Welcome to Library 101. You’ve made the right choice in taking this course because the skills and information that you will learn will help you with all of your future classes. I want you to feel comfortable, excited, and stress-free in this learning process, so if you have any questions, please feel free to contact me at anytime. I look forward to working with you and helping you develop your information literacy skills.

Course Information & Student Learning Outcomes
Section Number: 3038
Course Number: LIBR 101
Prerequisites: None
Advisories: Eligibility for or enrollment in ENGL 802

Student learning outcomes establish the foundation for what you will learn throughout this course. The following SLOs address the majority of the skills taught.

1. The student will utilize appropriate search tools to meet a specific information need.

2. Given a specific research topic, the student will select appropriate sources, distinguishing between background and current information, and popular and scholarly sources.

3. The student will critically evaluate the credibility of a given website by assessing its authority, accuracy, currency and point of view.

4. The student will identify and select keywords and search terms that represent an information need or research question.

5. Given a specific information source, the student will construct a correct citation in APA or MLA citation format.
**About this Course**
LIBR 101 is a workbook-based class. The lessons and assignments have been designed to introduce you to the effective and efficient use of the college library for the preparation of class assignments, essays, term papers, and speeches. You will become acquainted with the online catalogs, basic bibliographic tools, and a variety of electronic databases and will acquire fundamental skills that can be applied to any research activity in most libraries. In fact, you will be “growing” your skills as you progress through the units.

**Instructor**
Richard Ma (MA in Education, MA in English, MLIS pending)
Instruction & Outreach Librarian
Office: Oceanside Campus 1205
Office Phone: 760-795-6851
Reference Desk: 760-795-6716
Email: rma@miracosta.edu

**Meeting Time & Location**
OPEN ENTRY/OPEN EXIT. Since this is an online class, there is no prescribed meeting time or meeting place. You will be working at your own pace. There are 15 units of instruction for you to work on—one for each week of the semester. You are welcome to move ahead at your own pace. In other words, if you want to complete three units in one week, you may do so. However, you are not allowed to miss any of the units, and I highly suggest you complete the required units before their respective due dates.

**Grading & Final Exam**
Workbook unit assignments will account for 75% of the grade. The Final Exam will account for the remaining 25%. The Final is a comprehensive test measuring all of the skills that are taught throughout the course of the semester. All of the workbook units can be used as reference material while students are taking the Final. Students are allotted 1 hour and 45 minutes for the exam.

If a student drops this class or decides to stop attending, it is the student’s responsibility to complete the drop process. The deadline to drop with the option of a “W” grade (withdraw) is Thursday, April 23, 2009. The
deadline to drop class with no record and receive refund is Wednesday, February 11, 2009. An INCOMPLETE grade is not available for this class.

**Textbook**

*Library 101 Course Workbook*, Internet Edition: a combination text and workbook consisting of 16 units. The workbook is available online in Blackboard under the menu item “Assignments.”

### Class Schedule & Important Dates

<table>
<thead>
<tr>
<th>Assignment(s)</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Units 1-2</td>
<td>Friday, February 6, 2009</td>
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<tr>
<td>Unit 3</td>
<td>Thursday, February 12, 2009</td>
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<td>Unit 4</td>
<td>Friday, February 20, 2009</td>
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<td>Unit 5</td>
<td>Friday, February 27, 2009</td>
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<td>Unit 6</td>
<td>Friday, March 6, 2009</td>
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<td>Unit 7</td>
<td>Friday, March 13, 2009</td>
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<td>Friday, March 27, 2009</td>
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<td>Unit 9</td>
<td>Friday, April 3, 2009</td>
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<td>Unit 10</td>
<td>Friday, April 10, 2009</td>
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<td>Unit 11</td>
<td>Friday, April 17, 2009</td>
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<td>Unit 12</td>
<td>Friday, April 24, 2009</td>
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<td>Unit 13</td>
<td>Friday, May 1, 2009</td>
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<td>Unit 14</td>
<td>Friday, May 8, 2009</td>
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<tr>
<td>Unit 15</td>
<td>Friday, May 15, 2009</td>
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**FINAL EXAM**  Must be taken by Wednesday, May 20, 2009

If you are unable to meet any of these deadlines, please email me as soon as possible to let me know of the circumstances. I am flexible, but I do not want to do deal with last minute changes without a good reason.

**Additional Information**

A student with a verified disability may be entitled to appropriate accommodation. Please contact the instructor and/or the Disabled Students Program and Services Office (ext. 6300) for further information.
**Tips for SUCCESS**

S tart with Unit 1 and go in sequence. Do not skip any units.

U nderstand your time schedule and pace yourself accordingly.

C ome to the computer ready to work and leave your distractions behind.

C omplete your assignments by the posted due dates.

E arn full credit by resubmitting your work.

S ave your graded assignments for the Final Exam.

S tart NOW!!!