



Division of Liberal Arts, Humanities & Education
[Library Sciences](#)

LBRA 1191: Information Literacy, Student Inquiry, and Libraries
Lecture | CRN#17701

Spring 2021 | 3/22/2021 – 4/18/2021 (3rd Four Weeks)

| Eagle Online |

1 Credit Hours | 16 hours per semester

Instructor Contact Information

Instructor: Daphene Keys

Office: Library, Room 160.1

HCC Email: daphene.keys@hccs.edu

Office Phone: 713-718-2942

Office Hours: Virtually via Webex by Appt.

Office Location: Stafford-Learning Hub

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and to discuss course topics.

Instructor's 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.

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!

Prerequisites and/or Co-Requisites

No prerequisites for this course. This is a college level course, and you will be required to read and submit college level work.

Canvas Learning Management System

This section of LBRA 1191 uses [Eagle Online Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) to deliver all class assignments, exams, and activities. You will be required to submit all assignments online. HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. You may also borrow a Chromebook laptop from your HCCS library if you do not have a computer at home <http://library.hccs.edu/chromebooks>. It is recommended that you use **FIREFOX** or **CHROME** as your browser.

HCC Online Information and Policies

Here is the link to information about HCC Online classes: <http://www.hccs.edu/online/>

Scoring Rubrics, Sample Assignments, etc.

Look in Eagle Online Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

<https://eagleonline.hccs.edu/courses/98390>

Instructional Materials

Course Reader Information

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.

Other Instructional Resources

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.

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](#) 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 <http://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 <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

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.

Core Curriculum Objectives (CCOs)

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.

Program Student Learning Outcomes (PSLOs)

1. Students will be able to identify the elements of plagiarism and use information in an ethical and legal manner.

2. Students will be able to compare and contrast libraries, librarians and the information sources available through libraries with other sources of academic and life-long learning.
3. Students will be able to identify, select, and access resources relevant to an information need using the HCC Library Catalog and subscription databases.
4. Students will be able to evaluate all information sources in terms of strengths, weaknesses, credibility, and appropriateness to student need.

Course Student Learning Outcomes (CSLOs)

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.

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.

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 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

- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Written Assignment

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.

Exams

There will be seven multiple choice quizzes consisting of 10 to 20 multiple-choice questions from the weekly readings. In addition, there will be a final exam with 25 multiple-choice questions taken directly from the quizzes. All of the quizzes and exam will be available in Eagle Online/Canvas.

In-Class Activities

All class assignments and activities will be delivered online via Eagle Online/Canvas.

Incomplete Policy

An Incomplete "I" is a temporary grade which may be given at my discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term.

Grade Formula

<u>Grading Criteria</u>	<u>Grade Percentage</u>
Quizzes, Discussions & Assignments	50%
Source Evaluations	30%
Final Exam	<u>20%</u>
	100%

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
FX (Failing due to non-attendance)	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

IP (In Progress) is given only in certain developmental courses, not this class. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

HCC Grading Scale can be found on this site under Academic Information:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar

Week	Dates	Topic / Assignments	Due Date
1	3/22	Getting to Know the HCC Libraries & Understanding Information	3/23 Introduction 3/28 Quizzes 1 & 2
2	3/29	Avoiding Plagiarism Tutorial & Evaluating Sources	4/4 Quizzes 3 & 4
3	4/5	Evaluating Books and Articles	4/11 Quizzes 5 & 6
4	4/12	Evaluating Websites /Final Exam	4/18 Quiz 7 Final Exam Available 4/15 to 4/18

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.

Instructor's Practices and Procedures

Missed Assignments

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.

Academic Integrity

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

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

<http://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 (As Needed)

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

Electronic 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.

HCC Policies

Here's the link to the HCC Student Handbook <http://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

EGLS³

The EGLS³ ([Evaluation for Greater Learning Student Survey System](#)) 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.

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

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](#) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

(<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

<http://www.hccs.edu/support-services/disability-services/>

Title IX

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

Office of the Dean of Students

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

Department Chair Contact Information

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