



Library
Southeast College – Eastside Campus

LIBRA 1191-60: Information Literacy, Student Inquiry, and Libraries

CRN 80924 – Spring 2012

Eastside Campus, Learning Hub, Library Room 306 | 2:00 pm - 3:00 pm | Mon/Wed
1.0 hour lecture course | 2 hours per week | 12 Weeks | February 13 – May 9, 2012

Instructor: Keitha Robinson

Instructor Contact Information:

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Office Location: Eastside Library, Learning Hub – 3rd Fl, Electronic Classroom
(Room 306)
Office Hours: M: 8am-4pm; T: 8am-5:30pm; W: 12:30pm-8pm; Th: 8am-6pm;
F: 8am-4pm; Meetings by Appointment
Web Page: <http://learning.hccs.edu/faculty/keitha.robinson>

Welcome! Your performance and success in my class is very important to me. Please schedule appointments to address course concerns, review graded work and receive tutoring assistance. Do not wait until the end of the semester to ask for help. I check email Mondays-Fridays from 8am-7pm and Saturdays from 10am-2pm. Email replies within 24-hours. No Sundays.

Course Description

LBRA 1191 is a 1-credit hour course that:

1. Introduces the nature, relevance, varieties, availability, and uses of information accessible in libraries and elsewhere.
2. Provides a practical introduction to skills, techniques, and tools useful for carrying out exploratory research online and in libraries.
3. Provides opportunities for students to understand and practice activities that contribute to self-directed learning and successful problem-solving through inquiry.

Prerequisites

Completion of developmental English classes or passing grades on the English portion of the college assessment exam.

Instructional Materials

- No textbook.
- Instructor will have all assigned reading materials on Reserves at the Circulation/Reference Desk. Photocopies are 10 cents per page.
- Bring to class each day:
 - Taking lecture notes: spiral notebook (3-sections) **or** a 3-ring binder (1-inch).
 - A pocket folder (to hold reading assignments and graded work)
 - Pens (blue or black only).

Course Goal

Prepare students to pose questions, conduct research, and successfully complete research assignments/projects in college classes, the workplace, and anywhere in the world where independent problem-solving with information is part of everyday life.

Student Learning Outcomes (SLO)

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 their exploration of a topic that interests them and approved by the instructor.
2. Develop an understanding about the various kinds of information and information sources, who is involved in creating, publishing, and distributing information sources.
3. Learn about and use the HCC Library Online Catalog, subscription databases, and search engines to find relevant and authoritative information sources, such as examples books, journal articles, magazine articles, newspaper articles, websites, and other formats as specified by the instructor.
4. Construct search strategies using Boolean operators, truncation, phrase searching, and field searching in different search engines.
5. Learn how to cite sources for a bibliography using the MLA citation style.
6. Develop a sense of independence when looking for and evaluating information.

LBRA 1191 – Online Pre-Test & Post-Test:

Each student enrolled in the LBRA course will take an online Pre-Test to determine their skills set at the start of the course (Schedule first week of class). The Post-Test administered at the conclusion of course to determine knowledge gained since the start of the course. Both tests are located via the Library Online Catalog; on homepage under →*Did We Help?* →under **LBRA 1191 Pre-Test and Post-Test**.

12 Weeks Calendar (February 13 – May 9, 2012)

Important Dates

- Tuesday, February 14: Last day to drop/add/swap
- Monday, February 20: President's Day (HCC Closed)
- Monday – Sunday, March 12-18: Spring Break (HCC Closed)
- Friday-Sunday, April 6-8: Spring Holiday (HCC Closed)
- Monday, April 9: Last day for student withdrawals; 4:30pm deadline

WEEK ONE

Course Introduction and Syllabus Review
Library Tour of Eastside Library
Introduction to Information

WEEK TWO

Introduction to Research
Navigating the Libraries Online Catalog
Research Topic –Planning
Microsoft Office – Word (learn basic skills to develop Annotated Bibliography project)

WEEK THREE

Different Information Sources
Books & E-Books
Navigating the Libraries Online Catalog and Library Tour
Library of Congress (LC) Call Numbers & Proper Formatting
Bibliographic Information in Books
How to Cite various Book Sources
Start Developing Annotated Bibliography

WEEK FOUR

Books & E-Books
Navigating the Libraries Online Catalog
Library of Congress (LC) Call Numbers & Proper Formatting
How to Cite various Book Sources and Multiple Authors
Developing Annotated Bibliography

