

# East Los Angeles College

## Library Science 101 Adelante/FYE

### Research Methods

**Section:** 8543

**Time:** Fridays 10:55am-12:00pm

**Semester:** Fall 2015

**Units:** 1

**Room:** Classroom 103 in the Helen Miller Bailey Library

**Suggested Supplies:** Pencil, notebook, folder, & flash drive

### Course Description

Research skills, research skills, research skills! In this course we'll learn and get hands on academic research experience, as well as explore strategies required for success in college-level work. This is a college leave, UC/CSU transfer course, so expect college level critical thinking! Topics include academic research strategies, MLA format, citing sources, the differences between academic sources, and our most significant assignment, completing an annotated bibliography.

### Student Learning Outcome:

Upon completion of Library Science 101, students:

- Construct a bibliography that reflects a focused research question, selection of appropriate keywords, effective evaluation and selection of sources, and adherence to formatting and citation rules.

### Class Policies

- **Attendance Policy:** Want a good grade? Show up & do the work. This is an active, student-centered classroom where we will do tons of work in class. Because we only meet for a little over an hour once a week, missing more than one meeting, for any reason, will have a negative impact on your course grade. Missing more than two meetings, for any reason, means you're not giving yourself the opportunity to pass the course. Missing three or more courses may result in being dropped. While I understand difficult situations occur and I'm more than willingly to help students eager to "make it work," you must commit and strive to meet every Friday with your peers.
- **Catching up on what you missed:** It's **your** responsibility to catch up with what you missed. This doesn't entail sending me an email asking me, "What did I miss?" It's in your best interest to swap numbers with fellow classmates in the event of an absence.
- **Tardies:** You're required to stay the **entire** 65 minutes. Students arriving five minutes late will be marked absent. It is your responsibility to let me know you arrived late **at the end of class**. If you are tardy you will miss out on valuable points in the form of in-class quizzes and assignments (which I tend to give every class right at the start!).
- **Technology:** The majority of course info/material will be posted online, which means you should be comfortable with basic technology or open to learning the basic computer skills needed to succeed in this course.

*Professor Erika Montenegro*

montene@elac.edu

Office #: (323) 415-5008

Office Hrs: Fridays 12:00pm-12:30pm & by appt.

Course website:

[researchguides.elac.edu/LS101\\_Montenegro](http://researchguides.elac.edu/LS101_Montenegro)

### Required Materials

Weekly readings and course material will be made available through our course website:

[http://researchguides.elac.edu/LS101\\_Montenegro](http://researchguides.elac.edu/LS101_Montenegro)

### Class Etiquette

1. Cell phones must be turned off and not distracting you, me, and your peers.
2. No outside conversation during class time.
3. Ear buds/sunglasses off.
4. This is a shared learning space where diverse opinions are welcomed and friendly discussion is encouraged. Rudeness or personal attacks against members of the class will not be tolerated.
5. When you contact me or any professor via email, please begin your message with a formal greeting ("Hello Ms. Montenegro...") and end your email with your name and a closing ("Thank you, ...").
6. Always include LS101 in the subject line of emails.
7. Please refrain from asking the following: "Is it okay if I leave early?" "Can I use the bathroom?" "Are we getting out early today?" "What did I miss?"
8. Absolutely **no food or drink** is in the library, including this classroom. You may bring water bottles, but they must have a secure top.
9. You're going to be on the computer a lot, so please get used to focusing on class work without doing all the other things you enjoy doing online.



Grading Policy		
<b>Quizzes, In-Class Activities, &amp; Homework</b> <ul style="list-style-type: none"> <li>10 assignments, 5 points each.</li> </ul>	Points 50 Points	A = 90-100
<b>Midterm Exam</b>	10 Points	B = 80-89
<b>Group Poster</b>	15 Points	C = 70-79
<b>Annotated Bibliography</b>	25 Points	D = 60-69
		F = 59 point and below
<b>Total Points:</b>		<b>100 pts</b>

**Participation:** Class sessions will be spent discussing our readings, engaging in small group work to help us develop our research skills, and working on in-class assignments. Participation includes arriving prepared for class activities (such as reading course articles, bringing homework assignments), engaging with your fellow classmates and your instructor and, most importantly, being awake and alert. Remember, we are all part of a shared learning environment, which means that we are all—myself included!—learning from each other.

**Late Work:** Officially not accepted. Again, if you have a special circumstance and you're dedicated to passing speak to me during office hours.

