



**Libraries
Southwest College**

**LBRA 1191 – Information Literacy, Student Inquiry, and Libraries (Second 8 Weeks)
CRN # 65714 – Fall 2013**

Location/Day(s)/Time: Room 224, HCC Computer Lab, Sienna Branch Library
Mon 1:00 pm – 2:00 pm
Semester Credit Hours: 1 hour lecture
Contact Hours/Length: 16 hours per semester / 8 weeks / 2 hours per week

TYPE OF INSTRUCTION

This course is a hybrid course which means it meets half the time in a traditional face-to-face classroom environment and the remainder of the course is delivered through Eagle Online.

INSTRUCTOR CONTACT INFORMATION

Instructor: Daphene H. Keys
E-Mail: daphene.keys@hccs.edu
Phone: 713-718-2942
Office Location: Room 228, Sienna Branch Library
Hours: M-Th 7:30 am – 5 pm & Fri 7:30 am – 1 pm
Office phone: 713-718-2942
Web Page: <http://learning.swc.hccs.edu/members/daphene.keys>

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. Write a first-person reflection that describes key parts of your research process, indicates what you are learning, and includes some references to your sources.
3. 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.
4. 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.
5. Construct searches in different tools using Boolean operators, truncation, phrase searching, and field searching.
6. Select sources for your annotated bibliography according to explicit evaluation criteria.
7. Cite sources in your annotated bibliography using an appropriate style.

8 WEEK CALENDAR

WEEK ONE

Course, Eagle Online, and Library Introduction

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

Searching Library Catalog, and Reference Sources

WEEK FIVE

Books as Sources

WEEK SIX

Articles as Sources

WEEK SEVEN

Web Sites as Sources

WEEK EIGHT FINAL EXAM

INSTRUCTIONAL METHODS

This section of LBRA is a hybrid course. Hybrid courses meet half the time in a traditional face-to-face classroom environment and deliver the remainder of the course presentation, interaction, activities, and exercises through various electronic means (online, Eagle Online, podcasts, online video and audio formats, and new technologies as they become available).

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

You will create an annotated bibliography focused on something interesting to you and your audience. In order to create an annotated bibliography you must find sources related to your topic and write a descriptive and evaluative note about each of them. This assignment is divided into four parts.

Online Quizzes, Discussions, and In-Person Participation

Throughout the course you'll be asked to take short quizzes on assigned reading. You will also have weekly assignments. 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.

Final Exam

Multiple choice, matching, and short answer questions covering the entire course.

Assessments

Annotated Bibliography (Reference Source)	10%
Annotated Bibliography (Book Source)	10%
Annotated Bibliography (Database Source)	10%
Complete Annotated Bibliography (Web Source)	10%
Quizzes, Assignments, and Participation	50%
Final Exam	10%
TOTAL	100%

INSTRUCTOR REQUIREMENTS

As your Instructor, it is my responsibility to:

- Provide you with a syllabus that details course information, including a tentative calendar, classroom policies, the grading scale, and other information related to the successful completion of this course;
- Provide instructional support in class;
- Describe and provide details for any special projects or assignments;
- Provide feedback on assignments;
- Develop a positive learning environment;
- Respect each student;
- Arrange for office hours to meet with students, as needed.

To be successful in this class, it is your responsibility to:

- Attend and be on time for class;
- Participate in class discussions and activities;
- Read and comprehend assigned textbook and other readings;
- Complete and submit assignments and projects on time— **Late Assignments** are unacceptable (late work may be accepted at the professor’s discretion and will include a point deduction);
- Ask for help when there is a question or problem;
- Abide by the rules of the class and institution;
- Show respect for one another and for the goal of learning;
- Notify the instructor of any issues that may affect your attendance or successful participation;
- Keep copies of all paperwork, including the syllabus, calendar, handouts and all graded work.

