



# LIBR105-04

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## Instructor:

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## Office Hours:

Online or in person, by appointment  
Scheduled a one-on-one meeting at:  
<https://libcal.library.cofc.edu/appointments/elenarodriguez>

## Course Description



This course will teach you how to use library tools effectively in order to locate quality sources. In addition, we will discuss how to evaluate and use those sources properly. By the end of this course, we will have worked towards becoming metaliterate learners and successful researchers!

## Course Objectives

By the end of this course, you will be able to:



Develop compelling research questions



Employ effective and efficient search strategies to find a range of appropriate information sources



Critically evaluate information according to discipline specific parameters of authority



Identify contextually appropriate tools and resources to answer research questions



Use information ethically, avoiding plagiarism and respecting the intellectual property of others



Contribute to ongoing scholarly conversation by producing new information content and building on previous scholarly efforts

## Course Expectations

1. **Check OAKS often.** There are multiple assignments each week, and it's important to complete them all. Be prepared to spend 4-5 hours a per week on coursework. See the module and assignment breakdowns for deadlines (page 4).
2. **Be ready to actively engage!** This course will utilize the Discussion board in OAKS and other tools. Collaboration and participating is essential in order for you to have an excellent course experience and to learn from our community.
3. **Utilize the right tools.** The basics? You are required to have a working computer with reliable Internet and to setup your student Google Apps account. This is in addition to the use of OAKS.
4. **Complete assignments on time.** Work at your own pace within each week. Be realistic with your time, and if you ever have an issue, email me ASAP.\*
5. **Respect is essential.** Being online does not mean you are invincible; students must feel free to share thoughts and ideas in a nonthreatening space. Agree and disagree respectfully.
6. Remember: **Online does not mean EASY.** This course covers the same things we would cover in a Face to Face course, but there is more responsibility on you to actively participate, especially since it is Express. Please let me know if you ever have any questions!

\*Computer failure/unavailability is not an excuse for failing to complete assignments by the due date.

## Attendance Policy:

- Attendance will be verified upon completion of the assignments for each module. All assignments are due by 11:59 pm on the Due Date indicated on the syllabus. You are in danger of being dropped from the roll if I do not have your assignments for Module 1 by March 5. If this occurs, I will reach out to you via your CofC email the day immediately following the Module 1 deadline, and again, if necessary, two days after. If you do not respond by the deadline set in these follow-up emails, action will be taken to remove you from the class roll.
- If 20% of the work assigned to date is not complete at any point, you may be withdrawn for excessive absence (WA). Failure to participate in our OAKS class for ten (10) days in a row will result in a WA. As a reminder, a WA is the equivalent to failing the course.

## Excused Absences

Exceptions may be made for excused absences. Please contact me or seek an Absence Memo ([victimservices.cofc.edu/absence-memo/](http://victimservices.cofc.edu/absence-memo/)) if you experience any of the following circumstances while taking this course:

- university sponsored activities
- extreme personal emergencies (e.g., crime victimization)
- medical circumstances
- death or critical illness of a family member or friend
- "other official activities" (e.g., military service, jury duty, court appearance)

## Preferred Name and Pronouns

I will gladly honor your request to address you by the name and gender pronouns of your choice. Please advise me of this early in the semester so that I may make the appropriate notation on my class list. If your name in OAKS is not the name you choose to be known as, you can submit a Preferred First Name Request. Instructions are on the Registrar's website.

## Class Climate

- Be kind, ethical, and above all, respectful of me, your instructor, and your classmates and colleagues. Avoid using sexist, racist, homophobic, and other exclusionary language; it will not be tolerated.
- Be aware of how your communication may be perceived by others. For example, if you use ALL CAPITAL LETTERS, will folks feel like you are angry or shouting? Also, if you have an especially dry sense of humor, will your sarcasm be evident or might folks misinterpret your message?
- Be forgiving. We all make mistakes, so ask clarifying questions to “unpack” rather than attack your classmates. That being said, if you experience any questionable or outright inappropriate behavior from your colleagues, please let me know.
- Respect disagreement. I expect everyone in the class to respect others’ rights to speak, to listen attentively to what is said, and to use discretion and sensitivity when speaking. This does not mean you have to agree with everything said. Debate is a valuable component of a learning community.
- Please help each other with problems, especially in the Course Lounge discussion forum. If you notice a colleague has asked a question or written about an issue, jump in and offer your assistance or expertise.

### CofC Honor Code

It should go without saying, but lying, attempted cheating, and plagiarism are violations of our Honor Code that will be investigated, and the procedures specified in the Student Handbook will be followed. Students in violation of the Honor code can expect to be reported to the Honor Board where the appropriate penalties will be applied. Please consult the Student Handbook for specific details of responsibility, penalty, and appeal.

### Importance of Citations

In this class, you must cite your sources correctly according to the citation manual designated for your discipline. There is no excuse for cutting and pasting incorrect computer generated citations. Intentionally or unintentionally failing to cite information from the correct source are violations of the Honor Code as stated in the Student Handbook.

Appropriate printed style manuals are on reserve at the Circulation Desk in Addlestone Library and are also available in the Reference section of your public library. In addition, the CofC Citation Styles Research Guide contains links to online tutorials and guides. You can check your citations with me in my office, via Skype, or by email, and I will happily point you in the right direction.

