



**Course Syllabus**  
**Information Literacy, Student Inquiry and Libraries**  
**LBRA 1191 – 0001**

<b>Semester with Course Reference Number (CRN)</b>	Spring 2018 CRN61458
<b>Instructor contact information (phone number and email address)</b>	Keitha Robinson 713.718.8298 keitha.robinson@hccs.edu
<b>Office Location and Hours</b>	Southeast College - Eastside Campus, Learning Hub, Library - 3 <sup>rd</sup> Floor, Office Room 319 M-F: 7:30AM – 4:00PM
<b>Course Location/Times</b>	Southeast College - Eastside Campus, Learning Hub, 3 <sup>rd</sup> Floor, Library Classroom, Room 306 Monday & Wednesday: 2:00PM – 2:50PM // Dates: 3/19/2018–5/9/2018
<b>Course Semester Credit Hours (SCH) (lecture, lab) If applicable</b>	Credit Hours: 1 Lecture Hours: 1 Laboratory Hours: External Hours:
<b>Total Course Contact Hours</b>	16.00
<b>Course Length (number of weeks)</b>	8 Weeks
<b>Type of Instruction</b>	Lecture with Computer Access
<b>Course Description:</b>	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.
<b>Course Prerequisite(s)</b>	No course prerequisite(s) for this course.
<b>Academic Discipline/CTE</b>	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* →*LBRA* →*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**

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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**

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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 have assessments to determine understanding and comprehension of the course and to determine an appropriate grade.

<b>Holiday</b>	<b>Spring Holiday: 3/30</b>	<b>HCC Closed: 3/30-31, 4/1</b>
WEEK	Monday	Wednesday
WEEK 1	-Course Introduction -Syllabus Review -Pre-LBRA Test ( <b>Mon., 3/19</b> )	-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 -Final Research Project Due <b>(Mon., 5/7)</b>
WEEK 8	-Final Research Project Due -Review for Final Exam -Post LBRA 1191 Test <b>(Mon., 5/7)</b>	-Final Exam <b>(Wed., 5/9 from 2-4pm)</b>

## 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 to bring to class

### It is my responsibility, as your Instructor 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.

- 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.

<b>HCC Grading Scale:</b>	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) given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) 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.*

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

**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 (Students with Disabilities)**

Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services.

If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services below. Please note that classroom accommodations cannot be provided prior to your instructor's receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester, however if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week) must be allotted for the Instructor to implement the accommodations. To visit the ADA website, go to <http://www.hccs.edu> then click on Information For...Students, scroll down page and on left side column, click on the option "disAbility".

#### **Ability Service Contact Information**

- \*Central College: 713-718-6164
- \*Coleman College: 713-718-7376
- \*Northeast College: 713-718-8322
- \*Northwest College: 713-718-5422 ; 713-718-5408
- \*Southeast College: 713-718-7144 ; 713-718-7053 – ADA Counselor: Dr. Estelle Sit
- \*Southwest College: 713-718-7910

**Adaptive Equipment/Assistive Technology: 713-718-6629 ; 713-718-5604**  
**Interpreting and CART Services: 713-718-6333**

**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 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.

## **HCC Online Tutoring: Upswing**

*Upswing* is the HCC Online Tutoring 24/7 service: <https://hccs.upswing.io/>

## **HCC Online and/or Continuing Education Policies**

**Access HCC Policies on their Website**

*All students are responsible for reading and understanding the HCC Online Student Handbook, which contains policies, information about conduct, and other important information. For the HCC Online Student Handbook click on the link below or go to the HCC Online page on the HCC website.*

The HCC Online Student Handbook contains policies and procedures unique to the online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as HCC Online contacts, how to drop, attendance requirements, student services (ADA, financial aid, degree planning, etc.)

Refer to the HCC Online Student Handbook by visiting this link:  
<http://www.hccs.edu/media/houston-community-college/distance-education/student-services/HCC-Online-Student-Handbook.pdf>

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

## **Title IX of the Education Amendments of 1972**

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy, please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to: David Cross, Director EEO/Compliance, Office of Institutional Equity & Diversity, 3100 Main, Houston, TX 77266-751, (713) 718-8271 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

## **Campus Carry of Handguns on Campus**

"At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>."

For any issue that requires assistance or if you encounter anyone not licensed to carry a concealed handgun on campus, do not confront the individual or attempt to escalate the situation. Contact the HCC Police Department at **8-8888** on any campus phone or dial 713-718-8888, instead of 911.

## **Student Support**

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable us to provide any resources that HCC may possess.

## **Academic Dishonesty**

Academic dishonesty will not be tolerated. A student who is academically dishonest is 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. You are expected to be familiar with HCC's policy on Academic Dishonesty located at <http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Pleading ignorance of the rules, including improper documentation (MLA, APA, etc....) is no justification for academic dishonesty.

Students, who plagiarize, collude, or cheat will not have an opportunity to resubmit their work and they will receive a grade of 0 (zero) for the first assignment, an F in the course for a second assignment, and a report in our Maxient system which could lead to dismissal from the college.