LBRA 1191 – Information Literacy, Student Inquiry, and Libraries
Spring 2013 CRN # 36050 – Distance Education

1 hour lecture course online/ 16 hours per semester/ 12 Weeks

INSTRUCTOR CONTACT INFORMATION

Instructor:	Daphene H. Keys
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Phone:	713-718-2942
Office Location:	Room 228, Fort Bend Sienna Branch Public Library
Hours:	M-Th 7:30 am – 5 pm & Fri 7:30 am – 1 pm or by appointment
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Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to and should not wait until you have received a poor grade before asking for my assistance. Your success 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 the library or my office anytime.

Course Description
Credit: 1 (1 lecture)
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.

Student Learning Outcomes
The student will be able to:
1. Identify key elements of successful inquiry
2. Distinguish among important roles and participants in processes of information production and distribution
3. Distinguish among important kinds of information and information sources
4. Use appropriate tools and methods to find, manipulate, and communicate information
5. Evaluate information and sources of information

6. Describe important social, economic, and ethical issues, such as plagiarism, related to information and information society

Learning objectives
Students will:
1. Create an annotated bibliography based on your exploration of a topic that interests you and that has some significance for me and for your peers.
2. Carry out research processes by using tools and techniques to find different kinds of sources for your annotated bibliography.
3. Use the HCC Libraries website and/or HCC Libraries.
4. Use information about who is involved in creating, publishing, and distributing information sources related to the topic you choose in the citations and annotations for your annotated bibliography.
5. Use the library catalog, subscription databases, and search engines to find examples of 8 different kinds of sources related to the topic you choose for your annotated bibliography.
6. Construct searches in different tools using Boolean operators, truncation, phrase searching, and field searching.
7. Select sources for your annotated bibliography according to explicit evaluation criteria.
8. Cite sources in your annotated bibliography using an appropriate style.

12 WEEK CALENDAR

WEEK ONE
Course, Eagle Online, and Library Introduction
Why an annotated bibliography?

WEEK TWO
Starting Your Research; Selecting a Research Topic; and Library Website Overview

WEEK THREE
Overview of Sources, Reference Sources, and Citing Sources

WEEK FOUR
Creating an Annotated Bibliography entry for Reference Sources

WEEK FIVE
Using Books as Sources

WEEK SIX
Creating an Annotated Bibliography entry for books

WEEK SEVEN
Using Subscription Databases to Find Periodical Articles

WEEK EIGHT
Creating an Annotated Bibliography entry for articles

WEEK TEN
Using Web-based Sources

WEEK ELEVEN
Final Annotated Bibliography Due

WEEK TWELVE
Final Exam (Note: The Final Exam will be available only online May 6-8, 2013)

INSTRUCTIONAL METHODS

This section of LBRA is an online course. Online means the entire course is delivered online using Eagle Online. The course is built on the assumption that you will log in 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 apply in the real world, and I hope you discover how for your own 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, attend class, and enjoy yourself**.**

You'll spend most of your class time involved in individual or collaborative activities, such as searching for sources and discussing the tools, techniques, and sources with your classmates and your instructor. In order to benefit from these activities, you'll need to come to class prepared.

Student Assignments
Assignments have been developed that will enhance your learning. The assignments introduce skills and give you opportunities to practice those skills in context. Students will be required to complete the following:

Annotated Bibliography-Total of 40% of the Course Grade
You will create an annotated bibliography on a topic of choice. In order to create an annotated bibliography you must find sources related to your topic, write a descriptive, and evaluative note about each of them. This assignment is divided into four parts.

Online Quizzes, Discussions, and Assignments: Total of 50% of the Course Grade
Throughout the course you'll be asked to take short quizzes on assigned reading. You will also have weekly assignments and discussions. These activities will be graded, and along with your regular participation in class, they will make up the "class participation" part of your course grade. **It is really easy to pass this class if you do the work, but if you don't do the work you will fail.**

Final Exam: Total of 10% of the Course Grade
Multiple choice, matching, and short answer questions covering the entire course.

Assessments

1st Annotated Bibliography (Reference Sources)	10% of your final grade
2nd Annotated Bibliography (Book Sources)	10% of your final grade
3rd Annotated Bibliography (Articles)	10% of your final grade
4th Annotated Bibliography (Websites)	10% of your final grade
Quizzes, Assignments, Discussions & Attendance	50% of your final grade
Final Exam	10% of your final grade

Instructional Materials
There is no published textbook required for this class. All assigned reading materials are included online in Eagle Online.

EGLS3 -- Evaluation for Greater Learning Student Survey System (IMPORTANT!)
At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

HCC Policy Statements for DE Students
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/de/de-student-handbook

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 online and class activities, discussions, and lectures
• Describe 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:
• Log in to class and participate in discussions and activities
• Read and comprehend the assigned cases and readings
• 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
I have designed 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. I welcome dialogue on what you discover and may be able to assist you in finding resources that will improve your performance.

<u>Grading Scale</u>
90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
Below 60 = F

Fx: Students who stop attending class and fail will be assigned the FX grade.
W: The last date for withdrawal from this class is **Tuesday, April 9 by 4:30 p.m.**

I don't give Incompletes. The grade you have earned by the end of the semester is the grade I will assign.

Grading Percentages
Quizzes, Discussions, and Assignments   50% of your final grade
Annotated Bibliography   40% of your final grade
Final Exam   10% of your final grade

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 is 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 is: If you are charged with an offense, 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 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 mean 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)

HCC Policy Statements
Class Attendance
Students in DE courses must log into their Eagle class or they will be counted as absent. Just like an on campus class, your regular participation is required. Although it is the responsibility of the student to with draw officially form a course, the professor also has the authority to block a student from accessing Eagle Online, and/or to withdraw a student for excessive absences or failure to participate regularly. DE students who do not log into their Eagle Online class before the Official Day of Record will be automatically dropped for nonattendance. Completing the DE online orientation does not count as attendance.

HCC Course Withdrawal Policy:
Beginning Fall 2007, the State of Texas imposes penalties on students who withdraw/drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university. Students are encouraged to review the HCC 6 Drop Policy.
To help you avoid having to withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.). **The last day to withdraw and receive a W for this course is Tuesday, April 9 by 4:30 p.m. After this date you will receive a grade for the course**.

Distance Education (DE) Advising and Counseling Services:
Much DE student information can be found on the DE Student Services website: de.hccs.edu. Advising or counseling can be accomplished through our online request form AskDECounseling. Counselors and Student Services Associates (SSA) can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions can also be scheduled to provide brief counseling and community referrals to address personal concerns affecting academic success.

AskDE Counseling Form
AskDECounseling is a student services online help form. This is the best and quickest way for students to get accurate assistance with DE registration, enrollment, advising, and counseling. The online help form is simple to fill out, convenient, and readily accessible through the internet. Students do not have to travel to campus sites, leave work, or wait in an office or lobby to receive assistance. Upon submission, student requests are answered in the order they are received.

Early Alert
HCC has instituted an Early Alert process by which your professor may "alert" you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance. A counselor will then reach out to you to discuss your progress and offer any relevant resources. This initiative is designed to provide students with support services and resources to assist them in successfully completing their course.