



**Libraries  
Southeast-College**

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**LIBRA 1191 – Information Literacy, Student Inquiry, and  
Libraries – Fall 2014, 2<sup>nd</sup> 8 Weeks**

1 hour lecture course online/ 16 hours per semester/ 8 weeks

**Instructor: Jennifer Tapp**

*Email:* [jennifer.tapp@hccs.edu](mailto:jennifer.tapp@hccs.edu) (This is a reliable way to reach me. I check my e-mail several times a day, but never after 8pm)

*Office Phone Number:* 713-718-8284 (feel free to leave a message, all voicemails are routed to my email address)

*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

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 a source evaluation on four different information sources based on your exploration of a topic that interests you.
2. 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.
3. Use the library catalog, subscription databases, and search engines to find examples of different kinds of sources related to the topic you are given for your source evaluations.
4. Construct searches in different tools using Boolean operators, truncation, phrase searching, and field searching.
5. Select sources for your source evaluations according to explicit evaluation criteria.
6. Cite sources in your source evaluations using an appropriate style.

## **8 WEEK CALENDAR**

### **WEEK ONE**

*10/20/2014-10/26/2014:*

Course, Eagle Online and Library Introduction; Choosing a Topic

### **WEEK TWO**

*10/27/2014-11/2/2014:*

Starting Your Research; Plagiarism; Citations

### **WEEK THREE**

*11/3/2014-11/9/2014:*

Citations and Annotated Bibliographies

### **WEEK FOUR**

*11/10/2014-11/16/2014:*

Overview of Sources; Finding books and sources on the library website

## **WEEK FIVE**

*11/17/2014-11/23/2014:*

Books and reference materials as Sources;

## **WEEK SIX**

*11/24/2014-11/30/2014*

Articles as Sources; Evaluation of a Book Due

## **WEEK SEVEN**

*12/1/2014-12/7/2014*

Web Sites as Sources; Evaluation of an Article Due

## **WEEK EIGHT**

*12/8/2014-12/14/2014*

**FINAL EXAM**; Evaluation of a Website Due

### **Instructional Methods**

Instructional methods will include lecture, class discussion, readings, and hands-on exercises. Students who have enrolled in this course have the responsibility to attend class, read the assigned materials, submit assignments on the due dates, study for the quizzes and exam, and participate in classroom and online activities.

As an instructor, I want my students 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. In addition, the knowledge gained and the skills obtained in this course will benefit you in the real world of seeking and interpreting information.

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 will 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 will 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. Assessment of students' performance in this class will be based upon:

### Participation and Discussions

Throughout the course, students will take part in classroom discussions. The amount and quality of a student's participation will make up the —class participation part of the course grade.

### Class and Homework Exercises

Students will turn in written class and homework exercises that address the topics covered in readings and class discussion. Some of the homework assignments will be early drafts of the annotated bibliography.

### Quizzes

Students will complete short quizzes to assess their understanding and retention of the covered topics.

### Source Evaluation

Students will create a source evaluation on your topic, using four different sources. The Source evaluation will take the form of an annotated bibliography entry. This will encompass finding sources related to the topic, listing them in correct MLA citation format, and writing a brief descriptive and evaluative note about each of them. This assignment is divided into four cumulative parts.

### Final Exam

Students will be given a final exam consisting of multiple choice, matching, true/false and short answer questions covering the entire course.

### **Assessments**

Participation and Attendance	10% of your final grade
1 <sup>st</sup> Source Evaluation, Books	20% of your final grade
2 <sup>nd</sup> Source Evaluation, Articles	20% of your final grade
3 <sup>rd</sup> Source Evaluation, Websites	20% of your final grade
Class/Homework	10% of your final grade
Quizzes,	10% of your final grade
Final Exam	10% of your final grade

### **Instructional Materials**

There is **no published textbook** for this class. Instructor will provide all assigned reading materials.

### **HCC Policy Statement - ADA**

### 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.

- Any student with a documented disability (i.e. physical, psychiatric, vision, hearing, etc.) **must** bring documentation to instructor at the beginning of each semester

### **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 - 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.

If you are not attending class, you are not learning the information. As the information that is discussed in class is important for your career, students may be dropped from a course after accumulating absences in excess of six (6) hours of instruction. The six (6) hours of class time would include any total classes missed or for excessive tardiness or leaving class early.

