

# **STUDY SKILLS & INFORMATION LITERACY**

Syllabus for Spring 2007

Instructor: Mrs. Donna Ervin, MLS.

*Mrs. Ervin is available to provide additional assistance with coursework before and after school, during the lunch period, or by appointment. **Library Hours: 7:30 a.m. to 4:00 p.m.***

## **COURSE MATERIALS**

You must use a planner or planning sheets or must have another organizational tool such as a palm pilot or Google calendar approved for use by the instructor. All other materials will be provided by the instructor. You will not be permitted to retrieve forgotten materials including homework, pens or pencils, etc. during class time.

## **PURPOSE**

This course is designed to teach students how to become proficient learners and users of information resources by providing skills that enhance independent study and optimize research success. This is a hands-on class and students must be prepared to fully implement specified modules in other coursework.

## **COURSE OBJECTIVES**

Students will:

1. Demonstrate an understanding of information access and retrieval by using multiple print and electronic resources to accurately locate and access needed materials. Proficiency in this area will be determined through a passing grade, 75% or above, on a quiz. If this grade is not met, students will be provided extra practice to be completed outside of class and will be given a second quiz upon completion of practice.
2. Properly cite print and electronic resources and create the corresponding mediagraphy and/or works cited using MLA guidelines. Success in this area will be based on the application of this requirement to projects in other classes. In addition, students will be required to demonstrate understanding by incorporating correct parenthetical and bibliographic citations into a brief paper.
3. Be able to discuss the importance of information in a democratic society and the implications copyright law and plagiarism have on intellectual freedom. Understanding in this area will be shown through competency worksheets, and either small group presentations with examples or a written persuasive paper. Presentations will be based on webquest findings.
4. Use Boolean logic to improve electronic searching and describe the impact each operator will have on search results. Proficiency in this area will be determined through the successful completion of searching exercises. Students will use a variety of search engines in class to compare findings but will know how advance operators work in Google for test purposes.
5. Set long-range and short-term goals by determining individual learning styles and developing and applying methods to improve study habits. Success in this area will be measured through the creation, implementation, and revision of a student created study

plan complete with tools. The plan will be used in all courses throughout the semester with evidence submitted to the teacher. For students who demonstrate high level proficiency in this area, an alternative assignment may be allowed on a case-by-case basis.

## **EVALUATION**

Students will be evaluated based on the following:

**To earn an A** – Students will earn a minimum grade of 90% and will complete either an approved project in lieu of study plan from objective #5 or will prepare and deliver a presentation to the class on an approved topic relevant to course materials. Grades on supplementary material must be at least an 80%. Students who complete ‘A’ quality work go above and beyond normal requirements. They use higher order thinking skills to master new information and demonstrate this in work assignments.

**To earn a B** – Students will earn a minimum grade of 80%.

**To earn a C** – Students will earn a minimum grade of 70%.

### **Base modules will be graded as follows:**

Worksheets and Daily Tasks: (45% of final grade)

- a. *Students will use class time in a productive manner by remaining busy completing work pertaining to Study Skills or pre-approved project during class. If work is completed and submitted, students may update planners or finish work for other classes in accordance with study plan goals. 10% of the total grade. Grades for this portion will be determined by use of a daily participation roster, maintained by the teacher and written self assessments, done three times a quarter.*
- b. *Students will complete skill builder worksheets and/or activities as they progress throughout the semester. All skill builders and activities will pertain to specific course objectives and will be assigned in conjunction with a lesson. 25% of the total grade.*
- c. *Students will maintain a planner (or other approved organizational tool) throughout the course. Planners will be used to log requirements for all coursework. In addition, students will write reflective responses to questions posed at the end of each unit using a classroom blog and will constructively respond to postings of classmates. 10% of the total grade.*

Study Plan or Alternative: (15% of final grade)

*Each student will devise, use, and revise a personalized study plan based on individual learning style and the identification of enhancement opportunities to improve learning strategies in all coursework. For students who demonstrate high level proficiency in this area and have a cumulative grade of an 85% or higher, an alternative assignment may be allowed on a case-by-case basis.*

Exams & Quizzes: (30% of final grade)

*Midterm – 10%*

*Final – 10%*

*Quizzes – 10%*

Copyright/Plagiarism Webquest and Presentation or Persuasive Paper: (10% of final grade)

*Students will be divided into groups of 4 or 5 to complete an assigned copyright/plagiarism webquest and present findings to the class. Students will rate each other on participation, and this will be reflected in individual grades for the assignment. As an alternative, individual students can devise a persuasive paper concerning copyright. The paper must be approved in advance and must demonstrate use of higher order thinking skills.*

## **GENERAL GUIDELINES:**

When assigned a new task, if you do not fully understand requirements or obligations ASK FOR CLARIFICATION prior to beginning. If you finish all tasks and assignments during the class period, you may spend your additional time reading or working on materials for another class.

