

Las Positas College
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Course Outline for LIBR 1

WORKING WITH SOURCES

Effective: Spring 2018

I. CATALOG DESCRIPTION:

LIBR 1 — WORKING WITH SOURCES — 1.00 units

Introduction to using sources as supporting documentation in a college level research project. Teaches the skills needed to successfully find, evaluate, use, cite, and document information using library and open web sources. Focus on identifying appropriate sources and proper use of sources. Students will learn to distinguish between source types, how to avoid plagiarism, and how to use sources in their research projects.

1.00 Units Lecture

Grading Methods:

Letter or P/NP

Discipline:

- Library Science

	<u>MIN</u>
Lecture Hours:	18.00
Total Hours:	18.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

III. PREREQUISITE AND/OR ADVISORY SKILLS:

IV. MEASURABLE OBJECTIVES:

Upon completion of this course, the student should be able to:

- Determine the most appropriate search tool to fill a particular information need;
- Formulate effective search statements for locating information;
- Select appropriate sources for a particular information need;
- Distinguish between popular and scholarly sources;
- Select suitable information from a source to incorporate into a research project;
- Determine reliability, validity, accuracy, authority, timeliness, and objectivity of a source;
- Choose an appropriate method (direct quote, paraphrase, or summarize) of incorporating types information into a research project;
- Demonstrate the ability to cite in the proper format; and
- Identify common citing errors.

V. CONTENT:

- Library Orientation
 - Purpose
 - Materials
 - Locations
 - Services
- Search Tools
 - Open Web
 - Library Catalog
 - Library Databases
- Source Types
 - Reference Materials
 - Books
 - Audiovisual
 - Articles
 - Webpages
- Evaluation Criteria for Sources
 - Appropriateness
 - Reliability
 - Validity
 - Accuracy
 - Authority
 - Timeliness
 - Objectivity
- Incorporating Sources
 - Choosing information from source

2. Choosing how to incorporate
3. Quoting
4. Paraphrasing
5. Summarizing
- F. Citing Sources
 1. Purpose (ethical, social, and legal issues)
 2. Styles
 3. In-Text
 4. Full Citations
 5. Bibliographies (Annotated, Works Cited, & References)
 6. Citation Creation and Management Tool
 7. Common Errors

VI. METHODS OF INSTRUCTION:

- A. **Research** -
- B. **Lecture** -
- C. Reading Assignments
- D. **Demonstration** -
- E. **Discussion** -
- F. **Projects** -

VII. TYPICAL ASSIGNMENTS:

- A. Discussion
 1. Differences between library materials and open web materials.
 2. Appropriate use of scholarly and popular articles.
 3. Determining the best search tools based on different information needs.
 4. The quality and use of different sources based on evaluation criteria.
- B. Demonstrate
 1. A search tool's benefits and limitations.
 2. Identification of the various components of an information source and introduction of relevant evaluation criteria.
 3. Retrieval of appropriate information sources given a topic.
- C. Assignments
 1. Quote, paraphrase or summarize selected information with proper in-text citations from specific sources.
 2. Prepare a bibliography on a topic using proper format.

VIII. EVALUATION:

- A. **Methods**
 1. Quizzes
 2. Research Projects
 3. Class Participation
- B. **Frequency**
 1. Three Quizzes
 2. Final Research Project
 3. Weekly Participation

IX. TYPICAL TEXTS:

1. Hacker, D. (2015). *Research and Documentation in the Digital Age* (6th ed.). New York, New York: Bedford/St. Martin's .
2. Upson, M., Hall, C.M., & Cannon, K. (2015). *Information now: A graphic guide to student research* (1st ed.). Chicago, IL: The University of Chicago Press.
3. Modern Language Association of America (2016). *MLA handbook* (8th ed.). New York, New York: The Modern Language Association of America.
4. American Psychological Association (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Print card.
- B. Student ID Card