

LM 1010, Information Literacy 2012-2013 Syllabus

LM 1010: Information Literacy is a 1 credit online course. This course will introduce you to the techniques and tools that you can use to do effective library research for all your information needs - in the classroom, the workplace, and in everyday life. Completion of this course with a minimum C- grade meets the SUU Core Information Literacy General Education requirement.

Learning Outcomes

A student successfully completing this course will . . .

- recognize and articulate the expectations of college level research, locate SUU policies on academic honesty, identify what constitutes plagiarism, and recognize the social and ethical issues of using information.
- apply the research process to develop focused research questions and search statements to search for, locate, and select appropriate information sources for their research needs.
- describe how information is organized, and create search strategies to effectively use library resources (catalogs, article databases, and Internet search engines) to locate and retrieve information resources.
- identify and apply evaluation criteria to assess the quality of information retrieved and demonstrate the importance of properly and correctly citing information sources.

Program Fees

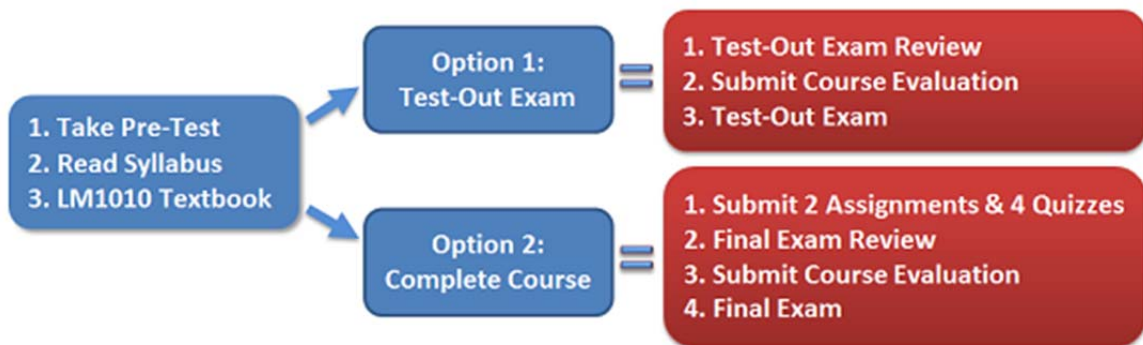
Library courses have a \$8 per credit hour fee to be used for support or improvement of library media courses.

Technical Requirements

A high-speed network connection such as the campus network, or off campus with a DSL line or cable modem will give you the best results with this class. Recent versions of the Firefox, Chrome or Safari browser work best with this class. For assignments, this course requires that you use either Microsoft Word, or **OpenOffice** (free program that is compatible with Microsoft Word). See the **Student Canvas Users Guide** for additional help.

How to Complete the Course

1. Log in and set up your **Profile** and **Notifications**.
2. Take the **Pre-Test** to open access to all course content.
3. Options for completing the course:
 - a. **Test-Out:** If you have library research experience you can take the optional Test-Out Exam. Check the Calendar or Course Schedule for deadlines.
 - b. **Complete Course:** Complete the Quizzes, Assignments and take the Final Exam. Check the Calendar or Course Schedule for deadlines.



Navigating the Course

1. **Modules:** Access all course materials including textbook, assignments, quizzes, test reviews and exams.
2. **Textbook:** The **LM1010 Textbook** is located in **Modules > Course Information**.
3. **Syllabus:** Check here for course information, deadlines, and grading.
4. See **Modules > Instructor's Office** for ways to contact your instructor.
5. **Deadlines:** See the **Course Schedule**. You can also check the **Calendar** for due dates.
6. Click the **Grades** button to see your Assignment, Quiz, and Test scores.
 - a. To check your grade progress or final grade click **Where are my grades?** Contact the instructor if you think a grade is incorrect.
 - b. Click **How do I check my What-If Grades?** to see how a grade change will affect your total grade in this course.
 - c. **Modules**
 - i. The **LM1010 Textbook** includes 4 chapters which cover the basics of doing college level research - from selecting a topic, finding information on your topic, choosing the most reliable sources, to giving credit to your sources.
 - ii. **Quizzes** (40% of your grade). In Modules you'll find 4 Quizzes. Quizzes can be taken only once.
 - iii. **Assignments** (40% of your grade). In Modules you'll find 2 Assignments worth 15 and 25 points.
 - iv. **Final Exam** (20% of your grade). You can take the Final Exam any time after you've completed all Quizzes and Assignments. You must take the Final Exam in the Library Computer Lab unless you've made other arrangements with the instructor.
 - d. **Test-Out Exam.** You should take the **Test-Out Exam** if you are familiar with the course material. See the **Test Out Exam Review Information** page for tips on what you should know to do well on the Test Out Exam. The **TEST-OUT EXAM Module** has review information, practice quizzes, a practice Test-Out Exam, and Test-Out Review Videos to help you prepare for the exam.
 - i. If you pass the Test-Out Exam with a grade of at least a C-, and accept your grade, you will have completed the course and do not need to do any more work in the course.
 - ii. If you don't pass the Test-Out Exam with at least a C- grade or you're not satisfied with your Test-Out score, continue and complete the course.