Be respectful.

## Information Literacy Standards

The information literate student...

### **STANDARD 1**

**...accesses information efficiently and effectively.**

### **STANDARD 2**

**...evaluates information critically and competently.**

### **STANDARD 3**

**...uses information accurately and creatively.**

## Independent Learning.

The information literate student is an independent learner who...

### **STANDARD 4**

**...pursues information related to personal interests.**

### **STANDARD 5**

**...appreciates literature and other creative expressions of information.**

### **STANDARD 6**

**...strives for excellence in information seeking and knowledge generation.**

## Social Responsibility

The information literate student contributes positively to the learning community and to society and...

### **STANDARD 7**

**...recognizes the importance of information to a democratic society.**

### **STANDARD 8**

**...practices ethical behavior in regard to information and information technology.**

### **STANDARD 9**

**...participates effectively in groups to pursue and generate information.**

**ATTENDANCE AND GRADING:**

3 tardies = 1 absence

The school attendance and grade policy is strictly adhered to in this course. For every nine week grading period:

*A = Meets course obligations as defined for "A" work plus has 3 or fewer absences.*

*B = Meets course obligations as defined for "B" work plus has 6 or fewer absences.*

*C = Meets course obligations as defined for "C" work plus has 9 or fewer absences.*

*Student grades will be lowered a maximum of 1 letter grade for absences.*

**BEHAVIOR:**

Students will come to class ready to learn. To prepare for class, students will:

- (1) Bring required materials including folders, pencils or pen, paper, etc. to class daily.
- (2) Be seated and ready to begin before the bell rings.
- (3) Bring completed assignments when due.
- (4) Review materials prior to class to be mentally ready.

Students will practice acceptable behavior. While in class, students will:

- (1) Actively listen to lectures by taking notes, asking legitimate questions when needed, summarizing material on request, and paying careful attention.
- (2) Be *respectful* towards other students, staff, property and themselves.
- (3) Adhere to all school policies.
- (4) Refrain from using foul language.
- (5) Be positive about learning.
- (6) Avoid visiting with other students unless otherwise specified by the teacher.
- (7) Not use derogatory comments.

**RULE VIOLATIONS:**

For rule violations, you will be provided a single verbal warning in a quarter. After the first warning, your parent or guardian will be notified. If the problem continues, you will serve after school detention with Mrs. Ervin for each infraction. Detention will begin at 3:20 sharp and will end at 3:45. You will be notified at least one day prior to detention time to allow you to make arrangements for a ride home. While in detention, you are not allowed to visit with other students. You will spend your time working on class work for Study Skills unless an activity is otherwise approved by Mrs. Ervin prior to commencement of your allotted detention time. If you choose not to show up for your assigned detention time, your parent will be notified and Mrs. Ervin and your parent will determine an appropriate solution. If the problem is not corrected, a written referral will be given to Mr. Vinci. If your rule infraction is severe or occurs frequently, Mrs. Ervin retains the right to write a referral, bypassing the detention option.

**HOMEWORK/ASSIGNMENTS:**

Your work is due **ON TIME**. In the case of an excused absence, work must be submitted at the beginning of the next attended class period.

**LATE WORK:**

Late work will be accepted at 50% off the total grade. To account for emergencies, students will be given one pass to submit late work for full credit each quarter.

**FOOD:**

Please no food or drink in this classroom. You may eat on your own time in between classes.

**BE PREPARED FOR CLASS:**

- You are expected to come to class prepared each day.
- Bring pen/pencil, paper, journal, planner, assignment, and other necessary items.
- If a reading or writing assignment is due on a particular day, you are expected to have it completed at the beginning of class.

*You will not have class time to finish your work that is due at the beginning of the hour.*

*Place your initials next to the grade you will be working to earn this semester and then sign below. Your signature is acknowledgement that you read and understood the syllabus and rules as presented. Grades will not be entered in the class grade book until you have this form signed and returned.*

*I plan to fulfill requirements as listed above to earn:*

(    ) An “A” for the class. *To earn an ‘A’, I will maintain 90% or higher on regularly assigned work throughout the semester. In addition, I will select and complete an agreeable supplementary assignment, earning a minimum of 80%.*

(    ) A “B” for the class.

(    ) A “C” for the class.

---

Student Signature

---

Parent/Guardian Signature