Rethinking the Instruction Session Handout
LOEX 2011

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Objectives
- Critically examine the ways to provide students with information via a handout.
- Create hybrid handouts/worksheets in order to provide the most critical information and learning activities.

Discussion Topics

1. What information do you find most useful on handouts when you are in a workshop or conference session? Are you providing students with the same things you like? If not, what could you do differently?

2. Examine the University of Houston-Clear Lake Example Handout. What would you have done differently?

3. How can handouts complement LibGuides, online videos, and mobile technology?

Handout Section Examples

- Search tips
- Database comparison charts
- Links to mobile websites and subject specific search
- Fill-in charts
- Fill-in-the-blank instructions
- Ice breaker games
- Search screenshots
- Search terms activity

References to Design Tips

Veldof, J. R. (2006). Develop Materials. In *Creating the one-shot library workshop: A step-by-step guide* (pp. 121-130). Chicago: American Library Association.

Lederer, N. (2005). Handouts. In *Ideas for librarians who teach: With suggestions for teachers and business presenters* (pp. 109-118). Lanham, Md: Scarecrow Press.

Grassian, E. S., & Kaplowitz, J. R. (2009). Designing Instructional Modes and Materials. In *Information literacy instruction: Theory and practice* (pp.173-198). New York: Neal-Schuman Publishers.

LOEX Annual Conference 2011
Rethinking the Instruction Session Handout
Handout Brainstorming Activity

For each scenario, discuss the most important information for students to take away from the instruction session, and brainstorm various ways to present this information using a handout.

As you begin brainstorming, consider:
What are your learning objectives for the session?
How can the information be represented on a handout?
Is there a way to present the information differently than you have done in the past?
How can the handout be used during the session?
What would be helpful for students to refer to after the session?

Scenario 1: Freshman orientation session, required 45-minute session during summer orientation.

Scenario 2: Freshman composition class, the assignment is to write a 5-page research paper on a topic related to their major using the preferred citation style of their major and scholarly journal articles.

Scenario 3: New faculty orientation, an hour-long session to introduce new faculty to library resources and services.

Scenario 4: Undergraduate business class, assignments throughout the semester will require students to find information about various companies, including SWOT analyses, annual reports, SEC filings, and recent news articles.

Scenario 5: Undergraduate history class, the assignment is to write a research paper on a topic related to America's involvement in World War II using a mix of primary and secondary sources.

Scenario 6: Doctoral students in educational leadership/educational administration, over half have been out of school for 10 years, will be writing a dissertation.

University of Houston-Clear Lake Example Handout

Rethinking the Instruction Session Handout

LOEX, May 7, 2011

Before

SELECTED LIBRARY RESOURCES
UHCL Neumann Library
http://www.uhcl.edu/library

CSCI 6530: Research Methods in Computer Science

Note: This handout is available with active hyperlinks. On the library's **Research a Topic** webpage, scroll to the *Find Your Course* region, and select **CSCI 6530**.

Finding Books through the Library Catalog

Use the **Library Catalog** to identify books, electronic books (including **Safari Books Online**), and other materials found in the collections of UH-Clear Lake, UH-Downtown, and UH (Anderson Library, Law Library, Architecture & Art Library, Music Library, Optometry Library, and Pharmacy Library). If UHCL does not own the desired book (or the UHCL copy is checked out and another library has a copy available), use the Catalog's *Request* feature.

Sample Library of Congress subject headings:

C Computer Program Language	Data Mining	Object Oriented Programming
Computer Network Protocols	Data Structures Computer Science	Operating Systems Computers
Computer Security	Database Management	System Design

If you don't find what you need in the Library Catalog, consider searching also in **WorldCat** and **Books in Print** databases. Most books that are not owned by UHCL or not available through the Library Catalog's *Request* feature may be obtained through Interlibrary Loan service (select **Article and Book Requests** on the library's homepage).

Selected Reference Books

Note: The Reference Area (REF) is located on the library's 1st level.

REF QA76.575 .M8523 2008	**Multimedia Technologies: Concepts, Methodologies, Tools, and Applications**
Ebook	**The Text Mining Handbook** (2007; online)
Ebook	**Hutchinson Dictionary of Computing and the Internet** (2005; online)
REF QA76.15 .H32 2005	**The Dictionary of Multimedia Terms and Acronyms**
Ebook	**The Information Security Dictionary** (2004; online)
REF QA76.15 .C79 2004	**A Glossary of Netspeak and Textspeak**
REF QA76.15 .P395 2003	**Webster's New World Computer Dictionary**
REF QA76 .R434 2003	**Milestones in Computer Science and Information Technology**
REF QA76.15 .E516 2003	**Encyclopedia of Information Systems**
REF QA76.15 .D52634 2003	**Dictionary of Computing and Communications**
REF QA76.15 .C58 2002	**Dictionary of Information Technology** (also online)

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Ebook	**Computer Sciences** (2002; online)
REF QA76.758 .E53 2002	**Encyclopedia of Software Engineering**
REF QA76.15 .E483 2001	**Encyclopedia of Computers and Computer History**
REF QA76.15 .D5255 2001	**Dictionary of Computer and Internet Words: An A to Z Guide to Hardware, Software, and Cyberspace**
REF QA76.15 .D5258 2001	**Dictionary of Computer Science, Engineering, and Technology**
REF QA76.15 .F733 2001	**The Computer Glossary: The Complete Illustrated Dictionary**
REF QA76.15 .E48 2000	**Encyclopedia of Computer Science**

Finding Journal Articles through Subscription Databases (Electronic Indexes)

From the library homepage, select **Databases by Subject**, followed by an appropriate academic subject link such as **Computer Science** (if needed, a complete list of the library's databases is available through **Databases A-Z**). Library databases help you identify journal articles (and sometimes newspaper articles, conference papers, books, or other publications) on a specific topic. Find information about the contents of a particular database through the **Info** and/or **Guide** links on the library website. Most library databases can be accessed from off-campus, but authentication with your name and library barcode number (200 and the seven digits of your UHCL student ID number) is required.

