for student use, including laptop computers with Wi-Fi for use in the library.

**Attendance Policy**
St. Louis Community College students are expected to attend all classes and complete all course activities and assignments. Instructors are required to record weekly attendance for each scheduled class meeting. Students are responsible for communicating with instructor regarding absences that cannot be avoided. Missing two consecutive weeks may result in your being automatically dropped from the course.

**Withdrawals**
If you have missed classes and cannot successfully complete the course, you may want to withdraw from the course. There is a formal process for doing so (See Fact Finder Student Handbook). The last day to drop the course without consequence to your grade point average is **Friday, February 23, 2018**. If you choose to withdraw, you will receive a W for the course on your transcript. You are encouraged to talk with your instructor before withdrawing from the course.

**Student Support Services**
In addition to providing quality academic instruction, St. Louis Community College offers the support services and resources you need to succeed before, during and after attending STLCC, as well as activities and opportunities to help you make the most of your college experience.

**Access Office**
The Access office at each campus offers support services to students with disabilities and faculty and staff who work with these students. I am more than willing to accommodate students with special needs. After registering with the Access Office, it is then your responsibility to communicate your needs to me via your paperwork.

**Academic Integrity Statement**
St. Louis Community College recognizes that the core value of academic integrity is essential to all activities of an academic community and provides the cornerstone for teaching and learning. It is characterized by upholding the foundational principles of honesty, equity, mutual responsibility, respect, and personal integrity. Among other things, academic integrity involves:

- Taking responsibility and personal accountability for the merit and authenticity of one’s work;
- Giving proper acknowledgement and attribution to those who directly contribute to a project or whose work is used in the completion of a project;
- Recognizing what compromises academic integrity, whether intentional or unintentional (plagiarism, cheating, uncivil behavior, etc.).
Cell Phone Use
The recreational use of personal cell phones, smart phones, or other mobile communication devices is disruptive and disrespectful to your fellow students, and to your instructor. Such use is therefore prohibited during class, unless required by the instructor for a class activity.

Classroom Computers, Privacy and In-Class Use
Computer workstations and library iPads at St. Louis Community College are not private. Student logins are required for computer workstations, and campus workstations are monitored. In-class use of the library computers and iPads are for classroom activities only.

Student Rights and Responsibilities
As a currently enrolled student, you have the right and responsibility to know about campus policies and procedures and the expected code of conduct at the college. Refer to the Need to Know page to access links to relevant information at: http://www.stlcc.edu/need2know

Student E-mail & Microsoft Office 365 Accounts
St. Louis Community College provides e-mail accounts for all currently enrolled students through Microsoft Office 365 (my.stlcc.edu). This e-mail address is automatically loaded into Blackboard. Your student e-mail address is the official means of communication with St. Louis Community College, and the ONLY e-mail address your instructor will use in this course. Details at: http://www.stlcc.edu/Studentemail/E-mail.html

All currently enrolled students have a free Office 365 ProPlus Student License, which has many benefits including 24/7 access to online Microsoft applications and OneDrive cloud storage when you log into your STLCC email account. Because of automatic saving and storage, you will never lose a file if you use your account. STLCC students can also download and install Microsoft Office 2013 for Windows or Microsoft Office 2011 for Macintosh on personal devices. For more information, see: http://www.stlcc.edu/Studentemail/Office365Pro.html

You can forward email sent to your @my.stlcc.edu address to another e-mail address, but you must activate your MY.STLCC.EDU account to do this. Peer Leaders in the FV Campus Life office located in the Student Center will help you activate and transfer your STLCC e-mail account to another e-mail address. However, I strongly suggest you use your my@stlcc.edu account. You can only access Office 365 and OneDrive using your STLCC e-mail account. Please get in the habit of doing so; you are missing out on many benefits if you are not using your free MS Office 365 account.

Assessment
St. Louis Community College is committed to the continuous improvement of student academic achievement. The College undertakes assessment of its academic programs and courses to assure that student learning is not only occurring, but also improving. You may be asked to participate in assessments in this class; assessments are always anonymous, and have no bearing on your grade in this course.