



Division of Liberal Arts, Humanities & Education
Library Sciences

**LBRA 1191: Information Literacy, Student Inquiry, and Libraries
Lecture | CRN# 19273**

Fall 2019 – 2nd 8-weeks | October 21 – December 11, 2019

Face-to-Face | Southeast College – Eastside Campus, Learning Hub, 3rd floor |

Mondays and Wednesdays: 2:00PM – 2:50PM

1 Credit Hours | 16 hours per semester

Instructor Contact Information

Instructor: Keitha Robinson, MSLIS
Office: Library, LH Bldg., Room 319
HCC Email: keitha.robinson@hccs.edu

Office Phone: 713-718-8298
Office Hours: M-F: 7:30AM-4:00PM
Office Location: Eastside Campus

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, discuss course topics, and provide as much tutoring as needed.

Instructor's Preferred Method of Contact

Please contact me with questions or concerns via email at keitha.robinson@hccs.edu or at office number: 713-718-8298. I will respond to emails within 24 hours Monday through Saturday; I will reply to weekend Sunday messages on Monday mornings.

What's Exciting About This Course

Learn how to best navigate around and become familiar with the use of a college library and its online catalog, shelve a book or two, select authoritative and credible sources from a variety of different types of resources, become comfortable in developing a bibliography using different types of citation styles (APA, Chicago, MLA), and all exams are take-home.

My Personal Welcome

Look forward to us learning from each other. Confident that during this course and afterwards, you will be more comfortable doing research and using a library. Available to offer as much tutoring as needed to ensure your success and course enjoyment.

Prerequisites and/or Co-Requisites

No prerequisites for this course.

Canvas Learning Management System

This section of LBRA 1191 will use [Learning Web](#) to supplement in-class assignments, exams, and activities. The course syllabus is in the Learning Web under my name. Use it as a reference tool access the course calendar, grading scale, instructor's contact information and office hours, and much more. HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas or the Learning Web. It is recommended that you use [FIREFOX](#) or [CHROME](#) as your browser.

Scoring Rubrics, Sample Assignments, etc.

Handouts will be provided with scoring rubrics for assignments, attendance, class participation, exams, research project, samples of class assignments and project, and other information to assist you in the course.

Instructional Materials

Course Reader Information

No course textbook.

Other Instructional Resources

Course resources will be provided by instructor in the form of handouts and PowerPoint documents. Reserve material (if assigned), will be available in the Eastside Library.

Needed for Class: Students are to bring to each class (1.) spiral 1-subject notebook or a 3-ring binder (1-inch) with loose-leaf paper, (2.) pocket folder (to hold all handouts, etc.), (3.) pen (black or blue), and (4.) flash drive.

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.

- 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

The written assignments relate to the Research Bibliography Project and its drafts of progress before submission of the final copy. (PSLO: 1,3,4)

Exams

Exams are take-home and administered based on material covered in class. Exams are comprised of either multiple choice or a mix of multiple choice with true/false and/or fill-in. The number of questions may vary from 20-50 questions and the Final with 100 questions.

Exam points ranging from 1-point to 5-points each. Each exam and Final counts toward 15% of student's course grade. Answer questions on actual exam. No scantrons needed.

In-Class Activities

Class participation and discussion are required (counts as 15% of grade). A few in-class activities, such as, teams (Distributor assignment, call number game) and individually (find a specified book on shelf, shelve a book).

Incomplete Policy

A grade of Incomplete ("I") is given at the discretion of the instructor. The student would have had to successfully complete at a minimum of 75% of the required assignments and exams with a missed final exam or research project. If student accepts, it is then the responsibility of the student to plan time with instructor to complete missing work by the end of the following semester. Once completed on time, a Change of Grade form is submitted with a new grade listed as "I/grade" (e.g. "I/B"). Missing the deadline means the I-grade automatically becomes an F-grade.

