

TECH 305: Information Literacy for Technologists (2 units)

Course Syllabus – Winter Quarter 2010

Catalog Description: The process of finding, organizing, and using information in print, electronic and other formats for technologists. Concept of communication technology in the information age. Emphasis on practices in modern industry; examination of recent and projected technological development.

Course Overview: Many students do not have the information skills they need to compete well in college and in their future professional roles. This course has been designed to equip students with helpful research strategies and techniques, including effective use of libraries, source evaluation, finding and accessing scholarly literature, understanding knowledge production, citation formatting, and avoiding plagiarism.

By understanding how information is organized and accessed, students will develop the critical thinking skills and strategies to be successful in academic and professional undertakings.

Student

Learning Outcomes: This student will begin to develop the researcher in you. It is designed to help you become a more effective consumer and user of information. In this class you will learn how to identify and use a variety of resources, including libraries. This course feature research strategies you can use in your personal, academic and professional lives.

Upon successful completion of the course, each student should be able to:

- define a research topic and determine relevant information requirements;
- access information effectively and efficiently;
- critically evaluate research;
- understand the basic organization of libraries; and
- understand the ethical and legal uses of information.

Texts & Readings: The faculty will provide reading and/or direct students to their sources. No textbook is required for this course.

Reading and class discussion of the readings are a significant part of this course. Reading assignments *must* be completed prior to the class meeting.

Faculty Information: Ethan B. Lipton, Ph.D.
Office: Engineering and Technology A135
Office Hours: Mondays: 1:30-3:30 p.m.
 Thursdays: 2:30-3:30 p.m.
 and by special appointment
Office Phone: 323-343-4468
E-mail: elipton@exchange.calstatela.edu
Web Page: www.calstatela.edu/faculty/elipton

Key Dates: Class Meetings: Wednesdays, 6:10-7:50 p.m.
Monday, January 18: Martin Luther King, Jr.'s birthday; *campus closed*
Tuesday, January 19: *faculty furlough day* *
Monday, January 25: *faculty furlough day* *
Wednesday, February 24: No class meeting; *faculty furlough day* *
Thursday, March 4: *faculty furlough day* *
Final Examination: Wednesday, March 17, 7:30-10:00 p.m.

Course Requirements: Class participation is a significant part of this course. Class materials (syllabus, schedule, readings, and assignments) will be made available via the class website in pdf format or in hard copy. *No textbook purchase is required for the class.*

Assignments and exams will require that you demonstrate a grasp of material and concepts presented in class, as well as thoughtful responses to the issues raised in the articles and the class discussions.

All assignments must be submitted on the date due in hard copy or via email. If submitted via email, the student is responsible that the assignment arrives properly and on time.

Assignment Formatting

Your *information diary* and the *research paper* must be typed (double-spaced using a normal 12-point font). It is expected that all work submitted will be checked for spelling and grammar. All citations must use American Psychosocial Association (APA) formatting, which will be discussed in class. The two newspaper articles must be photocopied (no originals) or printed from the web.

Student Responsibilities: It should be clearly understood that each student has responsibilities:

- Attend all scheduled class meetings
- Obtain all information and/or notes when absent or late
- Have a Cal State L.A. Network Information Services (NIS) account to access all campus technology resources (i.e., Library computers and databases, campus wireless network, myCSULA student portal, WebCT, remote Internet connections, classroom and Open Access Lab computers)
- Regularly monitor your email account for course-related communication. Messages sent to students' Network Information Services (NIS) e-mail accounts from administrative offices, colleges, and faculty will be considered official University communications.