HCC GRADING SCALE

A	=	100 – 90.....	4 points per semester hour
B	=	89 – 80.....	3 points per semester hour
C	=	79 – 70.....	2 points per semester hour
D	=	69 – 60.....	1 point per semester hour
F	=	59 and below.....	0 points per semester hour
IP	=	(In Progress)	0 points per semester hour
W	=	(Withdrawn).....	0 points per semester hour
I	=	(Incomplete).....	0 points per semester hour
AUD	=	(Audit)	0 points per semester hour

Instructional Materials

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

HCC STUDENT SERVICES POLICIES

All students are expected to familiarize themselves with the student services policies. Those may be accessed at: <http://hccs.edu/student-rights>

ADA - Services to Students with Disabilities

Any student with a documented disability (e.g., physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Support Services Office (DSSO) of their respective college at the beginning of each semester. Faculty is authorized to provide only the accommodation(s) requested by the DSSO. For information and services at HCC Southwest, contact Dr. Becky

Hauri, ADA Counselor, at 713- 718-7910. HCCS is compliant with the ADA and Sec. 504 of the Rehabilitation Act of 1973.

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)

Class Attendance - *It is important that you come to class!* Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. **You are allowed to miss no more than 12.5% (2 class sessions) of the total class sessions.** Students who miss more than 12.5% (2 class sessions) of class time may be administratively dropped from the course by the instructor. Administrative drops are at the discretion of the instructor. Failure to withdraw officially may result in a grade of "F" in the course.

Course Withdrawals

Students may withdraw from courses prior to the deadline established by the institution. Before withdrawing from a course, students should meet with the instructor to discuss the decision. There are services available to students you may be referred to assist in completion and success in the course. Deadlines to withdraw are printed in the schedule of classes and on the HCC website. Be sure you adhere to the rules and deadlines in order to receive a 'W' otherwise a grade of 'F' will be given in the course by the instructor. Students should take care in dropping a course, as the third or future attempt to retake a course will result in a higher rate of tuition at HCC. ***Remember to allow a 24-hour response time when***

communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline. The last day to withdraw and receive a W for this course for Block 2 (8 week class) is Friday, November 22 by 4:30 p.m. After this date you will receive a grade for the course.

Repeat Course Policy

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

SEXUAL HARRASSMENT

It is a violation of HCC policy for an employee, agent, or student of the College to engage in sexual harassment as defined in the Equal Employment Opportunity Commission (EEOC) guidelines. Any student who has a complaint concerning this policy has the opportunity to seek resolution of such a complaint in accordance with procedures set forth in the Student Handbook. Report any complaints immediately to College Administration or call the EEO/ER Office in Human Resources at 713-718-8606.

CLASSROOM BEHAVIOR/CONDUCT

You are in college. You will be treated and respected as an adult. Because of the nature of discussion involved in this class, it is imperative that we respect each other's opinions and values. Classroom disruptions interfere with the learning environment and cannot be allowed. Any student failing to abide by appropriate standards of conduct during scheduled College activities may be asked to leave that day's class or activity by the instructor or another College official. (The student has the right to return to the next class/activity.) If a student refuses a request to voluntarily leave the classroom, security may be summoned to remove the student so that the scheduled activity may resume without further disruption. In cases of serious problems, the faculty member will document and report the incident to his/her supervisor. Further disciplinary action may be pursued according to System guidelines, presented in the HCCS Student Handbook. In addition to cooperative and courteous behavior, follow these guidelines:

- Get handouts and returned work before class begins or after the class ends. DO NOT walk up to the instructor's desk during the class.
- Arrive to class on time and stay for the entire session. Tardiness and leaving early are disruptions to class.
- **Turn off cell phones** and other electronics prior to entering class. No calls, text messages, photographs, or any other electronic communication should be sent or received during class. NOTE: If you have a home, family, or work situation that requires you to keep a cell phone on hand, please discuss this with the professor beforehand.
- Obtain the instructor's approval before using a laptop or other electronic device during class
- Stay awake in class—no heads on desks.
- Unless you are asked to discuss class content, do not chat or visit with classmates during class.

***For repeated classroom disruptions, a student may be dropped from this course.

You are responsible to familiarize yourself with the policies, procedures, and other information in the HCC Student Handbook. It may be found online through the HCC Web site:

[http://www.hccs.edu/hcc/System%20Home/Departments/Student Handbook/student_policies.pdf](http://www.hccs.edu/hcc/System%20Home/Departments/Student%20Handbook/student_policies.pdf)