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


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.
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LOEX, May 7, 2011

**Before**

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**Selected Library Resources**

**UHCL Neumann Library**

http://www.uhcl.edu/library

**CSCI 6830: 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 6830.*

**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 Languages
- Computer Networks Protocols
- Computer Security
- Data Mining
- Database Management
- Data Structures Computer Science
- Operating Systems Computer
- Object Oriented Programming
- 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, Request feature may be obtained through Interlibrary Loan service (select Articles and Book Requests on the library’s homepage).

**Selected Reference Books**

*Note: The Reference Area (REF) is located on the library’s 1st floor.*

**REF QA76.757. M8525 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 Netspat and Netspat

**REF QA76.15 .F395 2003**  
Webster’s New World Computer Dictionary

**REF QA76. R494 2003**  
Milestones in Computer Science and Information Technology

**REF QA76.15 .E518 2003**  
Encyclopedia of Information Systems

**REF QA76.15 .D52034 2003**  
Dictionary of Computing and Communications

**REF QA76.15 .C55 2002**  
Dictionary of Information Technology (also online)

**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 **Computers 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 **Guide** links on the library website. Most library databases can be accessed off-campus, but authentication with your student ID number is required.

Start with:  
**ACM (Association for Computing Machinery)**  
**Digital Library**  
**Applied Science Full Text**  
**Computing Reviews**  
**IEEE/IEE 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 (281-220-3910), or use the **forms** on the library website to ask a reference question or schedule a reference appointment.

Neumann Library, UHCL  
This page is for reference only; please check library catalog and databases for current and complete information.
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
narrow 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
narrow by finding records containing C++ but not C

“ (wildcard)
gam*
broadens by finding games, gaming, gambler, 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.

Finding Books through the Library Catalog

Search the Library Catalog to identify books, electronic books, and other materials stored in the collections of UH-Dallass, UH-Downtown, and UH Library. Use the Catalog’s Request feature when a desired book is found, but UHCL does not own the book (or the UHCL copy is checked out and another library has a copy available).

Sample Library of Congress subject headings:

C Computer Programming

C++

Conference Proceedings

Computer Networks

Computer Security

Computer Systems

Data Mining

Data Structures

Database Management

Object-Oriented Programming

Operating Systems

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 the 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/IEE Electronic Library

IEEE Xplore Digital Library

IEEE Xplore mobile site: http://im.ieszlore.ieee.org

INSPEC

Web of Science (includes Science Citation Index)

Comparison of database characteristics

Available in Database: Majority

Full-text

ACM Digital Library

IEEE/IEE Electronic Library Online

INSPEC

Inspec

Applied Science Full Text

IEEE Xplore Digital Library

INSPEC

Web of Science

Computer Science Index

Citation Info

Viewable

User Limit

Links to outside content via ArticleLinker

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

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.

2. To find the journal title from an abbreviation, try Web of Science Journal Title Abbreviations

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

4. 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 (281-223-3901; see also Ask a Librarian on the library homepage).

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