

EC 123: Information Literacy & Research Skills
Winter 2005: W 2-3, CLICC A (Powell, 3d floor)
SYLLABUS: 12/19/04

Instructor:

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OVERALL LEARNING OUTCOME:

Students will demonstrate that they are information literate (IL), able to identify, locate, critically evaluate and use information effectively and ethically.

COURSE OBJECTIVES:

Students will...

- identify a research paper topic and refine it
- describe where their topics fit in the flow of information and develop appropriate search strategies
- critique research tools & identify those most useful for their topics
- use appropriate research tools effectively
- critically evaluate materials to identify those most useful for their topics
- describe the ethical and intellectual issues related to information research
- write descriptive/critical annotations for materials useful to their research topics
- use an appropriate citation style to cite materials consistently and accurately in a bibliography
- feel more confident about conducting information research for academic and personal needs

READINGS

No required textbook. All readings are suggested and are on 2-hour reserve in the College Library or online. Use the Library's [reserve search](http://ereserves.library.ucla.edu/cgi-bin/Pwebrecon.cgi?PAGE=rbSearch&DB=local) <<http://ereserves.library.ucla.edu/cgi-bin/Pwebrecon.cgi?PAGE=rbSearch&DB=local>> to get to the list of reserve items, including online readings.

INFORMATION RESOURCES WEB PAGE FOR COURSE

<<http://www.library.ucla.edu/libraries/college/classes/ec123/index.htm>>

ASSIGNMENTS, ATTENDANCE, PARTICIPATION & GRADING

1. Topic Narrowing/Broadening Worksheet: 3 pts.

- Due in class: Week 5 or sooner
- Read this page: <<http://www.library.ucla.edu/libraries/college/help/topic/index.htm>>
- Then fill out this worksheet & turn it in: <<http://www.library.ucla.edu/libraries/college/help/topic/tpicfrm2.htm>>

NOTE: Each student must select a research topic and complete this worksheet whether or not you are doing research for a paper in another course this quarter. This will be your topic for the purposes of this course. If you want to change your topic, you will need to make an appointment to discuss it with me first.

2. LitSearch/Research journal (typed): 5 pts/pg x 8 pgs = 40 pts

- **Due in class: Week 2: 1 page:** Describe in essay form what you already know about research, how you go about doing research, and your comfort level with researching information.
- **NOTE: REQUIREMENTS FOR PAGES 2-8:**
 - By the end of the quarter, you must have used and discussed in your papers the Librarians' Index to the Internet <lii.org/> and a minimum of 3 databases to identify materials on your research topic.
- **Due in class: Week 4: 2 pages:** Describe in essay form what you learned about information research and your information research steps. Include where you searched for information (libraries, research tools) and how you would rate the research tools you used.
- **Due in class: Week 7: 2 pages**
Continue with your journal as you did for Week 4.

● **Due in class Week 10: 3 pages + previous 6 pages, for total of 8 pages**

Continue with your journal as you did for Week 7. Last page: Include description of if and how you have changed the way you think about and do research for classes or personal needs, and your current comfort level with researching information.

3. “Road to Research” Pretests: 4 pretests @ 1pt = 4 pts

<<http://www.sscnet.ucla.edu/library/>>

Due any day: Week 2

4. Web Site Oral Report & Critique: 10 pts

● **Due in class: Week 6**

a. Select a useful web site related to and useful for your research topic.

b. Present your web page to the class, and answer the following questions :

- What is it?
- How did you find it?
- Why is it useful?
- What are its drawbacks, if any?

Base your evaluation on points in “[Thinking Critically About World Wide Web Resources](http://www.library.ucla.edu/college/help/critical/index.htm)”

<<http://www.library.ucla.edu/college/help/critical/index.htm>>

c. During class, participate in discussing and critiquing other students' sites.

5. Copyright & Plagiarism Assignment: 2 @ 1 pt = 2 pts

● **Due in class Week 8**

Complete two of the “Bruin Success with Less Stress” tutorial modules <<http://www.library.ucla.edu/bruinsuccess/>>: 1) Intellectual Property & 3) Citing & Documenting Sources. Complete the quizzes, print the certificates & turn in. Reflect on a time when you or someone you know may have done something that violated intellectual property rights or copyright without being aware of it. Be prepared to discuss this with the rest of the class in Week 8.

6. UCLA Library Visit Report: 8 pts

Due in class Week 9

Students will visit one of the many UCLA libraries & report back on the library's purpose, subject matter, special or useful features, & 3 handy hints about that library or its resources.

7. Annotated Bibliography (5 items): 3 pts/title=15 pts

Due: Any day of Finals Week (Note: Turn in at College Library Reference Desk, Powell 2d floor)

Write 1/2-page annotations for 5 items from the bibliography for your research paper topic.

Remember: DO NOT COPY & PASTE ABSTRACTS FROM THE BEGINNINGS OF ARTICLES,
OR FROM PERIODICAL INDEXES, AS THIS IS PLAGIARISM & IS UNACCEPTABLE.

For each annotation:

- a. provide a complete citation & note the citation style—APA, MLA, etc.
- b. in your own words, briefly describe the item and how you found it
- c. explain why you picked it for your paper--what makes it useful
- d. list any questions you have about it

NOTE: If you use a web page, print it and attach it to your bibliography.

8. “Road to Research” Quizzes: 4 quizzes @ 2 pts = 8 pts

<<http://www.sscnet.ucla.edu/library/>>

NOTE: You must score 80% on a quiz in order to get credit for it. You can take each quiz up to 3 times.

