

## Library 10: Information Research Cabrillo College - Fall 2017

### Library 10 Sections:

98789 – Lau (MW 12:40-2:00)

**Instructor: Samuel Shields**

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Library Reference Desk: 479-6163

My Reference Desk Hours:

Mondays: 8-11am



### Course Description:

Library 10 is designed to build life-long techniques for review and analysis of information sources covering online catalogs, full-text periodical and newspaper databases, and Internet sites as well as library books and materials. You will apply the process of access, evaluation, utilization, and synthesis to selecting and interpreting quality information sources for the construction of works cited lists.

Library 10 is an online class, which means that you are responsible for keeping up with the content, meeting due dates, and asking for help. The course is structured around readings in the Library 10 Handbook, and online quizzes, assignments and a final exam in the Canvas Online Learning System.

### Student Learning Outcomes:

- Synthesize and apply evaluation techniques to select quality information sources from a variety of resources.
- Construct a works cited list using the Modern Language Association (MLA) standard.

### Important Dates

<b>ASAP</b>	1. Purchase the required <b>Library 10 Handbook</b> at the Cabrillo Bookstore (approx. \$9). 2. Get a <b>library card</b> (free) at the Cabrillo Library or Watsonville ILC, or request one online via the Library website. 3. <b>Activate</b> your Canvas account for Spring: <a href="https://student-accounts.cabrillo.edu/">https://student-accounts.cabrillo.edu/</a> 4. <b>Login</b> and explore our course site on Canvas: <a href="https://cabrillo.instructure.com/">https://cabrillo.instructure.com/</a>
<b>By Sept. 11</b>	Submit <b>Quizzes 1 &amp; 2</b>
<b>By Sept. 18</b>	Submit <b>Quizzes 3 &amp; 4</b>
<b>By Oct. 2</b>	Submit <b>Quiz 5 and Assignment 1</b>
<b>By Oct. 9</b>	Submit <b>Quiz 6</b>
<b>By Oct. 16</b>	Submit <b>Quizzes 7 &amp; 8</b>
<b>By Oct. 23</b>	Submit <b>Quizzes 9 &amp; 10</b>
<b>By Nov. 6</b>	Submit <b>Assignment 2</b>
<b>Dec. 4 - 11</b>	Submit <b>Final Exam and Course Evaluation</b>

Contact me **before** these dates if you have questions. Do not wait until the last minute!

### Grading

Quizzes: 100 points

Assignments: 100 points

Final Exam: 100 points

**Total: 300 points**

**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** = 0-59% (0-178 points)

**\*Late work will be accepted, but points may be deducted\***

### **Academic Dishonesty:**

Plagiarism and cheating are serious offenses and will not be tolerated. Do your own work!

*“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” (Cabrillo Catalog).*

### **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 the Accessibility Support Center (formerly DSPS), Room 1065-1074, 479-6379.

## **Frequently Asked Questions**

### ***Are there any required materials for the class?***

- Required Text: **Library 10 Handbook**. All assignments are based on the material in the book!
- You will need a free **Cabrillo Library Card** for off-campus access to the library databases.
- You must use **Canvas** to participate in this course. You will need a **computer with Internet access**.  
Note: If needed, computers with Internet access are available for students to use on campus, for free, at the Cabrillo Library, the Computer Technology Center (Bldg. 1400), and Watsonville ILC.

### ***Where and when does the class meet on campus?***

- You do not have to come to campus or the Library to meet with me. All course work will be done online.

### ***How much time should I be spending on this class?***

- As stated in the schedule of classes, the time commitment for this course is 3 hrs. 5 min. per week. To do well in the class, expect to spend an **average** of 3 hours per week on the course material.

### ***What are the “Quizzes” and “Assignments”?***

- These must be submitted online, via our Canvas site.
- **Quizzes** are untimed, but only 1 attempt is allowed, so take your time. Both **Assignments** are documents that must be uploaded to Canvas as attachments.

### ***Can I submit work early?***

- Yes. All lessons, quizzes and assignments are available for you to complete from the very first day of class. Exception: You must wait to take the Final Exam (available starting May 8).

### ***How do I get help or ask questions?***

- Email me directly or visit or call the Library Reference Desk and ask **any** librarian if you have questions.

### ***Can I drop Library 10? What happens if I drop English 1A?***

- You **cannot drop** Library 10. As long as you are enrolled in ENG1A, you must be enrolled in LIBR10.
- If you drop English, you will be dropped from Library 10. Please contact me for other options.

### ***I've never used Canvas. What should I do?***

- Canvas Student Overview: <https://community.canvaslms.com/videos/1124>
- Canvas Student Guide: <https://community.canvaslms.com/docs/DOC-4121>
- Cabrillo Distance Learning Help Desk: 831-479-5030, [tlc@cabrillo.edu](mailto:tlc@cabrillo.edu)