- Turn in all assignments *when due*
 - Assignments are due on the date indicated on the syllabus.
 - If an assignment is due and you are unable to attend class, it is the student's responsibility to be sure that it arrives no later than the due date.
 - Late work will be accepted only until the end of the class period following the due date (and all late work will be penalized 10% of total point value). Absolutely no late work accepted after that time.
 - No assignments will be accepted after the end of the last class meeting.
- Work cooperatively and professionally
- Comply with all University policies and procedures (*University Catalog*)
- If a student has any questions about these policies or the contents of this syllabus that are not resolved during class, please discuss them with me in a timely manner during office hours.
- All take-home written assignments must be typed, double-spaced, and *proofread*.
 - Proofreading means, at a minimum, using a spell check program on your word processor and correcting spelling, grammar, and punctuation errors. If you are unsure how to do this, please consult me or a tutor in the computer lab.
 - Papers with frequent errors in spelling, punctuation, or grammar, or that include writing problems so severe as to obscure the author's intent, will not be assigned credit.
 - Plagiarism and all other forms of cheating will, on first infraction, result in a grade of 0 for the assignment; a second infraction will result in failure for the entire course. If you are not sure what constitutes plagiarism or cheating, please consult me or the Student Handbook. Note that *all* instances of cheating will be reported to the University's Judicial Affairs Office.

***Reasonable
Accommodation:***

College of Engineering, Computer Science, and Technology faculty fully support the Americans with Disabilities Act (ADA) and will provide reasonable accommodation to any student with a disability who is registered with the Office of Students with Disabilities (OSD) who needs and requests accommodation. Please contact the Office for Students with Disabilities for assistance in such matters and then inform me as soon as possible. The faculty may wish to contact the OSD to verify the presence of a disability and confirm that accommodation is necessary. The OSD will arrange and provide for the accommodation.

Reasonable accommodation may involve allowing a student to use an interpreter, note taker, or reader; accommodation may be needed during class sessions and for administration of examinations. The intent of the ADA in requiring consideration of reasonable accommodation is not to give a particular student an unfair advantage over other students, but simply to allow a student with disability to have an equal opportunity to be successful.

Evaluation/Grading: In addition to completing all assignments, you are expected to attend and participate in all class activities. Absences, after one, will result in the loss of ten points per absence. Makeup quizzes may be arranged only if the professor is notified before the absence and must be made up before next class.

Attendance and Class Participation	100 points	10%
Library Exercises	150 points	15%
Midterm	150 points	15%
Articles (2)	100 points	10%
Information Diary	100 points	10%
Research Paper	250 points	25%
Final Exam	150 points	15%
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	1000 points	100%

The total number of points earned will determine the grade for this course.

930-1000 points	93-100%	A
900-929 points	90-92%	A-
870-899 points	87-89%	B+
830-869 points	83-86%	B
800-829 points	80-82%	B-
770-799 points	77-79%	C+
700-769 points	70-76%	C
600-699 points	60-69%	D
Less than 600	<60%	F

“I” – Incomplete Grade

An “I” grade will be assigned only if *all of the following conditions are met*: (a) the student requested such a grade before the final class meeting, (b) the student has completed all but one or two of the assignments, (c) the student can provide some compelling reason for your request for an “I” (with documentation, if requested by me), and (d) the student has missed no more than three class meetings over the entire quarter.

** As I am sure you are aware, the state of California is facing an unprecedented budget crisis that has resulted in a 31 billion dollar deficit. The impact of this on the California State University (CSU) system includes a reduction of approximately 580 million dollars; for CSULA, the reduction is nearly 20% of the campus' annual budget. Given a reduction of this magnitude, the CSU cannot continue business as usual. In addition to the recent increases in tuition and fees, campuses are also mandating employee furloughs, mandatory unpaid days off. Almost every employee on the staff, management, and faculty of Cal State L.A. will be observing, some impacting class meetings. Most faculty are required to take 6 days of unpaid leave each quarter, during which time they are prohibited from performing any university work. Days when classes and office hours will not be held due to furloughs are included in the syllabus. It is important to recognize that these days off are **not** holidays. For more information, please visit www.calstatela.edu/academic/aa/furlough/students.php*