### Students with Disabilities

The College of Charleston abides by section 504 of the Rehabilitation Act of 1973 that stipulates no student shall be denied the benefits of an education "solely by reason of a handicap." Disabilities covered by law include, but are not limited to, learning disabilities and hearing, sight, or mobility impairments. If you have a documented disability that may have some impact on your work in this class and for which you may require accommodations, please contact the Center for Disability Services (953-1431). Upon registering, please provide me with a Professor Notification Letter as soon as possible thereafter so accommodations may be arranged.

## Course Components:

Watch and Read: Each module will contain brief lectures, tutorials, and readings. Allow two hours each week to explore this content. Remember: OAKS tells me who has watched and engaged with these resources!

Weekly Assignments and Quizzes: You will be required to complete any assignments and quizzes due for each module. Unless otherwise stated, all assignments are due on the Due Date indicated on the syllabus.

Included in the weekly assignments is our Research Planning Workbook. You are welcome to work at your own pace on this, but be aware that 1. each component reflects a specific thing we are working in that related module and 2. I will not grade your work before it's due date.

Annotated Bibliography: You will be researching a topic of your own interest this course, but I encourage you to consider research papers in other classes this semester.

Your Annotated Bibliography will be the tool to prepare for the Infographic Research Project.

Infographic Research Project: The purpose of this project is to provide more meaningful context to the research you will be conducting. More information about infographics will be provided throughout the semester.

Weekly Discussion Board and Class Engagement: Posting to the discussion board and commenting to two of your classmates posts each week is required. This is the best place to engage with your classmates. The readings and videos are there to help encourage dialogue. Be sure to agree or disagree respectfully with your classmates. Your posts should be relevant, thoughtful and thorough and are due by the deadline of each module; comments submitted after the due date will not be graded. Finally, be sure to maintain your threads, and respond and engage respectfully with your classmates!

Final Exam: Your final exam is a reflective assignment and will be due in OAKS.

### Grading Scale:

A = 93-100

A- = 90-92

B+ = 87-89

B = 83-86

B- = 80-82

C+ = 77-79

C = 73-76

C- = 70-72

D+ = 67-69

D = 63-66

D- = 60-62

F = Below 60

#### Percentage breakdown:

Discussion Board Activity: 10%	AB Rough Draft: 10%
Quiz Grades: 5%	AB Final Draft: 25%
Assignments: 20%	Infographic Research Project: 15%
Workbook Activity: 10%	Final Exam: 5%

*This course uses digital course materials designed using Open Educational Resources (OER), high-quality, openly licensed educational materials, rather than a traditional textbook. You can access all readings, videos, quizzes and other activities through our course site on OAKS.*

## Technology Needs:

### Hardware:

Computer with Internet Access and soundcard  
Microphone (optional)  
Webcam (optional)

### Online Tools:

OAKS  
Graphic Design Tools (such as Canva)  
Google Apps for Higher Education

Specific instructions will be provided during the appropriate modules



## Tech Troubles?

If you are having technical difficulties,  
please contact the Help Desk:

Website: [help.cofc.edu](http://help.cofc.edu)

Phone: 843-953-3375

Email: [itservicedesk@cofc.edu](mailto:itservicedesk@cofc.edu)

In-person: Addlestone Library Access & Instruction Desk

Also available by chat at [help.cofc.edu](http://help.cofc.edu)

## Tech Reminder:

Computer failure/unavailability is not an excuse for failing to complete assignments by the due date. Computers and related equipment are available on CofC campuses and at many public libraries. Students are expected to arrange access to required equipment and are expected to have basic computer proficiency.

## Module Breakdown

***This is an Express II course and will run March 2 - April 22. Any changes to due dates will be announced in OAKS.***

*The assignments listed in each module are in addition to the weekly readings, videos, and discussion board posts.*

### Module 1: Welcome! Laying the Foundation

Opens: March 2; Assignments due: March 5\*

1. Syllabus Quiz
2. Infographic Introduction
3. Short Survey

*\*This is a shorter module to account for Spring Break!*

### Module 5: Authority of Information

Opens: April 3; Assignments due: April 9

1. Annotated Bibliography Rough Draft
2. Workbook
3. Sign up for appointment

*This week, your discussion board post will be a response to a 2 hour podcast; be aware and plan accordingly!*

### Module 2: Research as Inquiry

Opens: March 6; Assignments due: March 12

1. TED Talk Summary
2. Workbook

### Module 6: Scholarship as Conversation

Opens: April 10; Assignments due: April 16

1. Kept scheduled appointment
2. Annotated Bibliography Final Draft

### Module 3: Searching as Strategic Exploration

Opens: March 13; Assignments due: March 26

1. Searching the Discovery Service
2. Gather and Discuss Activity
3. Workbook

*\*This is a longer module because Spring Break!*

### Module 7: Information Creation as a Process

Opens: April 17; Assignments due: April 22\*

1. Infographic Research Project

*\*This is a shorter module to account for Reading Day!*

### Module 4: Information has Value

Opens: March 27; Assignments due: April 2

1. Annotated Bibliography Quiz
2. Generated Citation Activity
3. Workbook

### Module 8: Final Exam

Opens: April 24

Final Exam due by: WEDNESDAY, APRIL 29

Your final exam will be turned in via OAKS. Full details will be provided when the module opens.

## Course Instructor Evaluation - BONUS POINT OPPORTUNITY!

At the end of the semester, you will have the chance to provide feedback on our Express course AND earn Bonus Points to your final grade. In addition, "students who complete evaluations for all of their courses will be entered into a drawing for priority registration or an extra graduation ticket." More details will be provided in Module 6.