Course Syllabus
Information Literacy, Student Inquiry and Libraries
LBRA 1191

Semester with Course Reference Number (CRN)	Fall 2016 CRN 14545
Instructor contact information (phone number and email address)	Keitha Robinson 713.718.8298 keitha.robinson@hccs.edu
Office Location and Hours	Southeast College - Eastside Campus, Learning Hub, Library - 3rd Floor, Office Room 319 M-F: 7:30AM – 4:00PM
Course Location/Times	Southeast College - Eastside Campus, Learning Hub, 3rd Floor, Library Electronic Classroom Room 306 Monday & Wednesday: 2:00PM – 3:00PM // Dates: 10/17/2016 – 12/7/2016
Course Semester Credit Hours (SCH) (lecture, lab) If applicable	Credit Hours: 1 Lecture Hours: 1 Laboratory Hours: External Hours:
Total Course Contact Hours	16.00
Course Length (number of weeks)	8 Weeks
Type of Instruction	Lecture with Computer Access
Course Description:	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.
Course Prerequisite(s)	No course prerequisite(s) for this course.
Academic Discipline/CTE	1. Each student enrolled in the LBRA course will take an online Pre-Test to determine their skills set at the start of

Program Learning Outcomes	the course (Scheduled first week of class).
	2. The LBRA Post-Test administered at the conclusion of course to determine knowledge gained since the start of the course (Scheduled last day of class).
	Both tests are located via the Library Online Catalog; on homepage under →*Did We Help?* →*Quizzes & Assessments* → under LBRA 1191 section *Pre-Test and Post-Test*.
Course Student Learning Outcomes (SLO): 4 to 7	1. The student will be able to identify key elements of successful inquiry. 2. The student will be able to distinguish among important roles and participants in processes of information production and distribution. 3. The student will be able to distinguish among important kinds of information and information sources. 4. The student will be able to use appropriate tools and methods to find, manipulate, and communicate information. 5. The student will be able to evaluate information and sources of information. 6. The student will be able to describe important social, economic, and ethical issues, such as plagiarism, related to information and information society.
Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)	**The student will be able to identify key elements of successful inquiry.** **The student will be able to distinguish among important roles and participants in processes of information production and distribution.** **The student will be able to distinguish among important kinds of information and information sources.** **The student will be able to use appropriate tools and methods to find, manipulate, and communicate information.** **The student will be able to evaluate information and sources of information.** **The student will be able to describe important social, economic, and ethical issues, such as plagiarism, related to information and information society.**
SCANS and/or Core Curriculum Competencies: If applicable	SCANS **The student will be able to identify key elements of successful inquiry.** **The student will be able to distinguish among important roles and participants in processes of information production and distribution.** **The student will be able to distinguish among important kinds of information and information sources.** **The student will be able to use appropriate tools and methods to find, manipulate, and communicate information.** **The student will be able to evaluate information and sources of information.** **The student will be able to describe important social, economic, and ethical issues, such as plagiarism, related to information and information society.**
Instructional Methods	Face to Face

Student Assignments

The student will be able to identify key elements of successful inquiry.

The student will be able to distinguish among important roles and participants in processes of information production and distribution.

The student will be able to distinguish among important kinds of information and information sources.

The student will be able to use appropriate tools and methods to find, manipulate, and communicate information.

The student will be able to evaluate information and sources of information.
No assignments selected for this outcome

The student will be able to describe important social, economic, and ethical issues, such as plagiarism, related to information and information society.
No assignments selected for this outcome

Student Assessment(s)

Assignments, exams, class participation/discussion, and research project will be assessed to determine understanding and comprehension of the course and to determine an appropriate grade.

WEEK	Monday	Wednesday
WEEK 1	-Course Introduction -Syllabus Review -Pre-LBRA test	-Introduction to Information -Research Project Description -Research Project: Topics
WEEK 2	-Tour of Eastside Library -Introduction to Research	-Navigating the Libraries Online Catalog -Microsoft Office – Word (learn basic skills)
WEEK 3	-Different Information Sources -Books & E-Books -Navigating the Libraries Online Catalog	-Call Numbers -Bibliographic Information in Books
WEEK 4	-How to Cite various Book Sources, Multiple Authors, and Editors -Periodicals: magazines, scholarly journals, newspapers	-Navigating the Libraries Online Databases -How to Cite Periodical Sources
WEEK 5	-Navigating the Libraries Online Databases -How to Cite Periodical Sources	-Evaluating Web Sources and Finding Statistics, Charts, Tables -How to Cite various Web Sources
WEEK 6	-Finding Non-printed Sources -How to Cite Non-printed Sources	-Citing various Types of Sources (review)

WEEK 7	-Information Needs -Beyond the Classroom	-Wrap Up -Review for Final Exam
WEEK 8	-Final Research Project Due -Review for Final Exam	-Final Exam Due -Post LBRA 1191 test