WEEK FIVE

Different Information Sources
Periodicals: magazines, scholarly journals, newspapers
HCC Library Databases: Academic Search Complete, General Reference Center Gold
Navigating the Libraries Online Catalog
How to Cite various Periodical Sources
Developing Annotated Bibliography

WEEK SIX

Periodicals Databases: JSTOR, Opposing Viewpoints, ProQuest Direct, Wilson Omnifile
Non-printed Sources
Navigating the Libraries Online Catalog
How to Cite various Periodicals and Non-print Sources
Developing Annotated Bibliography

WEEK SEVEN

Periodicals Databases: Subjects Databases and News
Evaluating Web Sources
Navigating the Libraries Online Catalog
How to Cite various Web and News Sources
Developing Annotated Bibliography

WEEK EIGHT

Finding Statistics, Charts, Tables
Navigating the Libraries Online Catalog
How to Cite various resources
Developing Annotated Bibliography

WEEK NINE

Peer-Reviews and Opinion-Related Research – Books and Periodicals
Developing Annotated Bibliography

WEEK TEN

Information Needs Beyond the Classroom
Wrap Up - Annotated Bibliography
Review for Final

WEEK ELEVEN

Wrap Up
Final Annotated Bibliography Due
Review for Final

WEEK TWELVE

Final Exam

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, photocopy reading materials when requested, submit assignments on the due dates, study for the quizzes and exam, and participate in classroom and online activities.

As an instructor, your success is my success. I want my students to be successful. I believe it is my responsibility to provide you with an engaging introduction to the tools, techniques, and clear understanding of the coursework, which 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 exams, participate in classroom and online activities, attend class, obtain missed classwork from classmates, and enjoy being in this course.

You will spend most of your class time involved in individual and 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 real situations. 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" portion 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 may be early drafts of the annotated bibliography. Due dates given. Late submissions due no later than one-week after initial date; 5pts deducted for lateness. Point deductions waived with proper documentation (e.g., doctor's note, jury duty, and funeral).

Quizzes and Exams

Students will complete quizzes and exams to assess their understanding and retention of the covered topics. Due dates given. Late submissions due no later than one-week after initial date; 5pts deducted for lateness. Point deductions waived with proper documentation (e.g., doctor's note, jury duty, and funeral).

Annotated Bibliography

Students will create an annotated bibliography focused on a topic of interest to them that has been approved by the instructor. This will encompass finding relevant six (6) sources (4-unique, to include a journal article) related to the topic, listing them in correct MLA citation format, and writing a brief descriptive (facts from source) and evaluative (peer-review) note about each selected resource. The final bibliography counts as the final “project” for the class. Include all drafts.

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

Attendance	10% of final grade
Discussions and Class Participation	15% of final grade
Class and Homework Assignments	15% of final grade
Quizzes	15% of final grade
Final Exam	15% of final grade
Completed Annotated Bibliography	30% of final grade

HCC Policy Statement - ADAServices 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 non-attendance, the instructor has the authority to drop you for excessive absences. **Please note: I will not drop a student, but will assign a grade of FX 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 “automatically dropped” by the computer system from a 1-credit hour course meeting 2 hours per week after accumulating four (4) hours of absences. The four (4) 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 “lost” 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* “alert” 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 “W” 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 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
- 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 needed during my 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 conclusion of each class
 - Notify instructor (via email or phone) if unable to attend class or be late (if possible)
- 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). Deduction of 5pts if submitted within one week of initial due date. Nothing accepted after that.
 - **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 (e.g., homework) 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	Failure due to excessive non-attendance = FX
80 - 89 = B	Incomplete = I
70 - 79 = C	
60 - 69 = D	
Below 60 = F	

Grading Percentages

Attendance	10% of final grade
Discussions and Class Participation	15% of final grade
Class and Homework Assignments	15% of final grade
Quizzes	15% of final grade
Final Exam	15% of final grade
Completed Annotated Bibliography	30% of final grade

Note: Grades will not be curved under any circumstances

Incompletes

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

The instructor will not drop a student, but it is **your responsibility to drop by the deadline date of Monday, April 9 by 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.

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:

- Receive 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 in assignments upon arrival or if tardy, at the end of class.
- For attendance, turn in your name plate at end of 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
- To maintain orderly discussions, please raise your hand to answer questions

- 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.hccs.edu/hcc/images/home%20page%20images/0-2011-2012%20Student%20handbook.pdf>

Acknowledgment of Syllabus

I have received a syllabus for the LBRA 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 course activity, assignments/exams due dates may change, and that I will be informed of any changes.

I am to make a copy of this signed page and submit it to my instructor.

Name (please print)

Signature

Date (mm/dd/yyyy)