Course Grading

Course and Test-Out Exam grades are calculated based on the following percentages:

A = 94 - 100	B- = 80 - 83	D+ = 67 - 69
A- = 90 - 93	C+ = 77 - 79	D = 64 - 66
B+ = 87 - 89	C = 74 - 76	D- = 60 - 63
B = 84 - 86	C- = 70 - 73	F = 59 and below

Your grade in LM1010 is determined by points you earn on 4 Quizzes + 2 Assignments + the Final Exam:

4 Quizzes (Assessments) at 10 points each	= 40 points
2 Assignments (15 & 25 points)	= 40 points
Final Examination	= 20 points
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Total points	= 100 points

Your Responsibilities as a Student

- **LM1010 Academic Integrity Policy:** Course requirements must be completed independently. If the instructor finds that you have been dishonest in completing any course requirement, you will receive a

zero for that work and may fail the course and receive further action from the University. You should be familiar with your student responsibilities and rights as a SUU student. LM1010 uses **Turnitin.com**, an electronic service that verifies the originality of student work. Documents submitted to Turnitin.com are retained, anonymously, in their databases. Continued enrollment in this course constitutes an understanding of and agreement with this policy. See the SUU Academic Integrity Policy below.

- **Check Canvas Notifications:** Course information and deadline alerts are sent through Canvas, depending on how you've set up your Profile and Notifications. Visit the course on a regular basis, just as if you were attending a class, so that you can get these alerts.
- **Writing:** Students are expected to write clearly and completely, at a level appropriate for undergraduate course work. Points may be deducted for inappropriate spelling, capitalization or grammar.

SUU Policies Relating to this Course

- **ACADEMIC INTEGRITY.** The SUU Student Handbook discusses **What constitutes academic misconduct** under the section on Student Rights, Responsibilities & Conduct. Students can review SUU Policy #6.33, Academic Integrity for the definitions of these violations and infractions. The learning outcomes for LM1010 stress academic integrity and honesty, understanding and avoiding plagiarism, and understanding the social and ethical issues such as copyright when using information for your research. Your LM1010 instructor expects that all work submitted by you will be your own ideas and effort. When the work does not represent your work it must be properly cited. Cheating, forgery, plagiarism or the unauthorized use of work belonging to another, except under Federal exemptions such as Fair Use, are all considered academic misconduct.
- **ADA STATEMENT.** Students with medical, psychological, learning or other disabilities desiring academic adjustments, accommodations or auxiliary aids will need to contact the Southern Utah University Coordinator of Services for Students with Disabilities (SSD), in Room 206F of the Sharwan Smith Center or phone (435) 865-8022. SSD determines eligibility for and authorizes the provision of services.
- **Emergency Management STATEMENT.** In case of emergency, the University's Emergency Notification System (ENS) will be activated. Students are encouraged to maintain updated contact information using the link on the homepage of the mySUU portal. In addition, students are encouraged to familiarize themselves with the Emergency Response Protocols posted in each classroom. Detailed information about the University's emergency management plan can be found at <http://www.suu.edu/ad/facilities/emergency-procedures.html>.
- **HEOA Compliance statement.** The sharing of copyrighted material through peer-to-peer (P2P) file sharing, except as provided under U.S. copyright law, is prohibited by law. Detailed information can be found at <http://www.suu.edu/it/p2p-student-notice.html>.