Instructor's Requirements

Bring to class each day
- Spiral notebook (1-subject) **or** a 3-ring binder (1-inch) with loose-leaf paper
- A pocket folder (to hold syllabus, reading assignments, graded work, and grade tracking card)
- Pens (blue or black only)
- Flash Drive (USB) – when instructed

As your Instructor, it is my responsibility to:
- Provide a syllabus that details course information and includes a course calendar, classroom policies, grading scale, detailed grading formula explaining how student grades are derived, and other information related to the successful completion of this course
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Describe and provide details for any projects and assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make-up
- Provide feedback on returned and graded assignments
- Arrange to meet with individual students before and after class as much as needed to facilitate understanding the course material taught and assigned (during my business hours)
- Return all graded assignments and exams (excluding the Final)
- Track each student's grading history
- Provide knowledge and skills in this course which will benefit the students in their subject courses requiring research papers and in the real world of seeking and interpreting information

To be successful in this class, it is the student's responsibility to:
- Be on time to class
- Attend class and participate in class discussions and activities
  - The amount and quality of a student's participation and attendance in the course will make up the "Attendance" and "Class Participation" portions of the course grade
- Read distributed handouts
- Complete all the assignments, exams (includes final), and research project
- Submit assignments and exams on the due dates
  - Late submissions accepted next class session with 5-pts deduction after original due date. Then, grade Zero.

- o Point deductions waived with proper documentation (e.g., doctor's note, jury duty, funeral)
- Keep copies of all paperwork, including this syllabus, handouts, assignments, and exams
- Keep track of their grading history
- Obtain missed coursework from classmates
- Arrange to meet with instructor before and after class as much as needed to facilitate understanding the course material learned and assigned (during my business hours)
- Be respectful of the instructor's and classmates responses and opinions

Program/Discipline Requirements: If applicable

No program/discipline requirements for this course.

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
59 and below = F	0 points per semester hour
FX (Failure 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. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

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.

Health Sciences Programs Grading Scales may differ from the approved HCC Grading Scale. For Health Sciences Programs Grading Scales, see the "Program Discipline Requirements" section of the Program's syllabi.

Instructor Grading Criteria

Grading Criteria	Grading Percentages
Attendance	10% of final grade
Discussions and Class Participation	15% of final grade
Class and Homework Assignments, Extra Credit	15% of final grade
Quizzes (includes LBRA Post-Test grade)	15% of final grade
Final Exam	15% of final grade
Completed Bibliography Research Project	30% of final grade

Instructional Materials

No textbook is required for this course. Readings and reserve material will be available in the libraries and online.

HCC Policy Statement:

HCC ADA STATEMENT (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 Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office. For questions, please contact (713) 718-8397 or the Disability Counselor at your college. To visit the ADA Web site, please visit www.hccs.edu then click on Information for… Students, scroll down the page and click on the words Disability Services.

Southeast ADA Counselor: Dr. Estelle Sit – Tel. (713)718-8397 or (713)718-7053

Access Student Services Policies on their Web site:

http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/

EGLS3 -- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, 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 department 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 Writing Centers

The Houston Community College Writing Centers provide a student-centered environment where professional tutors support student success for all HCC students. The primary goal of the Writing Centers is to offer free, convenient, and personalized assistance to help students improve their writing at any stage of the writing process required in any courses at HCC. Tutors will also assist students with their job application letters, resumes, and scholarship/transfer essays.

Each session lasts about 30 minutes. Students should bring the professor's assignment sheet or notes about the requirements, a printed rough draft, their textbook, if necessary & a flash drive. Consult Find-A-Tutor at http://ctle3.hccs.edu/alltutoring/index.php?-link=stu for Writing Center locations and times.

At HCC Writing Centers, each tutoring session becomes a learning experience.

Distance Education and/or Continuing Education Policies

Access DE Policies on their Web site: http://de.hccs.edu/media/houston-community-college/distance-education/student-services/DE-Student-Handbook.pdf

Access CE Policies on their Web site: http://www.hccs.edu/continuing-education/students/financialaid/continuing-education/

Title IX of the Education Amendments of 1972

Requires institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to www.edurisksolutions.org. Sign in using your HCC student email account, then go to the button at the top right that says **Login** and enter your student number.

Campus Safety and Guns on Campus

For any issue that requires assistance, please contact the HCC Police Department at **8-8888** on any campus phone instead of 911. Also, understand that using campus police will result in a police report.

If you encounter anyone who is not a licensed law enforcement officer carrying a gun on campus, this is a violation of the law and HCC policy. Please contact the campus police immediately. Do not confront the individual or attempt to escalate the situation.

"Until August 2017, firearms are prohibited on all HCC properties (including buildings, parking lots, and grounds). Students who violate state law and/or HCC policy will be subject to disciplinary and/or legal action (see HCC Student Code of Conduct for further information)."