Course Syllabus

*Effective Date:* Fall 2016

I. **Course Number:** ENGL 1101
II. **Course Title:** Information Literacy
III. **Semester Credit Hours:** 1

**Course Description:**
IV. This course covers the basic concepts and skills of information literacy, the research process, critical thinking skills, and ethical aspects of information. Students are introduced to characteristics, formats, and organization of information, and are provided with practical experience in the use of the academic library. Course content also introduces electronic resources such as journal databases, search engines, and directories.

V. **Course Delivery Method:** Face to face. Web-enhanced

VI. **Required Textbooks/Resources:** None. / Internet Access. (Information will be provided by instructor and online through Libguides and Blackboard).

VII. **Student Learning Outcomes:**
1. Students will be able to identify the concepts and importance of Information Literacy.
2. Students will identify the type of information required to address an information need.
3. Students will be able to locate information through a variety of sources.
4. Students will be able to use some advanced search techniques (controlled vocabulary, Boolean operators).
5. Students will be able to evaluate information and information sources.
6. Students will be able to use information effectively to accomplish a specific purpose.
7. Students will be able to use information ethically and legally.

VIII. **Course Outline:**
The course is comprised of units focusing on specific topics related to information literacy. Assigned Modules will contain information needed for each unit. These modules are located online and accessed through the Internet. Each topic covered in the course includes readings, and some assignments. Assigned readings provide essential information for completing assignments, quizzes, project and the final exam successfully.
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Assignments

**Life is Full of Questions:** For five days, you will log all of the times that you had to look up information and answer a few brief questions. This can be for simple tasks like “is that actor in this new movie?”, “what is the weather going to be like tomorrow?”, or bigger tasks like doing your homework.

**All About Info.** In this assignment you will be given resources to identify by characteristics (primary, bias, etc.) and determine the best source of information to use.

**Systems and Locations.** Identify classification system and how to locate information based on them.

**Search Techniques.** Time to get some practice putting those search techniques to work yourself! In Part 1 of this assignment, you’ll get some practice choosing keywords and brainstorming synonyms and related terms. In Part 2, you’ll give those search terms a spin by selecting databases to search and comparing results.

**Search Strategy.** For this assignment, you’ll familiarize yourself with databases available to you at your institution. With your instructor’s guidance, find the complete list of databases available to you (often on your library’s website), then proceed with this assignment.

**Sources Scavenger Hunt.** You’re going on a scavenger hunt through your library’s resources and the Internet to locate examples of some of the different source types that you learned about in this section. Your scavenger hunt will cover three main areas: reference sources, primary and secondary sources, and government information.

**Sources On Trial.** Using the criteria you learned about the evaluation on information select at least 2 sources you suspect may be unacceptable for a topic relevant to an academic assignment and at least 1 suspected acceptable source. You will put each source “on trial” to evaluate its criteria as an acceptable research source.

**Copyright Debates.** For this assignment, you will be given a recent real-life copyright controversy. You will information to be able to argue on behalf of one side or another. (Some of the options have been actual court cases, while others have simply been in the news and resolved in other ways.)

**MLA Or APA Works Cited Page.** For this assignment, you will create a Works Cited page citing seven sources in proper MLA form and those same seven sources in APA form. You are free to choose your sources, but they must include the following: 2 books (1 print book and 1 ebook), 3 periodicals (1 scholarly journal, articles either online or print, 1 magazine or newspaper, 1 with multiple authors) and 2 (non-periodical) web resources (At least 1 blog or forum post).
Assignments Sheets with all the details will be posted on Blackboard.

**Course Project & Poster Presentation**

A pathfinder is a guide to information on a particular topic. It should help a reader identify information sources as well as correct terminology to use to locate information. It should lead the reader to good resources/books, the best indexes/databases, appropriate reference sources, reliable information on the Internet, and other pertinent literature. Create a pathfinder for a topic you select or that is assigned. Students will also create a poster presentation based on the pathfinder.

Project Sheet with all the details will be posted on Blackboard.

**IX. Methods of Evaluation:**

- Assignments-25%
- Quizzes- 25%
- Course Project – Pathfinder/Poster Presentation -25%
- Final Exam- 25%

**X. Grading Scale**

A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F = 0-59%

**XII. Student Participation:**

a. **Participation Policy:** Class attendance is very important since many of the exam questions will be drawn from the class lectures, exercises, and discussions. You are expected to attend all classes and participate in all in class exercises. Reading the assigned Libguide or Blackboard module prior to coming to class is required. All students must submit the course project in order to pass this course. Students will be excused from class without penalty when either representing the college in an approved activity or having an approved reason for not attending. Reasons for absences must be approved by the instructor of the course. These exceptions do not relieve the student of the responsibility of making up the missed work as designated by the instructor.

b. **Course Etiquette:** You are expected to be courteous towards the instructor and your classmates. You are expected to be on time for class. Cell phones should be turned off or silenced in class. You should not talk to your classmates while I am talking or while one of your classmates is asking a question.

c. **Discussion Board Standards:** Not applicable to this course
XIII. **Disability Accommodations:** Students with disabilities may request reasonable accommodations through the A&M-Texarkana Disability Services Office by calling 903-223-3062.