Start with: **ACM** (Association for Computing Machinery) **Digital Library**
Applied Science Full Text
Computing Reviews
IEEE/IET Electronic Library
INSPEC
Web of Science (includes Science Citation Index)

Consider also: **Academic Search Complete**
CiteSeer
Collection of Computer Science Bibliographies
Computer Science Index
Information Science and Technology Abstracts
Internet and Personal Computing Abstracts
and more...

If a database does not provide full text for a needed article, check whether full text is available from another source by using the *Article Linker/Check for possible full text* links in the database search results or by searching the **UHCL Electronic Journals List** (identified as **EJournals List** on the library website main navigation menu). If needed, perform a journal title search in the **Library Catalog** to see whether Neumann Library owns the journal and has the specific issue needed in either paper or microfilm. Request articles or any other materials that the library does not own through Interlibrary Loan service (on the library website main navigation menu, select forms for **Students**), and then click on **Article Request Form**).

For additional resources, see the library's **Resources for Computer Science** webpage. If you have difficulty finding material on your topic, consult a Reference Librarian. Visit or call the Reference Desk (281-283-3910), or use the **forms** on the library website to ask a reference question or schedule a reference appointment.

Neumann Library, UHCL

6/11/2009

After

SELECTED LIBRARY RESOURCES
UHCL Neumann Library
http://www.uhcl.edu/library

CSCI 6530: Research Methods in Computer Science

Note: This handout is available with active hyperlinks. On the library's **Resources by Subject** webpage, select **CSCI 6530** from the *Course Pages* panel on the right side of the page.

Search Tips

and	Linux **and** servers — narrows the result by finding both terms in the same record
or	open source **or** oss — broadens the result by finding either or both terms
not	C++ **not** C — narrows by finding records containing C++ but not C
* (wildcard)	gam* — broadens by finding *game, games, gaming, gamble*, etc.

Make use of Boolean operators (*and, or, not*), proximity operators, and truncation symbols.
Use database limiters (*date, language, document type,* etc).
Search for terms in a specific field (*title, abstract, subject,* etc.).
Look for subject terms and alternative search terms in results.
Narrow and broaden your search as needed.

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Sample Library of Congress subject headings:

C Computer Program Language
Computer Network Protocols
Computer Security
Data Mining
Data Structures Computer Science
Database Management
Object Oriented Programming
Operating Systems Computers
System Design

If you don't find what you need in the Library Catalog, consider sources such as **Google Books. Books in Print. WorldCat.** etc. (see the library's **More Book & Media Resources** page). Most books that are not owned by UHCL or not available through the Library Catalog's Request feature can be obtained. Select **Forms** on the library homepage horizontal menu, and submit the appropriate Book Request Form (**student**).

Finding Journal Articles through Subscription Databases

On the library homepage, mouse over **Resources by Subject** in the horizontal menu, and select **Computer Science** (if needed, a complete list of the library's research databases is available through **Databases A-Z**). Library databases help you identify journal articles (and sometimes newspaper articles, conference papers, books, or other publications) on a topic. Find information about the contents of a particular database through the *About* and *Guide* links on the library website. Most databases can be accessed from off-campus, but authentication with your name and library barcode number (200 and the seven digits of your UHCL student ID number) is required.

Start with:
ACM (Association for Computing Machinery) **Digital Library**
Applied Science Full Text
Computing Reviews
IEEE/IET Electronic Library (IEEE Xplore Digital Library)
INSPEC   IEEE Xplore mobile site: http://m.ieeexplore.ieee.org
Web of Science (includes Science Citation Index)

Comparison of database characteristics

✓ Available in Database	Majority Full-text	Journal Articles	Conference Proceedings	INSPEC Subject Terms	Citation Info Viewable	User Limit	Links to outside content via ArticleLinker
ACM Digital Library	✓	✓	✓		✓		
IEEE/IET Electronic Library Online		✓	✓	✓	✓	✓	
Inspec		✓	✓	✓	✓		✓
Applied Science Full Text	✓	✓	✓		✓		✓
Web of Science		✓					✓
Computer Science Index			✓		✓		✓

Consider also: 360 Search – **Computer Science Databases**
Academic Search Complete
CiteSeer
Collection of Computer Science Bibliographies
Computer Science Index
Information Science and Technology Abstracts
Internet and Personal Computing Abstracts
and more…

If a database does not provide full text for a needed article, check whether full text is available from another source by using the *Article Linker/Check for possible full text* links in the database search results or by searching the name of the journal in the **UHCL Journals List**. If an article is not available online, select **Forms** on the library homepage horizontal menu, and submit the appropriate Article Request Form (**student**).

Finding a Journal Article from a Citation

1. Search the name of the journal, magazine, or newspaper in the **UHCL Journals List** to find out if the library has full text in a subscription research database or directly from the publisher.
   To find the journal title from an abbreviation, try **Web of Science Journal Title Abbreviations**.

2. Search the **Library Catalog** (or use related links in the Journals List) to see whether the library has a journal in paper or microform.

3. If you can't locate the item you need, complete and submit an online **Article Request** form.

For more information, see **Locating Full Text and Journals (PDF)** or **Is an Article Available Online?** (video; see **library research tutorials**).

Notes:

For additional resources, see the library's **Resources for Computer Science** webpage.

Note: If you have difficulty finding material on your topic, consult a Reference Librarian (281-283-3910; see also **Ask a Librarian** on the library homepage).

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