

# Orange Coast College LIBR A100 Syllabus – Spring 2019

## Instructor Contact Information

**Prof. Lori Cassidy**

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[Instructor's Website](#)

Contact through Canvas is the preferred method. You may contact me through email in rare instances ([lcassidy@occ.cccd.edu](mailto:lcassidy@occ.cccd.edu)), but you will reach me faster through Canvas.

[Directions for Canvas messages](#)

## Office Hours

By appointment, on request. My office is Library Room 223 and I'm generally there during the day. You may drop by any time, but it's best to email me first and make sure I'm available.

## Required Textbooks

All course material will be available for free. You can access most of it through Canvas, but occasionally, you will need to access online library materials through the OCC Library or on the open web as part of your course reading. Make sure that you study these - they will be on the tests and part of the assignments.

We will be using portions of these three textbooks, as well as other material:

1. Hosier, Allison, et al. [\*The Information Literacy User's Guide: An Open, Online Textbook\*](#). 2014.
2. Teaching & Learning, Ohio State University Libraries. [\*Choosing & Using Sources: A Guide to Academic Research\*](#). 2016.
3. Caulfield, Mike. [\*Web Literacy for Student Fact-Checkers\*](#). 2017

## Course Description

Learn how to cope with the ever expanding world of information through the use of the library and information resources. Develop skills in searching, using, evaluating, and citing print, electronic, and web resources. Transfer Credit: CSU; UC.

This course is two units. It's taught fully online. You will be required to attend one in-person library workshop at the beginning of the semester. If you have a reason that you can't attend one, please contact me before the due date.

Because this is an online class, you are responsible for reading or viewing all content and doing all assignments without the benefit of in-class time. In this class, we are constantly building off of the information that you learned the week before. If you skip lessons, you will have trouble completing later assignments. Time management is essential to success. **An online class is not less work than a**

**traditional class.** In fact, it may be more work. You are expected to spend up to 6 hours a week on a two-unit class, even if it's online.

### Student Learning Outcomes

At the end of this course, the student will be able to:

- Demonstrate the ability to identify, access, and evaluate credible library and information resources using a variety of search strategies.
- Demonstrate the ability to correctly cite library and information resources and avoid plagiarism.
- Demonstrate the awareness of the social, legal, and ethical issues involved in the accessing and using of library and information resources.

### Course Grading Criteria

Course points are broken out as follows:

Category	Points Each	Points Assigned
Assignments	varies	270
Class Discussions	10	130
Quizzes	10	130
Final Exam	50	50
Final Project	125	125
Total Points		705

**Grades Based on Total Points:** A = 705-634 pts; B = 633-564 pts; C = 563-493 pts; D = 492-423 pts; F = 422 - 0 pts

Final class grades are determined by assignments, quizzes/tests, and discussions. Please note that some of the Canvas related grade calculations may not be accurate. Your individual grades posted should typically be accurate and reliable.

Final grades are posted in the “My Grades” section in Canvas and on MyOCC within 2 weeks of the end of the semester or as required by administration deadlines.

### Assignments

Because this is an online class, your participation in class activities, such as discussion boards, tests, and assignments, are essential and will be graded. Meeting deadlines is essential to succeed in any online class. All assignments must be submitted correctly, in full, and on time to be considered for point value. **You should expect to spend up to 6 hours a week completing the work required for this class.** Plan accordingly.

All assignments are due at 11:59pm on the due date. You may submit work until 7am the day after for full points, or up to 3 days after the due date for half points. Any work submitted after 3 days will earn no score. **This does not apply to Discussion Boards, quizzes, the final project or final exam.** If you have a special situation, contact me well before the due date. Special situations are things outside of your control and not things that occur because of poor planning. This does not include technological failure a

few hours before the deadline – start your assignments early and plan ahead. Any exceptions for late work granted are at my discretion.

If you have a technical issue, contact the Canvas help desk linked on the course's front page. It's 24/7, so even late at night, you should be able to get assistance.

Assignments should be treated like a test - they must be on time and they cannot be made up. You may be dropped from the course if you do not submit all assignments and complete them fully and correctly. If the course drop date passes, then you may fail or receive an incomplete grade if all assignments are not completed and submitted correctly and on time. Incomplete assignments may not be reviewed or receive any points, all assignments must be fully completed in order to prevent being dropped and/or failing the class.

Allow at least one week from assignment due date to receive your grade and any feedback. Students are responsible for viewing and applying instructor assignment feedback, where applicable. You can view instructor assignment feedback in “My Grades” section in your course. **I will be leaving feedback so make sure you review it. If you make the same mistake on a later assignment, I will be less generous in grading it.** Please note, incomplete assignments do not necessarily qualify for partial points.

### Acceptable Files

Acceptable files include “.pdf” or “.docx” ONLY, unless otherwise specified in assignment instructions. Follow assignment submission instructions. For certain assignments, you can submit through your assignment link by clicking on “write this” in lieu of submitting a file attachment.

### File Submissions

Submit ONE FILE ONLY, unless indicated otherwise. Include all information in one file.

