

Syllabus

Instructor: Vivien E. Zazzau

Course: UUNL 205X

Location: Univ. Library Basement, Room LI 48 (Smart Classroom)

Day/Time/Date: Mondays, 2:45-4:45, October 19 – December 7

Section: 33191

Semester: Fall

Quarter: 2

Instructor Contact Information:

Vivien E. Zazzau

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Office Hours: Wednesday 1-2 OR by Appointment!



This class uses APA citation format (NOT MLA) to cite all sources. Please use the *APA Formatting and Style Guide* located at this web address:

<http://owl.english.purdue.edu/owl/resource/560/01/> or Google: owl apa. A separate mini-guide for parenthetical citation is located at: <http://webster.commnet.edu/apa/parenthetical.htm>

GRADING SCHEME: 1000 points

Homework 1-6.....50 pts each (300)

Online Discussions.....100 pts each (200)

Final Project.....500 pts (500)

ATTENDANCE: Please try to attend every class.

HEALTH: Don't bring the H1N1 (Swine Flu) virus to class. Stay home if you feel ill!

HOMEWORK: All homework is due a week from the day it is assigned, except for assigned discussion list topics, which are usually due earlier.

Grade Scale	
A	1000-926
A-	925-896
B+	895-866
B	865-826
B-	825-796
C+	795-766
C	765-726
C-	725-696
D+	695-666
D	665-626
D-	625-596
E	595 and below

I. October 19

How libraries are organized; the library catalog; Boolean searching; interpreting bibliographic records; library services. **Homework:** Go to the discussion list labeled “Topics” and state your chosen research topic and three questions you would like to answer regarding that topic. All materials that you search for in this course must address your topic! Access to this discussion will be shut off at 5:00pm on Sunday, October 25.

II. October 26

Data, information & knowledge; introduction to APA citation format; finding and citing books; writing annotations. **Homework:** Find two books from the general collection that are on your topic. Cite and annotate each book. Read the article located in the Readings folder. Write a response to this article in the discussion labeled “Incompetence” and respond to one other classmate’s response. You will be graded on the thought and depth with which you approach each task. Your personal submission is due on Friday, October 30 at 5:00pm. Your response to a classmate’s response is due by Sunday, November 1 at 5:00pm.

III. November 2

Using reference books; electronic reference sources; controlled vocabulary; citing reference books. **Homework:** Cite and annotate two reference books from the reference collection that are either about your topic, or that refer to your topic.

IV. November 9

The information cycle; scholarly and popular information; DOI’s and retrieval statements; citing online sources and databases. **Homework:** Find one scholarly article and one popular article that refer to your topic. Cite and annotate both.

V. November 16

Finding and evaluating websites; web domains; web directories and search engines; citing web pages; preparing your draft for the final project. **Homework:** Locate one scholarly or professional website that addresses your topic. Cite and annotate the website. Finally, combine all of your sources by alphabetizing them. **This will serve as your draft copy of the final project.**

VI. November 23

Filtering software and the digital divide: In-class assignment. **Homework:** Complete “Final Reading” in Blackboard and type a paragraph or two on the discussion list, sharing your thoughts on Internet filtering. Do not summarize the article, instead state your opinion! Your submission will be graded according to its thought and depth. Discussion closes at 5 PM on November 29.

VII. November 30 –

APA review. Last minute questions on final project. Discussion on reading; Wikipedia; parenthetical citations. **Assignment:** Prepare final project.

VIII. December 7: Final project due by 3:00 PM

Final Project

I will NOT accept this assignment prior to its due date. It is due on December 7, and no sooner. It is a waste of your time and mine for you turn it in before you know my expectations. Additionally, please do not submit this assignment via email.

The final project for this course requires you to create an annotated reference list in APA format. There is no final paper, just an annotated reference list for a pretend paper. Those who turn in papers instead will get no credit for this course.

Please find, cite, and annotate the following seven items:

- 2 general collection books
- 2 reference collection books (cite an article from this book)
- 1 scholarly journal article
- 1 popular magazine article
- 1 scholarly or professional website

In order to create an annotated reference list, you must alphabetize the citations and place their corresponding annotations a double-space beneath each of the citations. Examples can be found in the APA Citation folder in Blackboard.

1. Do not write annotations in the first person (Don't say "I").
2. Annotations should be rendered as a block paragraph (no indent).
3. Annotations should be at least four sentences long (zero points for less than four complete sentences)!
4. Annotations may be longer than four sentences if at all necessary!
5. Annotations should explain how the source is relevant to your topic.
6. Annotations should mention any special characteristics of the source.

Policy on Student Conduct and Classroom Civility

The classroom is not the place to address personal gripes (poor grades, missing a quiz, etc.). Personal matters should be handled privately, on your time not your classmates' time, by making an office appointment with the instructor. Also, please treat your classmates with courtesy and respect. You have the right to disagree, but with civility and maturity.

Refusal to observe this classroom policy will result in a referral to the Office of Judicial Affairs. If this happens, the student will not be allowed to return to the classroom without written documentation of the visit to OJA. In some cases, a meeting between the professor and the director of OJA will also be required before the student may return to the classroom.

Information Literacy and General Education Courses at UA

Course Description:

This is a one-credit, quarter course **that fulfills the university's IL (Information Literacy) graduation requirement.** Each class is two hours long.

The purpose of the course is to acquaint you with the processes of finding, organizing, using, producing, and distributing information in print, electronic, and other formats. You will learn about the flow of information in a variety of disciplines, how to be effective at the research process, how to access information in a variety of formats, and how to formulate effective searches on electronic databases and the Internet. You will be taught to evaluate the quality of Web-based and print information, and will become familiar with practical, social and ethical issues relating to information.

Characteristics of *all* General Education Courses

1. General Education courses offer introductions to the central topics of disciplines and interdisciplinary fields.
2. General Education courses offer explicit rather than tacit understandings of the procedures, practices, methodology and fundamental assumptions of disciplines and interdisciplinary fields.
3. General Education courses recognize multiple perspectives on the subject matter.
4. General Education courses emphasize active learning in an engaged environment that enables students to be producers as well as consumers of knowledge.
5. General Education courses promote critical inquiry into the assumptions, goals, and methods of various fields of academic study; they aim to develop the interpretive, analytic, and evaluative competencies characteristic of critical thinking.

Information Literacy General Education Courses

Approved courses introduce students to various ways in which information is organized and structured and to the process of finding, using, producing, and distributing information in a variety of media

formats, including traditional print as well as computer databases. Students acquire experience with resources available on the Internet and learn to evaluate the quality of information, to use information ethically and professionally, and to adjust to rapidly changing technology tools. Students must complete this requirement within the freshman or sophomore year.

Learning Objectives for General Education Information Literacy Courses

Courses in the category of Information Literacy will enable students to:

1. Locate, evaluate, synthesize and use information from a variety of sources
2. Understand and use basic research techniques appropriate to the course
3. Understand the various ways in which information is organized and structured
4. Understand the ethical issues involved in accessing and using information

UNIVERSITY AT ALBANY

State University of New York

Division of Student Success

Statement of Reasonable Accommodation Policy

In Response to the Americans with Disabilities Act

Reasonable accommodations will be provided for students with documented physical, sensory, systemic, cognitive, learning and psychiatric disabilities. If you believe you have a disability requiring accommodation in this class, please notify the Director of the Disability Resource Center (Campus Center 137, 442-5490). That office will provide the course instructor with verification of your disability, and will recommend appropriate accommodations.