

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

<b>Semester with Course Reference Number (CRN)</b>	Spring 2017 CRN 13180
<b>Instructor contact information (phone number and email address)</b>	Treva "Shawn" Anderson 713-718-6149 [Office Phone] treva.anderson@hccs.edu
<b>Office Location and Hours</b>	Alief Hayes Campus Library – Room C200.7 Monday-Friday 7:30-4pm
<b>Course Location/Times</b>	Online using Eagle Online - eagleonline.hccs.edu
<b>Course Semester Credit Hours (SCH)</b>	Credit Hours: 1 Lecture Hours: 2 per week
<b>Total Course Contact Hours</b>	16.00
<b>Course Length (number of weeks)</b>	8 Weeks
<b>Type of Instruction</b>	Online Lecture/Activities
<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>	N/A
<b>Academic Discipline/CTE Program Learning Outcomes</b>	<ol style="list-style-type: none"><li>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).</li><li>2. The LBRA Post-Test administered at the conclusion of course to</li></ol>

determine knowledge gained since the start of the course  
(Scheduled last day of class).

The Pre-Test can be found in the Start Here Module in Eagle Online.  
The Post-Test can be found in the Final Week Module in Eagle Online.

**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.)**

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**SCANS and/or Core  
Curriculum  
Competencies: If  
applicable**

**SCANS**  
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**Instructional Methods**

Online

**Student Assignments**

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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, due completed in the final week.
- **Bibliography** – Created using materials found for the research journal, in APA citation style, due in the final week.
- **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
- **7 Homework Assignments** - Typically pieces of the final Research Journal, due throughout the semester, to give you feedback and a chance to correct entries before the final due date.
- **6 Discussion Board Postings** – Spread throughout the weeks, this gives a chance to reflect on the material covered, and to interact with fellow classmates. Each Board is worth 2 points. Up to 1 point for a well thought through original answer, and 1 additional point for a substantive response to a fellow classmate’s posting.
- **Syllabus Quiz** – Found in the Start Here Module. This will cover items found in this syllabus and is an “open book” quiz (meaning you can have the syllabus open while taking it).
- **LBRA Pre-test and Post-test** – Found in the Start Here Module and Final Week Module. Not graded other than completion. This gives the instructor a chance to compare knowledge at the beginning of the semester versus the end.

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

**All Activities each week open on Monday and close at 11:59pm on Sunday with the exception of the due dates for the Final Exam, Research Journal, and Bibliography which are due on Wednesday, May 10<sup>th</sup>, at 11:59pm to provide time for grading.**

WEEK	Activities for the Week
<p style="text-align: center;">WEEK 1 March 20 - 26</p>	<p><u>Start Here Module</u> Introduction to the Course Instructor Information Syllabus Overview Assignment Details</p> <p><u>Week #1 Module</u> Introduction to the Library and Information Creation</p> <p><u>Due March 26 by 11:59pm:</u> LBRA Pre-Test Syllabus Quiz Discussion Board - Week #1 Homework – Week #1</p>

<p>WEEK 2 March 27 – April 2</p>	<p><u>Week #2 Module</u> Working with Research Topics Using Search Tools Keyword Creation Finding Books</p> <p><u>Due April 2 by 11:59pm :</u> Homework - Week #2 Snap Quiz – Week #2 Discussion Board – Week #2</p>
<p>WEEK 3 April 3 - 9</p>	<p><u>Week #3 Module</u> Citation Basics – The Why and How Plagiarism / Academic Honesty How to Use Information</p> <p><u>Due April 9 by 11:59pm :</u> Homework - Week #3 Snap Quiz – Week #3 Discussion Board – Week #3</p>
<p>WEEK 4 April 10 - 16</p>	<p><u>Week #4 Module</u> Introduction to Databases Database Discovery Activity Periodicals</p> <p><u>Due April 16 by 11:59pm :</u> Homework - Week #4 Snap Quiz – Week #4 Discussion Board – Week #4</p>
<p>WEEK 5 April 17 - 23</p>	<p><u>Week #5 Module</u> What Makes an Expert? Evaluating Information – CRAAP Method Mastering Google / What Websites can you use?</p> <p><u>Due April 23 by 11:59pm :</u> Homework - Week #5 Snap Quiz – Week #5 Discussion Board – Week #5</p>
<p>WEEK 6 April 24 - 30</p>	<p><u>Week #6 Module</u> Citation Refresher Building Bibliographies What are Annotated Bibliographies? Finding and Managing Alternative Sources</p> <p><u>Due April 30 by 11:59pm :</u> Homework - Week #6 Snap Quiz – Week #6</p>

	Discussion Board – Week #6
WEEK 7 May 1 - 7	<u>Week #7 Module</u> Review for Final Exam Research Journal Review Bibliography Assistance Last Opportunity for Questions  <u>Due May 7 by 11:59pm :</u> Homework - Week #7 Ungraded Discussion Board – Week #7
WEEK 8 May 8 - 14	<u>Due May 10 by 11:59pm :</u> Final Exam Due Bibliography Due Research Journal Due LBRA Post-Test Due

## 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
- Provide feedback on returned and graded assignments
- Arrange to meet with individual students as much as needed to facilitate understanding course material taught and assigned (during business hours)
- Make available all graded assignments and exams for review after grading
- 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:

- Complete Assignments on Time!
  - This is a big deal to your instructor.
  - Assignments will not be accepted if late. However, Research Entries will still need to be completed as part of the final Research Journal.

- Lenience will only be provided with proper documentation (e.g., doctor's note, jury duty, funeral), however as you are given at least a full week for each assignment, inability to complete assignments will be difficult to prove. Do not procrastinate on your assignments.
- Log on to Eagle Online regularly and participate in class discussions, activities, read distributed handouts / watch assigned videos
- Complete all the assignments, final exam, research journal, and bibliography
- Keep copies of all paperwork, including this syllabus, handouts, and assignments
- Log on to Eagle Online to keep track your grades. Contact the instructor at the earliest point where you may notice a discrepancy.
- Arrange to meet with instructor during office hours as much as needed to facilitate understanding the course material learned and assigned.
- 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
IP (In Progress)	.....0 points per semester hour
W(Withdrawn)	.....0 points per semester hour
I (Incomplete)	.....0 points per semester hour
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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. 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>
Discussion Board Posting & Response	12% of final grade
Syllabus Quiz	2% of final grade
Pretest & Posttest [1pt Each]	2% of final grade
Snap Quizzes [5 worth 2 pt Each]	10% of final grade
Homework [7 worth 2 pt Each]	14% of final grade
Research Journal	30% of final grade

Bibliography	10% of final grade
Final Exam	20% 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:** Access Student Services Policies on their Web site:  
<http://www.hccs.edu/district/students/student-handbook/>

**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](http://www.hccs.edu) then click on Information for... Students, scroll down the page and click on the words Disability Services.

Ability Services Office at Spring Branch Campus  
 1010 W. Sam Houston Pkwy North  
 Houston, Texas 77043  
 Phone: 713/718-5422

**Sexual Misconduct:** Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights is 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.

Log in to [www.edurisksolutions.org](http://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.

**Access Student Services Policies on their Web site:** <http://hccs.edu/student-rights>

**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 Online / Continuing Ed Policies:**

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, 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 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/>