



Information Literacy-18579

LBRA-1191

F4C 2021 Section 0005 1 Credits 10/18/2021 to 11/14/2021 Modified 10/17/2021

Course Meetings

Course Modality

Traditional online course without scheduled meetings

Meeting Days

Online Anytime (WW)

Meeting Times

Online Anytime (WW)

Meeting Location

Online Anytime (WW)

Welcome and Instructor Information

Instructor: Daphene H. Keys

Email: daphene.keys@hccs.edu

Office: Rm. 106.1 Library, Learning Hub (Stafford Campus)

Phone: 713-718-2942

Website: <https://learning.hccs.edu/faculty/daphene.keys>

What's Exciting About This Course

This course will introduce the nature, relevance, varieties, availability, and uses of information accessible in libraries and elsewhere. You will have the opportunity to learn some skills and knowledge that can be a springboard for success throughout your life.

Information literacy is important since it promotes problem solving and thinking skills fostering successful learners, confident individuals and responsible citizens. These skills will contribute a great deal to your ability to continue learning and adapting to change.

My Personal Welcome

Welcome to LBRA 1191: Information Literacy, Student Inquiry, and Libraries! It is my distinct pleasure to be your instructor this semester! This course will provide you with the tools to help you be successful in college and after. Take this course seriously because it could be one of the most important courses you take throughout your collegiate career. One of my goals this semester is to help you feel confident as you embark upon the rest of your studies. I will guide you, cheer for you, coach you, and hold you accountable. This class as well as your other courses will require time management, dedication, and motivation. You are capable

of completing this course successfully, and it is my greatest desire that you do! Please work hard to avoid falling behind, keep up with the due dates, complete your assignments as they are assigned, and always know that you can ask me for help. I look forward to working with you this semester!

Preferred Method of Contact

I prefer you contact me using email within Eagle Online Canvas. If you are unable to access Eagle Online Canvas, you may use my HCC email listed above. I will respond to emails within 24-48 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

Office Hours

Monday, Tuesday, Wednesday, Thursday, Friday, 8:00 AM to 10:45 AM, On campus (Library Room 160.1, Stafford Learning Hub) or via Webex

Course Overview

This stand-alone course is an introduction to the nature, relevance, varieties, availability, and uses of information in libraries and elsewhere, with special emphasis on processes of inquiry and self-directed learning in social and academic contexts.

Requisites

No prerequisites for this course.

Core Curriculum Objectives (CCOs)

LBRA 1191 satisfies the Creative Arts or Component Area Option of the HCC core. THECB established the following objectives:

- **Critical Thinking:** Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking.
- **Communication Skills:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication.
- **Team Work:** Students will demonstrate the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- **Social Responsibility:** Students will demonstrate cultural self-awareness, intercultural competency, civil knowledge, and the ability to engage effectively in regional, national, and global communities.

Student Learning Outcomes and Objectives

Program Student Learning Outcomes (PSLOs)

<https://learning.hccs.edu/programs/humanities/course-student-learning-outcomes-and-learning-objectives/lbra-1191>

Course Student Learning Outcomes (CSLOs)

<https://learning.hccs.edu/programs/humanities/course-student-learning-outcomes-and-learning-objectives/lbra-1191>

Departmental Practices and Procedures

Academic Integrity

A student who is [academically dishonest](http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/) (<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>) 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 participate on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcing roles. You are expected to be familiar with HCC's policy on [Academic Honesty](http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/) (<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>). What that means is that

if you are charged with an offense, pleading ignorance of the rules will not help you. To be clear, plagiarism (using another's ideas or words without giving credit), collusion (unauthorized collaboration with another person in preparing written work offered for credit), and other forms of cheating will not be tolerated.

Students guilty of [academic dishonesty \(http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/\)](http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/) may be given a grade of "F" or "0" for the particular assignment involved, assigned a failing grade in the course for repeated offenses, and/or referred to the Dean of Student Services for further disciplinary action. In extreme cases or for repeated violations, guilty students are recommended for probation or dismissal from the College.

Attendance Policy

HCC Policy is that you can miss up to but not exceed 12.5% of class hours, which is equivalent to 6 hours in this course. If you have not attended class before the official date of record, you will be automatically withdrawn from the course by the registrar. Students who are withdrawn for nonattendance will not be reinstated. Although it is your responsibility to withdraw from a course, the instructor has the authority to withdraw you for excessive absences. You may be withdrawn from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (6 hours for this course).

You are absent when you:

Online Anytime Courses (WW) - Fail to actively participate (including failure to submit assignments).

Online on a Schedule Courses (WS) – Fail to log in during your scheduled class time and/or fail to actively participate (including failure to submit assignments). Excessive tardies and leaving class early may count towards your allotted absences.

In Person Courses (P) – Fail to attend class. Excessive tardies and leaving class early may count towards your allotted absences.

Hybrid Courses (HY) – Fail to log in and actively participate during your scheduled class time and/or fail to attend your in-person class session. Excessive tardies and leaving class early may count towards your allotted absences.

Incomplete Policy

In order to be considered for a grade of Incomplete ("I"), a student must have completed at least 75% of the coursework. It is the responsibility of the student to make arrangements with the instructor and to submit requisite work to complete the course and be assigned a grade. Student and instructor should execute a statement of work to be completed. A grade of Incomplete which has not been made up after six months from the end of the term in which the "I" was assigned will be converted to an "F." In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

Instructional Materials and Resources

Instructional Materials

No textbook is required for this course. All material for the course will be provided in Eagle Online/Canvas. Access to a reliable computer and Internet is necessary to complete course work.

