



# **AMERICAN UNIVERSITY**

## **IN BOSNIA AND HERZEGOVINA**



## **COURSE SYLLABUS**

### **CITA 101 – LIBRARY/INFORMATION LITERACY**

**Prepared by: Dr. Kenneth R. Szulczyk**

CITA 101 – LIBRARY/INFORMATION LITERACY

A. TITLE: LIBRARY/INFORMATION LITERACY

B. COURSE NUMBER: CITA 101

C. U.S. CREDIT HOURS: 1 (2 ECTS)

D. INSTRUCTOR: Kenneth R. Szulczyk

E. INSTRUCTOR'S CONTACT INFO:

Email: kszulczyk@aubih.edu.ba

Phone:

Office:

Skype\*: ken.szulczyk

Other\*:

F. OFFICE HOURS (day, time, place):

Monday	Tuzla Office	From 10:00 AM to 12:00 PM
Tuesday	Tuzla Office	From 9:30 AM to 12:00 PM
Wednesday	Tuzla Office	From 9:30 AM to 12:00 PM
Friday	(Banja Luka campus)	Between classes or by appointment

G. HOURS OF LECTURE: 1 hour of lecture and practice per week

H. COURSE DESCRIPTION: This course will focus on the organization, use, and retrieval of information in the area of law, both within and outside of the library. Students will gain an understanding of the characteristics of information and be able to locate and critically evaluate it. Instruction will focus on both print and electronic information resources. One hour lecture per week for 15 weeks.

I. PRE-REQUISITES/CO-COURSES: None

J. STUDENT LEARNING OUTCOMES: This course will specifically provide training and assess students on the following learning outcomes:

– research-based writing skills

At the end of the course, students should be able to address a substantial research question using available evidence to support the thesis, arguments and conclusions.

– effective oral presentations skills

At the end of the course, student should thus be able to summarize, present and discuss ideas and arguments orally in a clear, effective and engaging way.

– critical thinking skills

At the end of the course, students should be able to identify, analyze and evaluate arguments as they are presented orally or in writing in the context...

- informed knowledge of problems in the EU on a basic level
- K. TEXTS: Badke, William. 2008. Research Strategies. 3<sup>rd</sup> edition
- L. REFERENCES: Publications, Periodicals, etc.: As determined by the instructor.
- M. TEACHING METHODS: Combination of interactive lectures, seminars, debates, class discussions, simulations, students' presentations.
- N. EQUIPMENT: Calculators, Computers with internet access for homework, etc..
- O. GRADING SCALE: Refer to Student Handbook
- P. MEASUREMENT CRITERIA: See Appendix 1
- Q. HARVARD CASE STUDIES: ...
- R. DETAILED TOPICAL OUTLINE:
- S. COURSE SCHEDULE: See appendix 2
- T. OTHER\*\*
  - Harvard Case Studies (title and short instructions)
  - Procedures and Policies
    - o Reading and Homework
    - o Chapter test and or popup quizzes, online quizzes
    - o Exams (Multiple choice, True/False, essay questions, length) Student can not be late for the exam. In the case of being late student will not attend the exam. (This rule is for all exams)
    - o Make up quizzes and tests
    - o Deadlines / Submission of papers
    - o Paper submission formats (course standards)
    - o Extra credits
    - o Cheating, plagiarism, academic behavior)

### Cheating

Obtaining information from another student or other unauthorized sources, or giving information to another student, in connection with an examination or assignment is prohibited. This includes taking or giving answers during an in-class examination either orally or by copying; collaboration on a take-home examination or assignment where such collaboration is prohibited by the instructor; bringing to and/or using in an examination unauthorized material (books, notes, etc.) If a student is caught cheating, the first offense will get 0% for the exam/assignment he/she was working on and a warning by the faculty member, who will also inform all other instructors about that behavior. If a student cheats a second time, he/she will be sent to the Dean's Office and get failing grade for that course. If a student repeats plagiarism/cheating for a third time he/she will be dismissed from the college.

## Plagiarism

Any copying of material from a source or sources and submitting this material as one's own without acknowledging, through specific footnoting and quotation marks, the particular debt to the source is considered plagiarism. This includes copying material from published sources or unpublished sources (ex. another student's work). Students are obligated to cite a source right after the quotations in the body of the text or in the bibliography at the end of the paper.

When there is proof of plagiarism for the first time (buying a paper, stealing a paper, having someone else write any part of your paper, borrowing a paper, copying from another source without citing on purpose, etc.), the faculty member will warn the student and give 0% for the assignment where the plagiarism is found. If a student engages in plagiarism a second time, he/she will be sent to the Dean's Office and will receive failing grade as the final grade of a course to which a student applied plagiarism. If a student repeats plagiarism for a third time he/she will be dismissed from the college. Plagiarism is stealing of someone's intellectual property and expresses an unprofessional attitude toward the instructor and the college, and due to those facts faculty/staff will consider plagiarism as a serious offense.

