SUNY CANTON
Canton, New York

Department/Program/School: Computer and Information Technology/Canino School of Engineering
Course Name and Number: CITA 101 - Library/Information Literacy
Semester/Year: Fall 2012
Instructor: Michelle Currier
Office Address: 109 Southworth Library
Office Hour: Tu/Th 2-4:00 p.m.
Virtual Hours: By appointment
E-Mail Address: currierm@canton.edu

TECHNICAL SUPPORT INFORMATION:

Username/Password/SUNY Canton Email Problems:
SUNY Canton Help Desk at 315-386-7448 Hour of operation are Monday-Thursday 8am-6pm, Friday 8am-4:30 pm.

Technical Questions or Server Problems:
Contact the SLN Helpdesk at http://sln.suny.edu/slnhelpdesk.htm
Provide them with the following information in your email:

• Your full name, the name of your college and your Angel username.
• Your computer’s operating system (i.e. Windows XP, Mac OS X, etc.).
• The name and version number of your web browser software (i.e. Mozilla Firefox 2, Internet Explorer 6, etc.).
• A detailed description of the technical problem and the specific web page where it is occurring. If occurring within a course, also include the course name.
• If appropriate, also provide the name of the software (i.e. Word, Excel, PowerPoint, etc.) being used for your learning activity.

TELEPHONE: Call the SLN HelpDesk directly during office hours (see below) at 1-800-875-6269 (toll-free within the United States) or 1-518-443-5617 (direct).
• Monday through Thursday - 8:00AM to 9:00PM EST
• Friday - 8:00AM to 5:00PM EST
• Saturday - 1:00PM to 5:00PM EST
• Sunday - 1:00PM to 9:00PM EST

COURSE DESCRIPTION
This course will focus on the organization, use and retrieval of information, both within and outside of the library. Students will gain an understanding of the characteristics of information and be able to locate and critically evaluate it. Instruction will focus on both print and electronic information resources.

PRE-REQUISITES/CO-COURSES: NONE

Goals (Student Learning Outcomes)

<table>
<thead>
<tr>
<th>Course Objective</th>
<th>Institutional SLO</th>
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<tbody>
<tr>
<td>Understand the role of the library in the world of information</td>
<td>2. Critical Thinking</td>
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<tr>
<td>Define and understand basic library and information terms</td>
<td>2. Critical Thinking</td>
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<tr>
<td>Use basic and specialized reference sources, the Library's online catalog, periodical databases and other computerized sources</td>
<td>3. Professional Competence</td>
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<tr>
<td>Understand and use the terminology associated with information systems development</td>
<td>2. Critical Thinking</td>
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<td>3. Professional Competence</td>
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<tr>
<td>Develop an effective research strategy</td>
<td>2. Critical Thinking</td>
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<td>3. Professional Competence</td>
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<tr>
<td>Understand the differences between different types of information sources</td>
<td>2. Critical Thinking</td>
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<tr>
<td>Use critical thinking skills to evaluate sources and standard citation format in listing sources</td>
<td>2. Critical Thinking</td>
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</table>

HOW TO MEET THE LEARNING OBJECTIVES IN THIS COURSE
• Read the assigned material in the modules.
• Complete the assigned worksheets, discussion board postings, and the final project.
• Ask questions when you do not understand something.
MINIMUM TECHNOLOGY REQUIREMENTS: You must have access to a working computer with Internet capability. The most recent version of Internet Explorer preferred. ANGEL is compatible with both PCs and Macs. On PCs it works well with either Microsoft’s Internet Explorer or Mozilla Firefox. When using a Mac, we have learned that ANGEL runs best when using Mozilla browser version 1.7.13. This can be downloaded for free by clicking the link above. A broadband connection, such as RoadRunner or DSL, is preferred. Broadband connections are recommended for assessments (tests/quizzes). Dial-up connections may not be as reliable as the broadband connections when taking exams or quizzes online.

REQUIRED TEXT: There is no required text for this course. All course material is available electronically and/or via the library’s website/information literacy instructional modules.

COURSE GEOGRAPHY: Course buttons (located on the left of your computer screen) will give you the following information:

Announcements: Used to communicate changes and new information to the class

Course Documents:
  Weekly folders: Containing instructions, reading assignments, discussion boards and drop boxes
  Syllabus: Class policies & course expectations
  Additional Resources Folder: Resources to enhance course material and links to Library and Writing Center

COURSE REQUIREMENTS/EVALUATION CRITERIA
Evaluation is based on successful completion of coursework.

Grades will be based on the points earned by completion of the following:

Worksheets: 60 points (6 worth 10 points each)
Class Participation/Discussion Boards: 20 points (5 worth 4 points each)
Project 20 points
= 100 Total Points

Your final grade will be based on the number of points earned. The point distribution is as follows:

- A= 92-100 points
- B+= 85-91 points
- B= 79-84 points
- C+= 74-78 points
- C = 69-73 points
- D+= 63-68 points
- D= 55-62 points
- F= 54 points and Below

NETIQUETTE: Proper decorum will be exhibited at all times in correspondences and discussion board postings. You are expected to exercise polite behavior. Inappropriate language, threatening, or harassing behavior is not allowed and may result in dismissal from the course. Any message deemed inappropriate will be removed by the instructor. Use correct grammar and spelling in your communication. Avoid emoticons and Internet ‘short-hand.’

