Information Literacy: Beyond Google
CORE 110 [all sections]
Southwestern College Professional Studies

COURSE SYLLABUS

I.   Course Catalog Description
This course is designed to provide learners with the skills that are fundamental to becoming an information-literate professional who can locate, evaluate, organize and communicate information. The abundance and rapid flow of data requires skill development in the understanding of information resources, accessing information sources, determining the credibility of Internet information, logically organizing sources and finally presenting the information professionally.

II.   Required and Supplementary Instructional Materials
This course includes access to interactive Information Literacy courseware created by Credo Research, a third-party learning software provider. Instructions for accessing the Credo's Information Literacy courseware are located in Blackboard.

III. Course Delivery
There are two forms of course delivery Ground and Online:

Ground courses, or those that meet face-to-face on a weekly basis, also have an online component, which means some of the course content is delivered online. Southwestern College utilizes the Blackboard (Bb) learning management system.

Online courses typically contain a blend of synchronous (real-time) and asynchronous (not real-time) material. Depending on the course, you may be required at times to interact "live," which might mean attending a scheduled Collaborate session. You may also be required to view or listen to a lecture or other video on a specific date and time. Of course, if there are circumstances that prohibit you from logging in to a scheduled synchronous activity, an alternate assignment will be provided. Please refer to the Course at a Glance section which will note any synchronous activities.

IV.   Learning Outcomes
Learning outcomes describe the knowledge, skills, values, and attitudes that learners gain as the result of a particular learning experience. Southwestern College Professional Studies has learning outcomes specific to each course and each undergraduate and graduate program of study, as well as institution-wide outcomes related to the mission and vision of the college. Outcomes can help learners and instructors focus on the big picture of the learning experience and can help inform potential employers about a graduate's knowledge and skills.

Upon successfully completing this course, the learner will be able to:

1. Identify problems, articulate questions or hypotheses, and determine the need for information.
2. Access and collect information from appropriate primary and secondary resources.
3. Use quantitative and qualitative methods, including the ability to recognize assumptions, draw inferences, make deductions, and interpret information, to analyze problems in context and draw conclusions.
4. Recognize the complexity of problems and identify different perspectives from which problems and questions can be viewed.
5. Evaluate and report on conclusions and identify areas where further inquiry is needed.
6. Identify, analyze, and evaluate reasoning and construct and defend reasonable arguments and explanations.

7. Evaluate sources for currency, relevance, authority, accuracy, and purpose.
8. Articulate the purpose and distinguishing characteristics of copyright, fair use, open access, and the public domain. Make informed choices regarding online actions in full awareness of issues related to privacy and the commodification of personal information.
9. Create accurate bibliographic citations and demonstrate an understanding of the scholarly communication process.

At the end of the course, learners may vary in their ability to achieve these outcomes. You are more likely to achieve these outcomes only if you attend class and/or online activities as required by the syllabus, complete the requirements for all assignments to the best of your ability, participate actively in class activities and group work as directed, and study diligently for exams.

V.   Expectations
Learners can expect the instructor to:
- Respond to e-mail and phone contact attempts promptly (if you do not receive a response after 48 hours please follow-up as a technology glitch may have occurred)
- Substantially participate in weekly discussions/lecture
- Employ impartial and consistent grading practices
- Provide assignment grades and feedback in one week or less

Instructors can expect the learner to:
- Review the syllabus in its entirety requesting clarification prior to beginning week 1 coursework
- Obtain access to the required course materials prior to the class start date or notify the instructor of any delay no later than Tuesday of week 1 of the course
- Submit course assignment questions with enough notice to receive and incorporate feedback prior to the assignment due date (see course late policy)
- Possess basic skills in Microsoft Office, and have the ability to access Blackboard
- Include the course ID (Ex: CORE101) on all e-mail correspondence
- Check Blackboard course announcements often during the course
- Communicate with instructors and classmates in a professional and respectful manner
- Substantially participate in weekly discussion/lecture (it is strongly suggested that Bb posts be prepared in a word processing software application then checked for grammar errors prior to submission)
- Submit assignments via the appropriate avenue (e.g. discussion board, Bb assignment link, etc.)
- Adhere to the Southwestern College Student Code of Conduct and Standards of Academic Integrity
- Create and submit original work

VI.   Grading Scale and Criteria

Grade	Quality Points	Course Scale
A+	4.00	100%
A	4.00	94.0-99.9%
A-	3.67	90.0-93.9%
B+	3.33	87.0-89.9%
B	3.00	84.0-86.9%
B-	2.67	80.0-83.9%
C+	2.33	77.0-79.9%
C	2.00	74.0-76.9%
C-	1.67	70.0-73.9%
D+	1.33	67.0-69.9%
D	1.00	64.0-66.9%

Grade	Quality Points	Course Scale
D-	0.67	60.0-63.9%
F	0.00	< 60.0%

Grade:	Criteria and Guidelines:
A+	The grade of A+ is reserved for a perfect score (100%) of all work in a course.
A	Superior work: Superior performance that far exceeds the minimum expectations and demonstrates an excellent understanding of the concepts addressed in the course.
B	Above average work: Good performance that exceeds the minimum expectations and demonstrates a higher than average understanding of the concepts addressed in the course.
C	Average Work: Adequate performance that meets the minimal expectations and demonstrates a basic understanding of the concepts addressed in the course.
D	Minimally acceptable work for receiving credit: Below average performance that does not meet the minimum expectations and/or does not demonstrate a basic understanding of the concepts addressed in the course.
F	Failure: Unacceptable performance (in a professional context, this means "you're fired.")
WF	Withdraw/Fail: A final grade of WF will be recorded for learners who either never access/attend or submit any assignments for courses.
WD, AW, I, S, W, WM	Please refer to the Grading System section of the appropriate catalog.