Grade Formula

Grading Criteria	Final Grading Percentages
Attendance	15%
Discussion and Class Participation	15%
Class and Homework Assignments	15%
Quizzes (includes Post-LBRA Test grade, if available)	15%
Final Exam	15%
Bibliography Research Project	25%
Extra Credit Points - added to class and homework assignment totals after the percentage is first calculated for that grading criteria	0%

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 and below
FX	Non-attendance, excessive absence = students with financial aid will be reported to Department of Education and may have to pay back their aid.
W	Student withdrawal from course
I	Incomplete = instructor's discretion, must have satisfactory completed at least 75% of course and need to take final or submit a report. Must work with instructor and complete missing assignments by the following semester or the Incomplete grade becomes a Grade-F.

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	PSLOs
1	10/21, 10/23	*Syllabus; PPT: Introduction to Information *PPT: Introduction to Research; Research Project: Topics	1,2
2	10/28, 10/30	*Navigating the Libraries Online Catalog (Overview); Tour of Eastside Library and services *Research Project Description; Microsoft Office-Word (basic skills)	1,2,3
3	11/4, 11/6	*Bibliographic Information in Books; Books, E-Books, Reference Sources *Call Numbers; How to REQUEST Books from HCC Libraries	1,2,3

Week	Dates	Topic / Assignments Due	PSLOs
4	11/11, 11/13	*Citation Styles: MLA, APA, Chicago; How to Cite various Book Sources, Multiple Authors, and Editors *Databases: online periodical articles (magazines, scholarly journals, news); How to Cite Periodical Sources	1,2,3,4
5	11/18, 11/20	*Identify Career Information; Evaluating Web Sources and Finding Statistics, Charts, Tables *How to Cite various Web Sources; Other Types of Libraries: Public, College & University	1,2,3,4
6	11/25, 11/27	*Finding Non-printed Sources ((CD, media, videos); How to Cite Non-printed Sources *Shelving Books in Eastside Library; Continue searching and citing sources	1,3,4
7	12/2, 12/4	* Information Needs; Beyond the Classroom * Final Research Project Due (Wed., 12/4)	1,3,4
8	12/9, 12/11	*Wrap Up; Review for Final Exam (continued) * Final Exam Due (Wed., 12/11)	3,4

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

Submit assignments and exams on the due dates. May submit in advance if not attending the next class. Late submissions without prior approval of instructor will lose 5-pts each class session up to a week from the original due date. Then, grade becomes a zero. Make-up of course work permitted if student contacted instructor in advance or before the start of class to discuss it. A deadline date to submit make-up without penalty would be covered during the discussion. Be prepared to submit emergency documentation if requested. There are no retake exams.

Academic Integrity

Academic dishonesty will not be tolerated. A student is academically dishonest if claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcing roles. Pleading ignorance of the rules, including improper documentation (MLA, APA, Chicago, etc.)

or using a previous submitted paper from a previous class to a current class is no justification for academic dishonesty.

The consequences for cheating, plagiarism, or collusion, etc. will result in no opportunity to resubmit work and receive a grade of zero (0) for the first assignment or exam, and an F-grade in the course for a second assignment or exam. Academic 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

Attendance is a must. Contact instructor if late or miss a class. Responsible for obtaining missed work and assignments from not being in class. Exchange contact information with classmates. Attendance is 15% of grade. Withdrawal from course is the responsibility of the student. Stop attending class without withdrawing will result in a grade of F.

Student Conduct

Expectation for student conduct in class is one of **RESPECT** for oneself, classmates, and instructor. No disruptive behavior of speaking out of turn (raise hand and wait for your turn), no name-calling, no laughing at or belittle a classmate or instructor. Disruptive behavior will result in student dismissal from class and a visit to the Dean of Students. Maxient Report filed for repeated misconduct, removal from class, and the Dean of Students or police informed.

May bring to class a beverage in a bottle or in a snap top container. No eating in class.

Instructor's Course-Specific Information (As Needed)

Read Grading Formula above. Graded work with feedback comments returned by the next class session. A personalized grading sheet issued to students to track their own progress and grades throughout the course. Instructor schedules individual time with students to ensure both have the same reported grades. Return exams reviewed in class to help with clarification of corrected responses.

Electronic Devices

Electronic devices are to be in silent mode or turned off while in class. Excuse self from classroom to answer a call. There is one assignment (Shelving a Book or two) where having a phone with a camera will help or student may ask a classmate to borrow theirs

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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