



**Stafford  
Southwest College**

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**LBRA 1191 – Information Literacy, Student Inquiry and Libraries**

CRN 76502 – Fall 2015

Stafford Campus - Room 155 | 5:00 - 6:00 PM | Mondays

1 hour hybrid course / 16 hours per semester/ 8 weeks

**Instructor: Alexa Azzopardi**

**Instructor Contact Information: [alexa.azzopardi@hccs.edu](mailto:alexa.azzopardi@hccs.edu)**

This is the best way to contact me as I'm not always in my office, but my e-mail is always up during working hours.

**Office location and hours**

*Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics. Feel free to come by my office anytime during these hours, although I may also be on the Reference Desk helping other students.*

Location: Stafford Library

Monday – Thursday: 7:30 – 4:00

Friday: 7:30 – 2:00

By Appointment

**Course Description**

An introduction to the nature, relevance, varieties, availability, and uses of information accessible in libraries and elsewhere, with special emphasis on processes of inquiry and self-directed learning in social and academic contexts.

**Prerequisites**

Must be placed into GUST 0341 (or higher) in reading.

**Course Goal**

To prepare students to complete research projects successfully in a world where independent problem - solving with information is an everyday necessity.

<b>Learning Objectives</b> Students will be able to...	<b>Learning Outcomes</b> Students will...
Understand what information literacy is and how it applies to their life – personal and academic	State what is information literacy and how it applies to various aspects of their life
Apply the principles of information ownership	Apply copyright law to their personal life and not plagiarize in their academic life
Use databases effectively	Search databases effectively to retrieve the information needed
Find and use books	Search the Online Catalog effectively and be able to find the books on the shelf regardless of whether Dewey or LC call numbers are used
Search the Internet and evaluate information	Search the Internet effectively and evaluate the information found
Write an annotated bibliography	Using Knightcite and the information found in databases and books from various libraries, write an annotated bibliography
Apply principles of information literacy to digital literacy	Know the various terms within social media and evaluate their personal presence on social media.

## 8 WEEK CALENDAR

### WEEK ONE

- What is Information Literacy?
- When do you need information?
- Appropriate subjects to work on for the semester
- Syllabus
- Introduction to Copyright Law
- Picking the subject you will work on for the rest of the semester
- Effective e-mail

### WEEK TWO

- Copyright Law
- Plagiarism
- Difference between Magazines & Journals
- Boolean Searches

### **WEEK THREE**

- Databases!
- Find articles from multiple databases
- How libraries are organized by call numbers
  - Library of Congress Call Numbers
  - Dewey Decimal Numbers

### **WEEK FOUR**

- Midterm Exam
- Books - Paper & e-Books
  - Finding Books
  - Using Books

### **WEEK FIVE**

- Internet Searching
- Evaluating Information
- Finding various resources for your annotated bibliography
- Introduction to the Annotated Bibliography

### **WEEK SIX**

- The Annotated Bibliography
- Knightcite
- Start working on your final project - The Annotated Bibliography

### **WEEK SEVEN**

- Social Media
- Digital Literacy
- Work on final project - The Annotated Bibliography
- Must bring in a rough draft to the next class period

### **WEEK EIGHT**

- In-class peer review of work
- Final Exam

### **Instructional Methods**

This section of LBRA is a hybrid course. This means that you need to attend class as well as log into Eagle Online and participate in the online activities.

As your instructor, I want you to be successful. I feel that it is my responsibility to provide you with an engaging introduction to the tools, techniques, and understanding that will make you a successful, information literate problem-solver.

The skills you are learning are real world skills that you will use – not just for your academic career – but for the rest of your life. As a student who has enrolled for a purpose, it is your responsibility to read the materials provided, submit assignments on the due dates, study for the quizzes and exam, participate in classroom and online activities, and attend class. I'm hopeful that you will enjoy the learning process as it is laid out.