9. Class attendance & participation = 10 pts

TOTAL: 100 pts

ASSIGNMENTS WEEK BY WEEK

Week 2: LitSearch Research Journal (1 page) 5 pts

“Road to Research” 4 Pretests 4 pts

Week 5: Topic Narrowing/Broadening Worksheet 3 pts

Week 5: LitSearch/Research Journal (2 pages)	10 pts
Week 6: Web Site Oral Report & Critique	10 pts
Week 7: LitSearch/Research Journal (2 pages)	10 pts
Week 8: "Bruin Success" Certificates (2 certificates)	2 pts
Week 9: Library Visit Report	8 pts
Week 10: LitSearch/Research Journal (3 pages)	15 pts
FINALS Week: Annotated Bibliography	15 pts
FINALS Week: "Road to Research" 4 Quizzes	8 pts
Attendance & Participation	<u>10 pts</u>
TOTAL:	100 pts

GRADING POLICIES:

- All assigned work must be submitted on the due date. Late assignments will be penalized 1/2 point for each day late, including weekends.
- If you are unable to complete work when assigned, you must contact me before the assignment is due, unless there are extreme extenuating circumstances.
- If you are having problems during the quarter, let me know before final grades have been determined.
- Literacy, legibility, grammar, spelling and punctuation will all be considered in grading.
- All written assignments must be typed, unless otherwise noted in the assignment.
- Grades will be determined on a point/percentage basis (i.e., 90-100%=A; 80-89%=B; etc.), not on the curve. Grades will be changed only under exceptional circumstances.
- If you take this course Pass/No Pass, you must complete all assignments satisfactorily in order to pass (the equivalent of grade C or better).
- Plagiarism is unacceptable. Plagiarism is quoting, paraphrasing or using someone else's words or ideas without citing the original author. Do not copy and paste abstracts from articles or from periodical indexes. This is also plagiarism. Remember to cite all of your sources, including web pages!

WEEKLY OUTLINE

WEEK 1: 12 Jan 2005

- ☐ Introduction to course & "information literacy"
- ☐ Review of UCLA libraries & basic information research tools available to students
- ☐ Finding Useful Books
- ☐ Tour of College Library (optional)

WEEK 2: 19 Jan 2005

DUE IN CLASS: LitSearch/Research Journal (1 page)

What do you already know about information research?

- ☐ Students describe their research paper assignments (brief overview)
- ☐ Concepts, tips & tricks for investigating, selecting and focusing a research paper topic
- ☐ Research Paper Steps
- ☐ Flow of information & search strategy.

Tips for getting ahead!

1. Use a print reference book and/or a print or online encyclopedia to get background information related to your research topic & note citations for the ones you use.
2. Get help & organize your time by using the "[Research Paper Planner](http://www.library.ucla.edu/libraries/college/classes/fsp-tsp/researchpaperCL2.html)"
<<http://www.library.ucla.edu/libraries/college/classes/fsp-tsp/researchpaperCL2.html>>

Reading: Riedling: Chapter 2

WEEK 3: 26 Jan 2005

- ☐ Selecting a research paper topic: scanning reference books & encyclopedias

- ☐ Focusing a research paper topic: mental mapping & topic limiters

- ☐ Using a search log

Reading: Riedling: Chapter 3

WEEK 4: 2 Feb 2005

- ☐ Distinctions between magazines & journals
- ☐ How to identify useful print & online reference tools, including article indexes
- ☐ How to use reference tools effectively & efficiently
- ☐ Tips & tricks for effective, efficient search strategies.

Reading: Riedling: Chapter 4

WEEK 5: 9 Feb 2005

DUE IN CLASS: Topic Narrowing/Broadening Worksheet

& LitSearch/Research Journal (2 pages): Description of your research progress.

- ☐ Critical thinking and evaluating materials, including articles & web sites related to student paper topics
- ☐ Shortcuts to quality web sites
- ☐ Writing annotations.

Readings:

- ["Thinking Critically About World Wide Web Resources"](http://www.library.ucla.edu/libraries/college/help/critical/index.htm)
<<http://www.library.ucla.edu/libraries/college/help/critical/index.htm>>
- Kelley, Tina. "Whales in the Minnesota River?" [New York Times](#), March 4, 1999.
Available via [LexisNexis](#): <<http://web.lexis-nexis.com/universe>> in a UCLA Library or computer lab,
or BOL dialup or via BOL proxy server.
- Riedling: Chapter 5

TIP! Try this [Web Critical Thinking Exercise](#) to hone your skills:

<<http://www.library.ucla.edu/libraries/college/help/critical/exercise.htm>>

WEEK 6: 16 Feb 2005

DUE IN CLASS: Web Site Oral Report & Critique

- ☐ Students present and critique a web site of their choice related to their research topics. Class discusses & critiques students' web sites.

WEEK 7: 23 Feb 2005

DUE ANY DAY THIS WEEK: LitSearch/Research Journal (2 pages): Description of your research progress.

- ☐ Student peer group conferences re research progress with instructor as consultant

WEEK 8: 2 Mar 2005

DUE IN CLASS: Certificates for, "Bruin Success with Less Stress," Parts 1 & 3

- ☐ What are copyright, intellectual property & censorship in an online world, & why should you care?
- ☐ Avoiding plagiarism – discussion
- ☐ How to cite & citation styles

Reading: Hacker, [Bedford Handbook](#), Chapter 51, pp. 557-563.

Riedling: Chapters 7 & 8

WEEK 9: 9 Mar 2005

DUE IN CLASS: Library Visit Oral Report

Student reports on visits to UCLA libraries

WEEK 10: 16 Mar 2005

DUE IN CLASS: Entire LitSearch/Research Journal (3 pages + previous pages)

Description of your research progress &

Self-reflection on your own learning about information research.

Debriefing on course; course evaluation

FINALS: 21 Mar –25 Mar 2005

DUE any day this week (turn in at College Library Reference Desk or email as pasted in text & attachment):
Annotated Bibliography of 5 items