## Academic Warning/Dismissal from Class

According to the sanction procedure # PRO-AS-17, students may be dismissed from class for deviant academic behavior or excessive absences. Deviant academic behavior includes unauthorized talking/disrupting the class, using computers, cell phones and other devices for unauthorized activities and other behavior disruptive to the class/faculty member – it is left to the discretion of the faculty member/proctor/DLC to dismiss a student from class for deviant behavior. Further, deviant academic behavior will be reported in writing to the Academic Department. Sanctions for deviant behavior will be administered by the Dean in cooperation with the Disciplinary Committee and include official warnings and dismissal from the college. Class policy for dismissal due to deviant behavior or excessive absences should be included in the class syllabus. Generally, if a student continues with disruptive behavior after a verbal warning from the faculty member, the faculty will dismiss him/her from class and fill out an Incident Report Form. If this is a first time offense, the student will be interviewed and warned by the Student Advisor, and the Student Advisor will write a report about this interview. In case of a second time offense, the faculty member will follow the same procedure (filling out the form), however the Student Advisor informs the Disciplinary Committee. The committee will take into account statements from the faculty member, the student and the Student Advisor and decide upon the appropriate sanction for the student (an official letter of warning placed in the student's permanent records or dismissal from the college, dependant on the severity of the offense). In case of a third time offense (reported in writing by the faculty member) of a student who has already received an official warning, the Disciplinary Committee will decide about proper student's further status at University. The rules on academic warning/dismissal from class also extend to visiting lectures and educational visits of AUBiH students to other institutions.)

- Attendance (absence) and tardiness (in the case of absence for medical reason, student is obligated to bring official doctor's excuse or parent's statement within 7 days from absence)
  - Presentations (Class, team, individual)
  - Class participation (individual, group or team)
  - Projects (Class, Lab, Visit)

Pre-Final Exam obligations and points	Description	Points (%) (Max)	Points (%) Earned
	Attendance	5%	%
	Quiz 1	5%	%
	Quiz 2	5%	%
	Quiz 3	5%	%
	Quiz 4	5%	%
	Midterm	20%	%
	Assignment 1 – Pick a topic	2%	%
	Assignment 2 – References / Outline	3%	%
	Assignment 3 – Essay	15%	%
	Participation & presentation <ul style="list-style-type: none"> <li>- Individual</li> <li>- Team</li> <li>- Class</li> <li>- Visiting lectures</li> </ul>	5%	%
	<b>Total</b>	<b><u>70%</u></b>	<b><u>%</u></b>
Pre-final exam obligations: Range: Min 50 points (%) and Max 70 points (%) To be able to take final exam student <b>MUST</b> achieve a <b>MIN of 50 points (%)</b>			
Final Exam	Final (Min 0, Max 30points of total grade)	<b><u>30%</u></b>	<b><u>%</u></b>
Total Points (Pre-Final exam obligations + Final exam)		<b><u>100%</u></b>	<b><u>%</u></b>

100 points (%) = 100% on grading scale = grade “A”

\* Depending of the type of course item marked with “\*” do not have to be applicable

\*\* Depending of the type of course professor can add different item as a part of pre-final exam obligations

Note – We have a writing lab. Please use it!

Note – Students are required to attend visiting lectures. Visting lecturers can generate publicity that enhances the prestige and recognition of the university.

**SUBJECT:****APPENDIX TO SYLLABUS 2 COURSE SCHEDULE**

Week #	Topic	Activity	Homework/Plans
1	Review Course Syllabus		
2	Defining Information Needs	Information needs, Library systems, and Journal types <i>Lecture, class discussion, questions, exercises, and problems</i>	Chapter 1
3	Information Needs and Strategies	Information needs and strategies <i>Lecture, class discussion, questions, exercises, and problems</i>	Chapter 2 Quiz 1
4	Database searching	Searching for information using databases <i>Lecture, class discussion, questions, exercises, and problems</i>	Chapter 3 Research topic is due
5	Metadata and vocabulary	Techniques and strategies to effectively search through records <i>Lecture, class discussion, questions, exercises, and problems</i>	Chapter 4 Quiz 2
6	Library catalogs and journal databases	Using library catalogs and journal databases to locate information <i>Lecture, class discussion, questions, exercises, and problems</i>	Chapter 5
7	Midterm (preparation, test, review) (C)		
8	Internet Research	Techniques and tips for effective internet research <i>Lecture, class discussion, questions, exercises, and problems</i>	Chapter 6 Select research sources
9	Developing a research topic	Developing a research topic <i>Lecture, class discussion, questions, exercises, and problems</i>	
10	Organizing your research	Organizing your research <i>Lecture, class discussion, questions, exercises, and problems</i>	Chapter 9 Outline and References are due
11	Tips on Research Writing	Tips on research writing <i>Lecture, class discussion, questions, exercises, and problems</i>	Chapter 10 Quiz 3
12	Writing a research proposal	Writing a research proposal <i>Lecture, class discussion, questions, exercises, and problems</i>	
13	Properly citing sources using the APA style	The American Psychological Association writing guide <i>Lecture, class discussion, questions, exercises, and problems</i>	Work on computer Quiz 4 – Citing References correctly
14	Course Review	Review for Exam	

15	Final (preparation, test, review) 🔄		Essay is due
16	Consultations w/students		