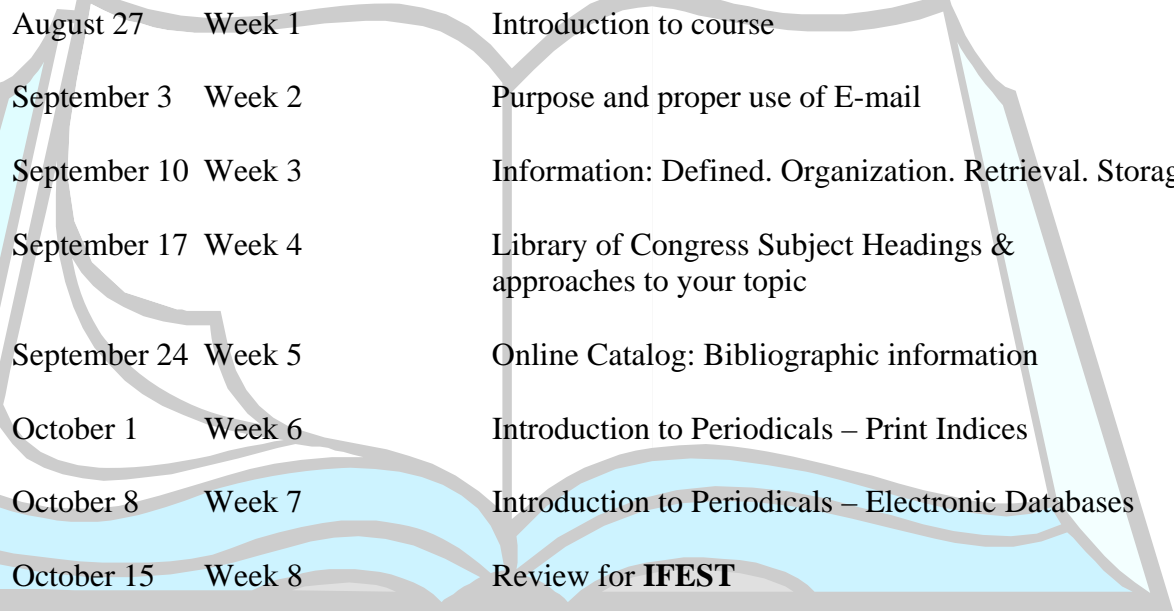


Library Research Fundamentals Library and Information Studies 100

Prof. Luis Pedroza
Office: L-105
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Pedroza_luis@sac.edu
Ticket # 5840002
Fall 2008
Wednesdays 1:00-2:05

Course Description: This class is designed to provide students with the survival skills needed in libraries. Print and Non-Print information sources such as reference books, magazines, electronic databases, and the Internet will be discussed. Students will participate in hands-on exercises in the Library.

Syllabus



August 27	Week 1	Introduction to course
September 3	Week 2	Purpose and proper use of E-mail
September 10	Week 3	Information: Defined. Organization. Retrieval. Storage.
September 17	Week 4	Library of Congress Subject Headings & approaches to your topic
September 24	Week 5	Online Catalog: Bibliographic information
October 1	Week 6	Introduction to Periodicals – Print Indices
October 8	Week 7	Introduction to Periodicals – Electronic Databases
October 15	Week 8	Review for IFEST
October 22	Week 9	IFEST
October 29	Week 10	Reference sources
November 5	Week 11	More reference sources
November 12	Week 12	WWW and the Internet
November 19	Week 13	Evaluating and Citing the WWW

November 26 Week 14 Other Libraries & Collections
November 27-30 Enjoy your Holiday. Enjoy something to read.
 December 3 Week 15 Style manuals, works cited & Plagiarism
 December 10 Week 16 Final **IFEST**

Enjoy Your Semester Break. Read something else!!

******* Assignments and Syllabus are subject to change.**

Academic Honesty Policy: Academic dishonesty or cheating is defined as an intentional act of fraud in which a student seeks to claim credit for the work or efforts of another without authorization. This includes assisting other students in acts of dishonesty or coercing students into acts of dishonesty. There is absolutely **NO** tolerance for cheating in this class. Any student caught cheating or assisting another student in the act of cheating, will receive a **NO CREDIT** grade for the course.

Academic Accommodation Statement: A student with a disability, who would like to request an academic accommodation, is responsible for identifying herself/himself to the instructor and to the Disabled Student Programs and Services (DSPS). To make arrangements for academic accommodations, contact the Disabled Student Office in Johnson Center, U 103, or phone (714)564-6264, TTY(714)564-6284 for a referral to the appropriate DSPS Department.

Course Requirements:

- Class Participation 80 points
- Assignments (24 x 10 points each) 240 points
- Midterm Exam 100 points
- Final Exam 100 points
- **Total 520 points**

Grading Scale

90 - 100%	A	468-520 Points
80 - 89%	B	416-467 Points
70 - 79%	C	354-415 Points
60 - 69%	D	312-353 Points
0 - 59%	F	000-311 Points