### **Daily Assignments & Homework**

- Opening Questions #1-8
- Introduce Yourself
- Library Card
- Public Library Observations
- E-mail me with your subject choice
- Knowledge Check – Copyright
- Knowledge Check – Magazines & Journals
- Knowledge Check – Boolean
- Knowledge Check – LC & Dewey Call Numbers
- Finding Articles
- Finding Books
- Finding Internet Resources
- Plagiarism Gaming Assignment

### **Tests & Final Projects**

- Annotated Bibliography
- Midterm Exam
- Final Exam

### **Extra Credit**

There are two extra credit assignments, and the extra points will be added to your Daily Work. If you decide at the beginning of the semester that you would at least like to try the extra credit assignments, I would suggest that you do the One Note/Evernote assignment as it will help you throughout the semester.

### **Assessments**

100 – 90 = A or 4 pts

89 – 80 = B or 3 pts

79 – 70 = C or 2 pts

69 – 60 = D or 1 pts

59 & Below = F or 0 pts

Daily assignments and homework will account for 70% of your grade. I am more interested in knowing that you're doing the work and learning than seeing how well you test. Consequently, the combined score of the midterm, final exam and annotated bibliography is only 30% of your grade. If you show up and do the work, you can easily pass this class!

Late work: Work that is turned in late will be accepted, but the highest grade you can achieve on that assignment will be a 70%. Some assignments are locked down in such a way that they must be completed before 11:55 PM the night before the next class period. If you are late, you will need special permission to complete those assignments.

Opening Questions can only be completed during a 25 minute window at the beginning of class – 15 minutes before and 10 minutes after. Not only is this how I take attendance, but it is a leading question into our topic of the day. You cannot get credit for this assignment if you come in late.

### **Instructor Requirements**

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student's responsibility to:

- Attend class and participate in class discussions and activities
- Read and comprehend the material
- Complete the required assignments and exams:
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts and all assignments

### **Grading Criteria**

Your instructor will conduct quizzes, exams, and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your instructor welcomes a

dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

### **Instructional Materials**

There is no textbook for this class. ☺ You're welcome.

### **HCC Policy Statements**

Access Student Services Policies on their Web site:

<http://central.hccs.edu/students/student-handbook/>

### **Class Attendance**

You are expected to attend all lecture classes and labs regularly. You are also responsible for materials covered during your absences. Instructors may be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor. Class attendance is monitored daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop a course for excessive absences. You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). Failure to withdraw officially can result in a grade of "F" in the course.

### **Cell Phones**

Unless we are using them for class purposes, cell phones are to be put away and either off or on vibrate. Failure to do so will result in your being asked to leave the class.

### **Classroom Etiquette**

For your benefit and for the benefit of your classmates:

- Academic integrity and mutual respect between scholars will guide the classroom community.
- Come to class prepared to participate in discussions.
- Ask pertinent questions and contribute to discussions.
- Avoid "private" conversations that distract me and your classmates. If you engage in such disruptive conversations, you will be asked to leave class.
- Please see policy on cell phone use.
- Please remember that if you prepare to leave class early, it is disruptive to your classmates. If you have already packed up or are in the process of packing up, you can miss material that is important to your success. If packing up early causes distraction to your classmates, I will ask that you leave class.

### **Services to Students with Disabilities**

Students who require reasonable accommodations for disabilities are encouraged to report to Dr. Becky Hauri at 713-718-7910 to make necessary arrangements. Faculty are only authorized to provide accommodations by the Disability Support Service Office.

**HCC Policy Statement: Academic Honesty**

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading and enforcement roles. You are expected to be familiar with the University's policy on Academic Honesty, found in the catalog. What that means: if you are charged with an offence, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by college system officials against a student accused of scholastic dishonesty. "Scholastic dishonesty" includes but is not limited to, cheating on a test, plagiarism and collusion.

- Cheating on a test includes:
- Copying from another students' test paper
- Using materials not authorized by the person giving the test
- Collaborating with another student during a test without authorization
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of a test that has not been administered
- Bribing another person to obtain a test that is to be administered

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the college system. (See the Student Handbook.)

**Access DE Policies on their Web site:**

*All students are responsible for reading and understanding the DE Student Handbook, which contains policies, information about conduct, and other important information. For the DE Student Handbook click on the link below or go to the DE page on the HCC website.*

The **Distance Education Student Handbook** contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link:

<http://de.hccs.edu/media/houston-community-college/distance-education/student-services/DE-Student-Handbook.pdf>

**Access CE Policies on their Web site:**

<http://www.hccs.edu/continuing-education/>

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