XIV. **Academic Integrity:** Academic honesty is expected of students enrolled in this course. Cheating on examinations, unauthorized collaboration, falsification of research data, plagiarism, and undocumented use of materials from any source constitute academic dishonesty and may be grounds for a grade of ‘F’ in the course and/or disciplinary actions. For additional information, see the university catalog.

XV. **A&M-Texarkana Email Address:** Upon application to Texas A&M University-Texarkana an individual will be assigned an A&M-Texarkana email account. This email account will be used to deliver official university correspondence. Each individual is responsible for information sent and received via the university email account and is expected to check the official A&M-Texarkana email account on a frequent and consistent basis. Faculty and students are required to utilize the university email account when communicating about coursework.

XVI. **Drop Policy:** To drop this course after the census date, a student must complete the Drop/Withdrawal Request Form, located on the University website (http://tamut.edu/Student-Support/Registrar/Dropping.html) or obtained in the Registrar’s Office. The student must submit the signed and completed form to the instructor of each course indicated on the form to be dropped for his/her signature. The signature is not an “approval” to drop, but rather confirmation that the student has discussed the drop/withdrawal with the faculty member. The form must be submitted to the Registrar’s office for processing in person, email Registrar@tamut.edu, mail (7101 University Ave., Texarkana, TX 75503) or fax (903-223-3140). Drop/withdraw forms missing any of the required information will not be accepted by the Registrar’s Office for processing. It is the student’s responsibility to ensure that the form is completed properly before submission. If a student stops participating in class (attending and submitting assignments) but does not complete and submit the drop/withdrawal form, a final grade based on work completed as outlined in the syllabus will be assigned.

*Include the following explanation for web-enhanced and online courses.*

XVII. **Student Technical Assistance:**

- Solutions to common problems and FAQ’s for your web-enhanced and web courses are found at this link: http://www.tamut.edu/Training/Student%20Training/index.html
- If you cannot find your resolution there, you can send in a support request detailing your specific problem here: http://www.tamut.edu/techde/support.htm
- Blackboard Helpdesk contacts (office hours are: Monday - Friday, 8:00a to 5:00p)
  - Julia Allen (main contact) 903-223-3154 julia.allen@tamut.edu
  - Nikki Thomason (alternate) 903-223-3083 nikki.thomason@tamut.edu
  - Jayson Ferguson (alternate) 903-223-3105 jayson.ferguson@tamut.edu
XVIII. Technical Requirements:

Minimum Windows PC Requirements:

- Pentium IV 1.5GHz+ (preferred: Core Duo)
- 1 GB RAM minimum (preferred: 2 GB)
- 128MB Video Card minimum - Sound Card is required for some courses
- 56K modem minimum (Cable or DSL required for some courses)
- Windows 2000, XP, Vista or 7
- Web browser (Internet Explorer 7.0+; Firefox 3.0+)
- Microsoft Word, minimum Office 97
  Some courses will need plug-ins such as Flash player 10+, QuickTime player 7.0+, Adobe Reader 9.0+, Java Runtime Environment (Java 1.6.0_15), Windows Media Player 10+, RealPlayer, and Macromedia/Adobe Shockwave.

Some online courses may also require a CD ROM (8x minimum, higher recommended)

Blackboard has certified the following browsers for computers running Windows Operating Systems:

- Internet Explorer 8 or 9 (IE is not supported on Windows XP)
- Mozilla Firefox 3.6+
- Google Chrome

Minimum Apple Macintosh Requirements:

- Intel Core 2.0GHz+
- 1 GB RAM (preferred: 2 GB)
- 128MB Video Card minimum - Sound Card is required for some courses
- 56K modem minimum (Cable or DSL required for some courses)
- Web browser (Firefox 3.0+ ; Safari 3.0+)
- Microsoft Word, minimum Office 97

Some courses will need plug-ins such as Flash player 10+, QuickTime player 7.0+, Adobe Reader 9.0+, Java Runtime Environment, RealPlayer, and Macromedia/Adobe Shockwave.

Some online courses may also require a CD ROM (8x minimum, higher recommended)

Blackboard has certified the following browsers for computers running Macintosh Operating Systems:
• Mac OS 10.2 (Jaguar): (Safari 1 is compatible)
• Mac OS 10.3 (Panther): Safari 1.2 (Firefox 1.5 is compatible)
• Mac OS 10.4 (Tiger): Safari 2 and Firefox 1.5
• Mac OS 10.5 (Leopard): (Firefox 2.0 is compatible)

**I-OS and Android Devices**

These devices are currently supported using the Blackboard Mobile App, available for free from your App Store or scan the code below:

To access Texas A&M University - Texarkana, there is an individual license fee of $1.99 per year or $5.99 lifetime. This fee gives you access to the university from all your (same platform) devices; it is not necessary to pay the fee for each device you own.