**In-Class Assignments/Quizzes:** This is an interactive research skills class; therefore, you can expect to do a lot of critical thinking and navigating in the library and on the web. Nearly all classes will begin with an in-class activity/quiz responding to a specific question or to the homework. The point is two-fold: 1) to get you thinking about important issues that will help you on your final assignment; 2) to reward students who arrive prepared and on time to class. Assignments and quizzes will always commence when class begins. These warm-up exercises will be a part of the in-class assignment points and cannot be made up.

**Homework:** Any homework assignments are meant to enhance your classroom experience and research skills.

**IMPORTANT DATES:** Drop without fees or a W on your transcripts - 9/13. No shows dropped - 9/14. Last day to drop with a W on your transcripts - 11/22. Check syllabus and course website for holidays.

**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.

### School Policies

**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, if there is emergency medical information the instructor should be aware of, please inform me as soon as possible.

**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 E1 room 143, South Gate Office (323) 357-1704, or by email at:

<http://www.elac.edu/admission/finaid>

**Quizzes, In-Class Activities, & Homework Assignments will be graded as follows:**

√+ 5 points	Responds to, completes and achieves purpose of assignment; answers are legible, correct, and well thought out.
√ 3-4 points	Responds to, completes and achieves purpose of assignment; answers are legible and most are correct.
√- 1-2 points	Poor response to assignment (possibly due to tardiness, incomplete answers, unwillingness to work in a group); answers are illegible and incorrect.
0 points	Blank assignment/ student is absent for in-class assignment or homework.

## Grading Standards

An **A** student (90-100) is well above average in all respects. This student shows effort, organization, growth, and critical thinking skills that go well beyond material presented in class. An A student comes to every class, turns in work on time, and arrives ready and enthusiastic. This student engages in class discussions, actively participates in group work, and is curious and respectful towards her/his 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.

A **B** student (80-89) is above average in several respects. This student shows effort and skills that fulfill the material presented in class. A B student comes to every class prepared. Sometimes this student has minor lapses in participation, in-class assignments, organization and critical thinking skills, but overall this student shows excellent growth.

A **C** student (70-79) 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 group work. Just showing up does not guarantee a C.

A **D** student (60-69) is below average and presents her/his self in a manner that shows little effort, organization, growth, and critical thinking skills. This student probably misses classes and is disrespectful to class etiquette and policies. Overall this student has not fulfilled the basic amount of work and effort needed to be competent in the course.

An **F** student (59 and below) is far below average and does 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 misses classes and is disrespectful to class etiquette and policies.

## Course Schedule:

Subject to Change

Assignments are DUE on the day listed below. Bring your flashdrives & course material to every session.

Week		Assignments	Due
1	F 9/4	<ul style="list-style-type: none"> <li>Opening business &amp; expectations for the semester</li> <li><b>Homework: Bring back signed contract from syllabus.</b></li> </ul>	
2	F 9/11	<ul style="list-style-type: none"> <li>What's <i>Knowledge</i>?</li> <li>Research Freestyle</li> <li><b>Homework: Freestyle worksheet &amp; reflection. Read <i>Brainology: Transforming Students' Motivation to Learn</i>.</b></li> <li>Add deadline for full-term classes</li> <li>Drop deadline-last day to drop without paying fees &amp; without a W.</li> </ul>	Signed contact 5 pts.
3	F 9/18	<ul style="list-style-type: none"> <li>Syllabus/Brainology Quiz 5 pts (10 minutes)</li> <li>Library tour &amp; how information is organized here</li> <li>Into to citing sources &amp; MLA</li> <li><b>Homework: browse &amp; save MLA guide &amp; sample paper. Complete "Plagiarism: What Every Student Should Know" tutorial</b></li> </ul>	Freestyle worksheet/reflection 5 pts  Syllabus Quiz 5 pts
4	F 9/25	<ul style="list-style-type: none"> <li>Quiz on MLA guide &amp; plagiarism tutorial</li> <li>Introduction to library mural</li> </ul>	Quiz 5 pts