You may decide NOT to come to class for whatever reason. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class. However, if this happens too many times, you may suddenly find that you have —lostll the class.

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidably miss a class.

Class attendance equals class success.

### **HCC Course Withdrawal Policy**

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* —alertll you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a —Wll on your transcript. \*\*Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. ***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.*** If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

### **Repeat Course Fee**

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.

### **Classroom Behavior**

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and help your instructor achieve this critical goal.

### **Use of Camera and/or Recording Devices**

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

### **Instructor Requirements**

As your Instructor, it is my responsibility to:

- Respect each student
- Provide a syllabus that details course information, classroom policies, grading scale, detailed grading formula explaining how student grades are derived, 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
- Facilitate an effective and positive learning environment through class activities, discussions, and lectures
- Inform students of policies such as attendance, withdrawal, tardiness, and make ups
- Arrange to meet with individual students before and after class as required during office hours

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

- Attend class and be on time
  - Attendance will be taken at the beginning of each class
- Participate in class discussions and activities
- Read and comprehend the assigned readings
- Complete exams and required assignments/projects on time
  - **Late Assignments** are unacceptable (except in cases of extreme emergency which can be documented)
  - **Make Up Exams** will be administered if the student has an emergency, which can be documented. The student must contact the instructor within 48 hours of the missed exam to arrange for the make up.
- 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 this syllabus, handouts and all assignments

### **Grading**

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.

#### Grading Scale

90 - 100 =	A
80 - 89 =	B
70 - 79 =	C
60 - 69 =	D
Below 60 =	F

**Note: Grades will not be curved under any circumstances**

#### Incompletes



The grade of —III (Incomplete) is conditional. If you receive an —III, you must arrange with the instructor to complete the coursework within six months. After the deadline, the —III becomes an F. All —III designations must be changed to grades prior to graduation. The changed grade will appear on your record as —III/Grade (i.e. —I/All).

The instructor will not drop a student, but it is your responsibility to drop by the deadline date at 4:30 pm. If you do not attend class, participate in the learning activities, and fulfill the requirements for the course, it will severely affect your grade.

### **Notice of Instructor’s Right to Modify the Syllabus**

This syllabus is meant to be a guide and is subject to change at the discretion of the instructor. If there are any changes made, the student will be notified in a timely manner.

### **Diversity & Inclusion**

Respect Diversity in the classroom (e.g. language diversity, diversity in abilities, cultural and ethnic diversity, sexual and gender diversity, different belief systems, etc.). For more information, visit <http://www.hccs.edu/district/departments/institutionalequity/>

### **SEXUAL HARRASSMENT**

HCC shall provide an educational, employment, and business environment free of sexual harassment. Sexual harassment is a form of sex discrimination that is not tolerated by HCC. Any student who feels that he or she is the victim of sexual harassment has the right to seek redress of the Grievance. HCC provides procedures for reviewing and resolving such complaints through its Grievance Policy. Substantiated accusations may result in disciplinary action against the offender, up to and including termination of the employee or suspension of the student. In addition, complainants who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action.

#### **Definition**

Sexual harassment is defined as unwelcome advances, requests for sexual favors, other verbal or physical sexual conduct, or any other offensive unequal treatment of an employee, student, or group of employees or students that would not occur except for their sex when:

- The advances, requests, or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment; or
- Submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of an individual’s employment or academic achievement or advancement; or
- Submission to or rejection of such advances, requests or conduct is used as a basis for employment or academic decisions

### **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
- No eating or drinking permitted during class time; exception is water (bottled or in a thermos)
- A student may be dropped from course for repeated classroom disruptions

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.slideshare.net/HoustonCommunityCollege/2013-2014-student-handbook-final>

or

<http://tinyurl.com/mnymvc5>

This syllabus may be changed by the instructor as needed to suit the needs of the class at the discretion of the Instructor.

**Acknowledgment of Syllabus**

I have received a syllabus for the LIBRA 1191 course. I understand that I am responsible for reading the syllabus and for asking the instructor to clarify any information on the syllabus that I do not understand.

I also understand that the syllabus, calendar of assignments/tests may change, and that I will be informed of any changes.

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Name (please print)

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Signature

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Date (mm/dd/yyyy)