

## Library 10-Information Research

**Cabrillo College—FALL 2017**

**LIBRARY 10 98773**

Eng1A 98515 RANEY  
M/W 8:00 – 9:20

**LIBRARY 10 98784**

Eng1A 98501 RANEY  
M/W 11:10 – 12:30

**Instructor: Vicki Allen**

Email: [viallen@cabrillo.edu](mailto:viallen@cabrillo.edu) Reference  
Desk: 479-6163  
Hours at the Reference Desk: Tuesday:  
8:00-11:00  
Wednesday: 8:00-11:00



**Library 10** is designed to be taken with **English 1A**. It is a self-paced class, involving both a printed handbook and online activities that will help you develop your research skills and learn to find and evaluate different types of information. You will be able to create a Works Cited List using MLA (Modern Language Association) standards.

-- Self-paced means that YOU are responsible for keeping track of due dates and asking for help.  
Late work will have points subtracted.

-- The skills you learn will help in all of your classes, especially if you find sources you can actually use.

-- Start your work early and your research paper will be easier later!

<b>Important Dates</b>	
<b>First week of semester</b>	<ul style="list-style-type: none"> <li>• Buy the (required) Library 10 handbook at the Bookstore.</li> <li>• Get a free library card at the Library Circulation Desk; In-person, with your photo I.D. in Aptos or Watsonville ILC, or online at the Library Website.</li> <li>• Activate CANVAS: <a href="https://student-accounts.cabrillo.edu">https://student-accounts.cabrillo.edu</a></li> <li>• Login to CANVAS to start the reading, quizzes, and assignments.</li> </ul>
<b>By Sept. 11<sup>th</sup>, (Mon.)</b>	<b>Complete chapters, modules, AND Quizzes 1 &amp; 2</b>
<b>By Sept. 18<sup>th</sup>, (Mon.)</b>	<b>Complete chapters, modules AND Quizzes 3 &amp; 4</b>
<b>By, Oct. 2<sup>nd</sup>, (Mon.)</b>	<b>Complete chapter, module AND Quiz 5 &amp; Assignment 1 (30 points!)</b>
<b>By Oct. 9<sup>th</sup>, (Mon.)</b>	<b>Complete chapter, module, Quiz 6</b>
<b>By Oct. 16<sup>th</sup>, (Mon.)</b>	<b>Complete chapters, modules AND Quizzes 7 &amp; 8</b>
<b>By Oct, 23<sup>rd</sup>, (Mon.)</b>	<b>Complete chapters, modules AND Quizzes 9 &amp; 10</b>
<b>By Nov. 6<sup>th</sup>, (Mon.)</b>	<b>Assignment 2 (70 points!)</b>
	<b>FINAL EXAM</b>
<b>Available starting Monday, Dec. 4<sup>th</sup>, through Monday, Dec. 11<sup>th</sup>.</b>	<b>Take Final Exam for <u>100 points</u> of your grade! Available starting at 8:00 a.m. on Monday, Dec. 4<sup>th</sup>, until 11:59 p.m. on Monday, Dec. 11<sup>th</sup>.</b>
Total number of points possible for LIBRARY 10 is 300.	

**Online Canvas instruction, quizzes and Assignments are worth: 67 percent (200 points).**

**Final Exam is worth: 33 percent (100 points).**

Your **FINAL GRADE** is based on your completed Canvas quizzes, assignments, and Final Exam grades combined, calculated as follows:

**A = 90-100 % (269-300 points); B = 80-89 % (239-268 points); C = 70-79% (209-238 points); D = 60-69% (179-208 points); F = 59% or less (0-178 points).**

Students are expected to demonstrate respectful behavior to all students, faculty, classified staff and administration.

### **Accommodations for Disabilities:**

All students needing accommodations should inform the instructor as soon as possible. Veterans may qualify for accommodations. Wounded Warriors may have acquired injuries which through the American with Disabilities Act (ADA) entitles the use of accommodations to ensure equal opportunity for students with verified disabilities. To determine if you qualify or need assistance with an accommodation, please contact Accessibility Support Center, (formerly DSPS), Room 1073, 479-6379, or the Learning Skills Program, Room 1073, 479-6220.

### **Grading**

Online Assessments and Assignments count as two-thirds of your grade. Your final exam also counts as one-third. An "A-level" Assessment will fully complete all assignments; will demonstrate your analytical ability to choose high-quality resources; will include all elements of the citation or assignment; and will contain correct formats and punctuation.

### **Questions?**

### **Ask a Librarian!**

**479-6163**

Library 10 is a course which demonstrates research procedures and techniques. You will find, read, evaluate, and document information from many different sources. You may do your workbook reading and exercises at any time of day which is convenient for you, but please note that there are **FIRM DUE DATES FOR COMPLETING YOUR WORK**. Late work will have points deducted. You will find that you cannot do excellent work in a very short time. There are many assignments which you will need to complete in order to finish this course. **Start now. Finish early!**

QUALITY OF WORK: Please read all lessons and instructions carefully. That is the key to good grades, and good results for you. Your quality of work for a Works Cited list, consisting of the sources you choose and the reasoning you demonstrate, will affect your grades greatly. Give yourself enough time to do your best.

GRADING: A-LEVEL WORK will include appropriate, useful information at a college level; will include all MLA (Modern Language Association) citation elements in order, with correct format and punctuation; will be submitted either before, or on, the Due Date listed.

B-LEVEL WORK will include appropriate, useful information at a college level; will include most MLA citation elements in order, with mostly correct punctuation; will be submitted either before, or on, the Due Date.

C-LEVEL WORK will include appropriate, fairly useful information at a college level; will include most MLA citation elements, mostly in order, with some of the correct punctuation; will be submitted either before, or on, the Due Date.

Lower quality work will be graded based upon the quality of the source being cited, as well as upon the inclusion of proper citation elements.

If you cannot find a resource for the information we are requesting, talk with one of the librarians at the Reference Desk. You need to answer each question at a college level. Please do not say that you cannot find anything on your topic.

[go.cabrillo.edu/success](http://go.cabrillo.edu/success) will take you to a listing of resources to help you with both school and personal questions you may have.

### **Plagiarized or falsified citations result in severe penalties.**

If you work with a partner, do not write the same answers in your exercises. You must do your own work. We cannot give credit to either person, if answers appear to have been copied.

"Plagiarism is the conscious or inadvertent failure to identify the contributions of others. It occurs when someone borrows any part of another's work and submits it as his or her own work without crediting its author. A failure to credit others may result in one or more of the following: the student **receiving a failing grade on the assignment, a failing grade for the course, or suspension from the college**. Students are expected to know how to credit sources, how to quote and paraphrase, and how to avoid plagiarizing the work of others. If you are unsure, ask your instructor for assistance before you submit your work for credit"

PLEASE NOTE: Do each exercise as it is described, because we believe that you will discover something by doing so. Also this is the only way for me to know your capabilities.