Students are also required to adhere to the standards of the Computer Use & Network Policy and the Student Handbook.

Feedback Schedule: The instructor will make every effort to provide timely feedback with respect to assignments, discussion boards and email communications. Please anticipate occasions where 24 to 48 hours may elapse before receiving a response from your instructor.

COMMUNICATION: Students are required to use their ANGEL/SUNY campus email. On the ANGEL homepage, click on New Mail. Students are expected to access both SUNY Canton email and ANGEL on a daily basis to remain current about course activities and announcements. Any difficulty/questions with either SUNY Canton email, immediately contact the Help Desk [helpdesk@canton.edu] or phone 315-386-7448. The Help Desk is open Monday-Friday, 8 a.m.-5 p.m.
**SUBMITTING ASSIGNMENTS:** Submit work via the link or drop box provided in the weekly folder. Be sure to have anti-virus software installed on your computer and update it regularly.

**POLICY OF LATE ASSIGNMENTS:** Late assignments will be eligible for half the total credit of the assignment for three days after the due date. After that, they will not be accepted. The final project will only be accepted up to the time set aside for our class in the final examination schedule. There will be no half credit option for this effort.

**ATTENDANCE POLICY /PARTICIPATION REQUIREMENTS:** Your participation in this class is measured by your completion of required assignments and discussion board postings by their assigned due dates. Electronic academic warning/dismissal notices will be sent to students who fail to meet the participation requirements of this course.

Failure to turn in three assignments on time may constitute grounds for dismissal from this class.

**EMERGENCY OR INTERRUPTION IN COMPUTER SERVICE POLICY:** Prepare for unexpected problems and emergencies. Understand that problems and glitches do occur in online learning, as they do in any learning environment. Have a back-up plan (such as using the computers at a local library) for submitting assignments in case your computer crashes or your service is interrupted. Immediately report technical problems to the Help desk via email or phone. Copy me on your emails. Such documentation may be needed to distinguish between a problem with Angel and a problem with the student's Internet Service Provider.

**ACADEMIC HONESTY POLICY**

Section 302.007.003 of the Policies and Procedures Manual states the following:

“Unless processed under the SUNY Canton Code of Student Conduct, the instructor may impose a penalty upon a student evidencing
prohibited academic behavior. In those instances where cheating, plagiarism, and/or alteration of academic documents is proven, a student will be subject to a grade of “F” for the specific assignment…” In this class, that means a grade of “0” points for that assignment.

ACCESSIBILITY POLICY: This course is designed according to the standards of the American Disabilities Act. As such, it reflects the principles of universal design. These include:

- Text reasonable in size for easy reading.
- Print and Web-based materials in simple and consistent formats.
- Alternative text for PowerPoint presentations.
- Appropriate use of color and contrast.
- Content arranged in order of importance.

Any student with a documented disability who is eligible for, or has questions regarding accommodations, should contact the office of Accommodative Services at: 315-386-7392 or leev@canton.edu.

THE INSTRUCTOR HAS THE RIGHT TO MODIFY ANY SECTION OF THE SYLLABUS. EACH STUDENT IS RESPONSIBLE TO READ AND UNDERSTAND THE SYLLABUS.

Tentative Course Schedule Follows
# Tentative Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic(s) Covered</th>
<th>Assignment</th>
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<tbody>
<tr>
<td><strong>Week One</strong></td>
<td>Introductions, Inquiry Process and Explore a Topic</td>
<td>- Worksheet - Discussion Board</td>
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<td>Due:</td>
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<td><strong>Week Two</strong></td>
<td>Keywords, Basic Research</td>
<td>- Worksheet - Discussion Board</td>
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<td>Due:</td>
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<td><strong>Week Three</strong></td>
<td>Evaluation, Primary Sources, Information &amp; Genre</td>
<td>- Worksheet - Discussion Board</td>
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<td>Due:</td>
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<td><strong>Week Four</strong></td>
<td>Lateral Searching, Citing Sources</td>
<td>- Worksheet - Discussion Board</td>
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<td>Due:</td>
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<td><strong>Week Five</strong></td>
<td>Advanced Article Searching</td>
<td>- Worksheet - Discussion Board</td>
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<td>Due:</td>
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<tr>
<td><strong>Week Six</strong></td>
<td>Advanced Book Searching, Advanced Web Searching</td>
<td>- Worksheet - Discussion Board</td>
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<td>Due:</td>
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<tr>
<td><strong>Week Seven</strong></td>
<td>Final Project and Reflection</td>
<td>- Final Project - Reflection</td>
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<td></td>
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<td>Due:</td>
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</tbody>
</table>

PRINT SYLLABUS AND INCLUDE IT IN A NOTEBOOK FOR OFFLINE REFERENCE