### Note about Quizzes

Canvas MAY time out due to inactivity, you need to ACTIVELY remain in the system while you complete your quizzes and make sure you close your MYOCC window IF you logged in to your class through MYOCC. Login directly through [Canvas](#) to minimize any timeout issues.

### Quiz Question Dispute

In the unlikely event you have a test question/answer inquiry/dispute, you will need to send the instructor the following through Canvas email:

- Exam Name/Number
- Any number(s)/question name(s) (provided in specific test) associated with specific question.
- Include full test question.
- Type out all question response options.
- Student response.
- The specific location in the text or course that in your opinion proves your dispute.
- Provide any other explanation or details as necessary to explain your inquiry/dispute.

## Discussion Guidelines

Discussions HAVE DEADLINES, SEE SYLLABUS. Discussions WILL BE CLOSED AFTER DEADLINE.

Discussion contributions should be thorough, well thought out, and of professional quality. First create your response to a discussion and copy in to Canvas text box. Save all discussions in a separate Word processing document for your records.

**DO NOT ATTACH A FILE AS YOUR DISCUSSION CONTRUBUTION**, unless directed to do so. **Include short paragraphs (~5-7 sentences) only with one line of white space between paragraphs.** Check your exercise submission and edit or delete if you submitted one large paragraph that is difficult to read.

All discussion contributions should be individually submitted, no partner submissions allowed, unless specifically indicated. Discussions should be unique and original. If a discussion is the same or too similar to another class member's discussion contribution then no points will be given the first time and the student may be dropped from class and/or reported to Dean of Students for subsequent plagiarism attempts.

No late discussions accepted for point value. Although you may have access to submit a late discussion, you will not receive points if it is submitted past the deadline.

Discussion grading is based on thorough, quality, and complete contributions. If all parts of a discussion are not responded to then you may not receive full or any points. If you have a question about a grade then contact the instructor by email or during office hours.

## Due Dates

All due dates will be kept current in the Canvas classroom calendar. Pay attention to announcements and calendar updates for any changes made throughout the semester.

## Class Policies and Procedures

### Policies & Procedures & Responsibilities

Instructor may ask you to leave the class if you do not follow class rules as described below.

- NO sales or solicitation allowed in the online class.
- NO offensive language or material allowed in the online class, through communications related to the class, OR through any links posted in the class.
- OCC Academic Honesty Policy will be enforced. Students suspected of cheating or committing plagiarism may be reported to the Dean of Students, may receive a zero for related plagiarized work, may be dropped from the class and/or may receive an "F" for the course. See the Student Handbook for complete details on this policy.
- Unless otherwise indicated, students should not be working on assignments together.
- Notify instructor if you have any special needs.
- Only individual, original discussion contributions accepted. NO partners for discussion contributions, no exceptions. If any two discussion contributions are similar or the same you may be dropped from the class and your information may be sent to the Dean of Students.

### Communication Guidelines

- Student meetings (in person, by phone and/or online) can be arranged by appointment; advance coordination preferred.
- Students are responsible for reading all information sent from instructor via email and/or posted through announcements. You are responsible for checking email and announcements in your online class through the last day of class. See OCC website for last day in semester.
- Only send email to instructor via Canvas email, unless you have problems accessing Canvas email, then email me through OCC email.
- Do not hesitate to contact me with any questions. There is no such thing as a stupid question; I am here to help you succeed.
- I will reply to all email within 24 hours. If you don't get a response in that time frame, please message me again, as I may have missed it.

### Drop Policy

As a result of recent regulation updates, I am required to drop any student who does not attend the first day of class. In an online class, this means that **you need to complete all work due the first week** to remain in the class. You may also be dropped if you miss more than two assignments or tests at any time, at the discretion of the professor.

If you want to drop the class, it is the responsibility of the student to complete that process. Go to the OCC website for more information: <http://www.orangecoastcollege.edu/enrollment/Pages/Dates-to-Remember.aspx>

### Academic Honesty Policy

Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials is prohibited and may lead to appropriate disciplinary action.

### Disability/Accommodation

Orange Coast College recommends that students with disabilities or specific learning needs contact their professors during the first two weeks of class to discuss academic accommodations. If you believe that you may have a disability and would like more information, you are encouraged to contact Disabled Students Programs and Services (DSPS) at (714) 432-5807 (voice), (714) 432-5604 (TDD), or email at [disabledstudents@occ.cccd.edu](mailto:disabledstudents@occ.cccd.edu).

**DISABILITY STATEMENT:** The College makes reasonable accommodations for persons with documented disabilities. Students should notify the Disabled Student Programs & Services department, located in the Special Services building and their instructor of any disability related needs. For more information, see [Disabled Students Office website](#) or call (714) 432-5807. Students eligible for and needing academic adjustments or accommodations because of a disability are requested to speak with the professor as soon as possible.

### Please Note

This syllabus is subject to change or revision due to the need to make course adjustments based on the instructor's judgment. This syllabus (and any changes to it) should be seen as a road map to help students attain academic success and maximize their potential.