

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 Syllabus Information Literacy, Student Inquiry and Libraries LBRA 1191

Semester with Course Reference Number (CRN)	Spring 2016 CRN 94491
Instructor contact information (phone number and email address)	Treva "Shawn" Anderson 713-718-6149 [Office Phone] treva.anderson@hccs.edu
Office Location and Hours	Central Campus - Learning Hub Science Building – Library 400.1 Fridays 9-11am
Course Location/Times	Online using Eagle Online - eo2.hccs.edu
Course Semester Credit Hours (SCH)	Credit Hours: 1 Lecture Hours: 2 per week
Total Course Contact Hours	16.00
Course Length (number of weeks)	8 Weeks
Type of Instruction	Online Lecture
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)	N/A
Academic Discipline/CTE Program Learning Outcomes	<ol style="list-style-type: none">1. Each student enrolled in the LBRA course will take an online Pre-Test to determine their skills set at the start of 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).

The Pre-Test can be found here - <http://tinyurl.com/LBRA1191>

The Post-Test can be found here - <http://tinyurl.com/LBRA1191-post>

**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

Web-enhanced (49% or less)
Face to Face

Student Assignments

The student will be able to identify key elements of successful inquiry.
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**Student
Assessment(s)**

As found in the grading criteria below, assessment is performed using:

- **Research Journal** – created over the course of the semester using guidelines provided by the instructor, in part done as homework.
- **Bibliography** – created by students with materials from the research journal, due at the time of the Final Exam.
- **Final Exam** – Covering material taught throughout the 8 week semester
- **5 Snap Quizzes** – Short quizzes used occasionally to spot-check understanding of previously covered concepts
- **6 Homework Assignments** – These may include specific tasks assigned, and/or discussion board postings where credit will be given for 1 original posting, answering questions posed in the discussion board, and 1 articulated response to someone else’s posting.
- **LBRA Pre-test and Post-test** – This is a completion grade as your responses will be used to gauge class-wide understanding of material over the course of the semester.

The following schedule is an idyllic plan. As such, it is not written in stone.

WEEK	Wednesday
WEEK 1 March 21	Introduction to Course & Classmates Syllabus Overview Assignment Details Introduction to the Library and Information Creation LBRA Pretest
WEEK 2 March 28	LBRA Pretest Due by 11:59pm Homework #1 Due by 11:59pm Snap Quiz #1 available this week Working with Research Topics Using Search Tools Finding Books
WEEK 3 April 4	Snap Quiz #1 closes at 11:59pm Homework #2 Due by 11:59pm Snap Quiz #2 available this week Citation Basics – The Why and How Plagiarism / Academic Honesty How to Use Information
WEEK 4 April 11	Snap Quiz #2 closes at 11:59pm Homework #3 Due by 11:59pm Snap Quiz #3 available this week Introduction to Databases Database Discovery Activity

	Periodicals
WEEK 5 April 18	Snap Quiz #3 closes at 11:59pm Homework #4 Due by 11:59pm Snap Quiz #4 available this week What Makes an Expert? Evaluating Information Mastering Google / What Websites can you use?
WEEK 6 April 25	Snap Quiz #4 closes at 11:59pm Homework #5 Due by 11:59pm Snap Quiz #5 available this week Citation Refresher Building Bibliographies What are Annotated Bibliographies? Finding and Managing Alternative Sources
WEEK 7 May 2	Snap Quiz #5 closes at 11:59pm Homework #6 Due by 11:59pm Snap Quiz #6 available this week Review for Final Exam Reviewing Research Journals to Turn In Day to cover overflow of information not covered during other days.
WEEK 8 May 9	Snap Quiz #6 closes at 11:59pm Final Exam open from May 7-9. Closes at midnight. Bibliography Due by midnight May 9th Research Journal Due by midnight May 9th

Instructor's Requirements

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 throughout the course, in person, on the phone, or online 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:

- Log in to the Eagle Online course at least twice per week to stay up to date with course requirements and activities.
- Participate in class discussions and activities
 - Merely participating will earn you an Attendance/Participation point for the week. Quality interactions in the Discussion boards, showing that you are engaging with the class and your classmates will determine your Discussion Board grades.
- Read distributed handouts / watch assigned videos
- Complete all the assignments, final exam, research journal, and bibliography
- Submit assignments on the due dates
 - Homework will not be accepted late [after the stated due date on each homework assignment]. However, Research Entries will still need to be completed as part of the final Research Journal, even if not handed in on time for the homework grade.
 - Lenience will only be provided with proper documentation (e.g., doctor's note, jury duty, funeral)
- Keep copies of all paperwork, including this syllabus, handouts, and assignments
- Review missed coursework from previous weeks if you fall behind.
- Log on to Eagle Online to track grading
- Arrange to meet with instructor, even online if necessary, 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

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.

Instructor Grading Criteria

<u>Grading Criteria</u>	<u>Grading Percentages</u>
Attendance/Participation [1pt per week]	7% of final grade
LBRA Pretest & Posttest [1pt each]	2% of final grade
Snap Quizzes [6]	12% of final grade
Homework [On Time]	20% of final grade
Discussion Board [2pt per week]	14% of final grade
Research Journal	20% of final grade
Bibliography	10% of final grade
Final Exam	15% 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.

Ability Services Office at Central
Learning Hub Science Building 106
Phone: 713/718-6164

**Access Student
Services Policies on
their Web site:**

<http://www.hccs.edu/district/students/student-handbook/>

**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.

Distance Education Policy

The Distance Education Student Handbook contains policies and procedures unique to the DE 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 DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars.

Refer to the DE Student Handbook by visiting this link:

<http://www.hccs.edu/media/houston-community-college/distance-education/student-services/HCC-Online-Student-Handbook.pdf>