

## **Library 004, Information Competency**

Brief Syllabus (official syllabus is available in the course through Canvas)

**Instructor: Rachel Sandoval**  
**West Valley Community College**

### **Course Objectives**

The course is designed to enable the West Valley College student to:

- Describe a variety of information sources and tools used to access these sources.
- Develop an understanding of and appreciation for the research process.
- Develop and modify a search strategy for finding information using access tools.
- Evaluate information for its authority, relevancy & quality in relation to a given research topic.
- Recognize the strengths and weaknesses of the Internet as a research tool.
- Apply knowledge of the MLA (Modern Language Association) style by compiling an annotated bibliography.
- Recognize the ethical and legal issues of information use.

### **Weekly Time Commitment**

This course is not self-paced. You will have weekly assignments with weekly due dates. In order to successfully complete this course, you must submit your assignments on time.

Expect to spend an average of 8 hours per week on this condensed one-unit online course.

Even though this course does not have a weekly face-to-face meeting, the time commitment per week is the same as a one-unit lecture class.

Why? Academic courses are assigned units based on the amount of time a student is expected to devote to learning per semester. A one-unit course requires a minimum of 48 total hours of student work. For one-unit classes that last an entire semester (16 weeks), this equals only 3 hours of student work per week. Since this is a condensed course (only 6 weeks), the minimum is 8 hours of student work per week.

So, even though this class is only one unit, it is completed in 1/3 the amount of time, thus the amount of time spent per week should feel the same as a 3-unit class.

**Pre-requisite:** None

**Required Textbook:** None. All course materials will be provided free in Canvas.

**Pass/No Pass Option**

If you wish to take this course on a Pass/No pass basis (rather than receiving a letter grade), you must notify Admissions & Records by their stated deadline for this short course. You may take this course as Pass/No Pass even if you are taking it to fulfill the Information Competency Proficiency Graduation requirement. You only need to pass this course to fulfill the proficiency; you do not have to receive a letter grade.

**Dates for Dropping the Course**

Please note that drop dates are different for short-term classes. You are responsible for dropping the class. You are also responsible for being aware of deadlines for dropping with a refund, without a “W” or with a “W” on your transcript.