VII. College Policies

Students are expected to read and abide by the college policies as listed in the appropriate catalog:

- Undergraduate Catalog: For learners who do not possess a bachelor's degree, are pursuing an additional bachelor's degree or for graduate learners who are enrolled in 100-400 level courses.
- Graduate Catalog: For learners who have earned a bachelor's degree and are pursuing a master's degree or graduate level certificate or learners who are enrolled in 500+ level courses.

Non-Discrimination Policy
Student Code of Conduct
Academic Integrity Policy
Policies for Dealing with Violations of Academic Integrity
Incomplete Policy
Withdraw Policy

VIII. Course Policies

Students are expected to read and abide by the course policies.

Course Late Policy:

Work handed in late will have a negative effect on your grade. If an assignment is submitted up to twenty-four hours after the deadline, it will lose one letter-grade. Assignments submitted up to forty-eight hours after the deadline will lose two letter-grades. Assignments submitted more than forty-eight hours after the deadline will not be accepted for grading. Plan ahead so that technical difficulties do not cause your paper to be late. In the event of dire circumstances, extensions may be granted if requested and approved by the instructor prior to the due date.

Course Policy:

- All preparatory activities are in the online Credo courseware and should be completed BEFORE class.

- Deadlines for ALL assignments, assessments, and exercises will be enforced. It is the learner's responsibility to contact the class instructor if they are absent from class or miss assignments and/or deadlines.
- You are responsible for completing all assigned reading, quizzes, discussions, and assignments.

IX. **Technology Requirements**

X. **Citation**
Check the Academic Resources link in the course menu of your Blackboard course to find the specific requirements and resources for formatting manuscripts and documenting various kinds of sources when submitting written work.

XI. **SafeAssign®**
This instructor may use SafeAssign®, which is a system that allows for checking the originality of writing and proper citing.   Your assignments may be run through this software.

XII. **Course Requirements:**

Requirements	Number of Assignments	Points Possible	Percent of Grade
Discussions	6	300	30%
Pre-Test (not graded) and Post Test (graded)	2	40	4%
Credo Quizzes	20	100	10%
Einstein's Universe Report	1	100	10%
CRAAP Analysis	1	50	5%
Citation Assignment	1	60	6%
Research paper outline	1	80	8%
Presentation	1	120	12%
Plagiarism assignment	1	150	15%
Total Points		**1000**	**100%**

XIII. **Course at a Glance:**

Unit	Reading & Preparation Activities	Graded Work Due
1	- Register with Credo Information Literacy - In Credo, complete: - Why Information Literacy Matters - Getting Started with Research sections - The Research Process - Choosing a Topic - Participate in the Introductions Discussion - Attend Collaborate session on Plagiarism (mandatory)	- Credo Pre-Test - Unit 1 Quizzes (in Credo) - Unit 1 Discussion

Unit	Reading & Preparation Activities	Graded Work Due
2	• In Credo, complete: o Sources of Information ▪ How Information is Produced ▪ Types of Sources ▪ How to Read Scholarly Information o Searching for Information ▪ Search Strategies ▪ Search Techniques • Attend Collaborate session on APA style (mandatory)	• Unit 2 Assignment: Einstein's Universe Report • Unit 2 Quizzes (in Credo) • Unit 2 Discussion
3	In Credo, complete: • Evaluating Information o Evaluating Information o Extending Evaluation • Using Information o Synthesizing Information • Review the CRAAP test	• Unit 3 Quizzes (in Credo) • Unit 3 Discussion (Applying the CRAAP test to A Peer's Source) • Unit 3 Assignment (Applying the CRAAP test to Your Source)
4	In Credo, complete: • Citations o Why Citations Matter o APA Citations o MLA Citations o Other Citation Styles o Citation Tools	• Unit 4 Quizzes (in Credo) • Unit 4 Discussion • Unit 4 Assignment: Citations
5	In Credo, complete: • Presenting Information o The Research Paper o Presentations	• Unit 5 Quizzes (in Credo) • Unit 5 Discussion • Unit 5 Research Paper Outline • Unit 5 PowerPoint or Prezi Presentation
6	In Credo, complete: • Ethical and Social Issues o Academic Integrity o Social Issues	• Unit 6 Quizzes (in Credo) • Unit 6 Discussion • Unit 6 Assignment: Plagiarism • Credo: Post Test

XIV. **College Resources**
Advising
Self-Service
Withdraw Form
Blackboard Learn
SCPS Bookstore
Deets Library
Online Writing Center: View this brief video tutorial that explains how to enroll in Blackboard
IT Support: Marilyn.clements@sckans.edu or 888-684-5335 x.121

XV. **ADA Compliance Statement**
Southwestern College Professional Studies is committed to making reasonable accommodations for qualified students with documented disabilities. If you have a disability that may impact your learning and for which you may need accommodations, please notify the Director of Learner Support and Academic Success, at 888.684.5335.

XVI. **Senior Capstone and Graduate Projects:**

The majority of the programs offered by Southwestern College Professional Studies conclude with a Senior Capstone or Graduate Project. During the Capstone or Project course students will be required to retrieve papers, assignments and projects that they created during their entire program of study. For this reason it is imperative that students design a method of storing program course work for use during their final class at Southwestern College Professional Studies.