There will be some assignments requiring access to the HCC Libraries website. Access to a reliable computer and Internet is necessary to complete the assignments.

Temporary Free Access to E-Book

Not applicable to this course.

Other Instructional Resources

Courseware

Not applicable to this course.

Course Requirements

Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Quizzes, Discussions & Assignments	50%		There will be seven multiple choice quizzes consisting of 10 to 20 multiple-choice questions from the weekly readings.
Source Evaluations	30%		Students will be required to critically evaluate one electronic book, one academic journal, and one website source in order to determine if each is appropriate for the intended use.
Final Exam	20%		There will be a final exam with 25 multiple-choice questions taken directly from the quizzes.

Grading Formula

Grade	Range	Notes
A	90-100	Excellent
B	80-89	Good
C	70-79	Fair
D	60-69	Passing (except in developmental courses)
F	59 and below	Failing
FX	0	Failing due to excessive absences

* Instructor's Practices and Procedures

Missed Assignments/Make-Up Policy

My policy is no late work will be accepted! If you find that you will be unable to complete an assignment by the due date, please contact me to discuss options. On rare occasions, I may allow you to make up missing work or assessments, but this privilege is granted on a case-by-case basis. Do not expect to submit late work or make up any missing work.

Incomplete Policy

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

Academic Integrity

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>
(<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>)

Attendance Procedures

All students are expected to attend classes regularly. A student attends an online course by participating in class or otherwise engaging in an academically related activity. Examples of such activity include but are not limited to: contributing to an online discussion; submitting an assignment; and taking a quiz or exam. If a student fails to actively participate in class, the professor has the authority to drop a student for excessive absences or failure to participate regularly. Students who do not log in to their Eagle Online/Canvas and complete the introduction before the Official Day of record will be automatically dropped for non-attendance.

Student Conduct

Students are expected to maintain a cooperative and collaborative learning environment. Disrespect of others and unnecessary distractions in the learning environment will not be tolerated.

Instructor's Course-Specific Information

I grade assignments on a weekly or bi-weekly basis. Please check all messages you receive on your assignments.

Devices

Please use electronic devices appropriately in this course. It is everyone's responsibility to monitor the use of electronic devices in a respectful manner.

Faculty Statement about Student Success

As with any one-hour course, expect to spend at least three hours per week outside of class reading and studying the material. I will provide assignments to help you use those three hours per week wisely. Additional time will be required for written assignments. Successful completion of this course requires a combination of reading the material, attending class, completing assignments in, and participating in class discussions. There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Social Justice Statement

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

HCC Policies and Information

HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3

Grade	Grade Interpretation	Grade Points
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

Link to Policies in Student Handbook

Here's the link to the HCC Student Handbook <https://www.hccs.edu/resources-for/current-students/student-handbook/> (<https://www.hccs.edu/resources-for/current-students/student-handbook/>) In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

Link to HCC Academic Integrity Statement

<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/> (<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/>)

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<https://www.hccs.edu/departments/police/campus-carry/> (<https://www.hccs.edu/departments/police/campus-carry/>)

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to [HCC Eagle ID](https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) (<https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/>) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<https://www.hccs.edu/departments/institutional-equity/> (<https://www.hccs.edu/departments/institutional-equity/>))

Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <https://www.hccs.edu/support-services/ability-services/> (<https://www.hccs.edu/support-services/ability-services/>)

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu (<mailto:Institutional.Equity@hccs.edu>)

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/> (<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>)

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>)

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap> (<https://eagleonline.hccs.edu/login/ldap>)

Instructor and Student Responsibilities

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 learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- 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
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](https://www.hccs.edu/resources-for/current-students/student-handbook/) (<https://www.hccs.edu/resources-for/current-students/student-handbook/>)

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

EGLS3

The EGLS³ ([Evaluation for Greater Learning Student Survey System \(https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/\)](https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/> (<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>)

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Student Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services \(https://www.hccs.edu/resources-for/current-students/tutoring/\)](https://www.hccs.edu/resources-for/current-students/tutoring/) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <https://library.hccs.edu> (<https://library.hccs.edu/>).

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <https://www.hccs.edu/resources-for/current-students/supplemental-instruction/> (<https://www.hccs.edu/resources-for/current-students/supplemental-instruction/>).

Resources for Students:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>
(<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>)

Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

Student Basic Needs Application:

https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH
(https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)

COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/> (<https://www.hccs.edu/resources-for/current-students/communicable-diseases/>)

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Online Anytime (WW)

Traditional online course without scheduled meetings

Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

Course Calendar

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Course Calendar

Week	Dates	Topic / Assignments	Due Date
1	10/18	Getting to Know the HCC Libraries & Understanding Information	10/19 Introduction 10/24 Quizzes 1 & 2
2	10/25	Avoiding Plagiarism Tutorial & Evaluating Sources	10/31 Quizzes 3 & 4

3	11/1	Evaluating Books and Articles	11/7 Quizzes 5 & 6
4	11/8	Evaluating Websites /Final Exam	11/14 Quiz 7 Final Exam Available 11/10 to 11/14

Additional Information

Departmental/Program Information

Add Content Here

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.