		<ul style="list-style-type: none"> <li>Different sources – different citation!</li> <li>What sources to use &amp; why</li> <li><b>Homework: Complete Matching worksheet &amp; online tutorial “Types of Information”</b></li> </ul>	
5	F 10/2	<ul style="list-style-type: none"> <li>Quiz on information sources</li> <li>Choose a broad topic and developing a focused research question or thesis.</li> <li>Library Catalogs &amp; Books: Check em’ out!</li> <li>Citing books</li> <li><b>Homework: Complete book worksheet &amp; citation &amp; complete “Search Strategies” tutorial</b></li> </ul>	Matching worksheet 5 pts  Quiz on information sources 5 pts
6	F 10/9	<ul style="list-style-type: none"> <li>Developing your “academic voice:” Continue formulating a research question and how to evaluate sources.</li> <li>Keywords &amp; ELAC Databases: unlocking electronic hubs of information</li> <li>Go over midterm assignment</li> <li><b>Homework: Find an evaluate an article worksheet &amp; start on midterm</b></li> </ul>	Book worksheet & citation 5 pts
7	F 10/16	<ul style="list-style-type: none"> <li>Keywords &amp; databases continued</li> <li>Start drafting your research question.</li> <li><b>Start Midterm</b></li> <li><b>Homework: Read the sample annotated bibliography. Finish Midterm</b></li> </ul>	Find & Evaluate an article worksheet 5 pts.
8	F 10/23	<ul style="list-style-type: none"> <li>Go over <b>Final Annotated Bibliography</b> Assignment</li> <li>Continue going over articles in databases and developing a research question.</li> <li>Practice citing articles</li> <li><b>Homework: Find an article based on your research question and write a paragraph in which you summarize and evaluate it.</b></li> </ul>	Mid Term Due 10 pts
9	F 10/30	<ul style="list-style-type: none"> <li>Writing an annotation</li> <li>Ebooks!!!!</li> <li><b>Homework: Find, cite, &amp; write an annotation for an ebook.</b></li> </ul>	Article paragraph 5 pts
10	F 11/6	<ul style="list-style-type: none"> <li>Review citing and writing an annotation</li> <li>Paraphrasing and quoting in your annotation/essay</li> <li>Work in research groups on your annotated bibliographies</li> <li><b>Homework: Prepare a group research plan/schedule &amp; complete 1<sup>st</sup> rough draft.</b></li> </ul>	Citation & annotation for ebook 5 pts
11	F 11/13	<ul style="list-style-type: none"> <li>Go over final poster assignment</li> <li>Peer Review 1<sup>st</sup> draft of Annotated Bibliography</li> <li>Continue working in groups</li> <li><b>Homework: 2<sup>nd</sup> Rough Draft</b></li> </ul>	Group research schedule 5 pts  1 <sup>st</sup> Rough draft due
12	F 11/20	<ul style="list-style-type: none"> <li>Peer Review 2<sup>nd</sup> draft of Annotated Bibliography</li> <li>Continue working in groups</li> <li>Are you on your research schedule? Is everyone pulling their weight?</li> <li>Homework: Complete FINAL draft of Annotated Bibliography and work with your group on poster project.</li> </ul> <p><b>*23<sup>rd</sup> is last day to drop with a W.</b></p>	2 <sup>nd</sup> Rough Draft due
13	F 11/27	➤ <b>Holiday. No class!</b>	
14	F 12/4	<ul style="list-style-type: none"> <li>Continue working on Final Annotated Bibliography due</li> <li>How to present our poster</li> <li>Work on posters</li> </ul>	Final Annotated Bibliography
15	F 12/11	<ul style="list-style-type: none"> <li>Poster presentations</li> <li>FINAL ANNOTATED BIBLIOGRAPHY DUE WITH ALL ROUGH DRAFTS STAPLED BEHIND IT!</li> </ul>	Final Annotated Bibliography & Posters due!!!
Finals	F 12/18	<b>NO FINAL! NO CLASS!</b>	

An important way to succeed in this course is to stay in touch with your classmates. Use this space to get at least one student's info (phone, email, Facebook, etc.)

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As your professor, I very much would like to see everyone succeed in this class. I will try my absolute best to be as helpful & accommodating to you as possible; I clearly remember what it is like be a college student & I try my best to see things from students' perspective. If you work hard, I will work equally hard to help you succeed.

— *Professor Montenegro*

I have read the requirements, policies, & schedule outlined in this syllabus & agree to follow them without any exception or excuses. I understand that I must work hard & try my best to attend every class session in order to have the best chance of success in this course. I will approach this class with an open mind and willingness to expand my understanding of academic research. In pledging to my own success, I also pledge to help my peers by creating a positive & engaging learning community.

Print & sign \_\_\_\_\_ Date \_\_\_\_\_

\*Cut off and return by Friday 9/11