

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

<p><b>Library 10 Sections:</b></p> <p style="padding-left: 40px;">98771 – S. Gorsky (98499) 98777 – A. Fague (98490)</p>	<p><b>Instructor: Randall Studstill</b></p> <ul style="list-style-type: none"> <li>Email: rastudst@cabrillo.edu</li> <li>Library Reference Desk: 479-6163</li> <li>Reference Desk Hours: Mondays 1:00-5:00</li> </ul>
--	---



Academic research requires the ability to *find*, *evaluate*, and *cite* different sources of information. Library 10 will help you gain these skills or further develop the research skills you already have. Library 10 requires a time commitment of about 3 hours per week. To do well in Library 10, you will need to: (1) learn the material and complete/submit all quizzes, assignments, and the final exam, (2) keep track of due dates so that you submit work on time, and (3) follow instructions (in particular, the instructions for Assignments 1 and 2). Assigned readings and other instructional materials are in the Library 10 Handbook and on the course's Canvas site. Quizzes, the assignments, and the final exam are submitted within Canvas. **IMPORTANT: *Self-paced means that YOU are responsible for keeping track of due dates and asking for help before assignments are due.***

**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.

<b>Important Dates</b>	
<b>First week of semester</b>	<ul style="list-style-type: none"> <li><b>Buy the Library 10 Handbook</b> at the Cabrillo College Bookstore</li> <li>Get a <b>library card</b> – you can obtain a free library card by presenting a photo ID at the library circulation desk (Aptos) or the ILC (Watsonville), or apply for a card online via the Library website at <a href="http://www.cabrillo.edu/services/library/services/libcardapplication.html">http://www.cabrillo.edu/services/library/services/libcardapplication.html</a> (your card will be mailed to you)</li> <li>Activate your <b>Canvas</b> account: <a href="https://student-accounts.cabrillo.edu/">https://student-accounts.cabrillo.edu/</a></li> <li>Login to our course site on Canvas (<a href="https://cabrillo.instructure.com/">https://cabrillo.instructure.com/</a>) and spend some time exploring the course content</li> <li>Carefully read the syllabus (you can find it here: <a href="http://www.cabrillo.edu/services/library/instruction/library10/index.html">http://www.cabrillo.edu/services/library/instruction/library10/index.html</a>)</li> </ul>
<b>Monday, Sept. 11</b>	<ul style="list-style-type: none"> <li><b>Quiz 1 &amp; 2 Due</b></li> </ul>
<b>Monday, Sept. 18</b>	<ul style="list-style-type: none"> <li><b>Quizzes 3 &amp; 4 Due</b></li> </ul>
<b>Monday, Oct. 2</b>	<ul style="list-style-type: none"> <li><b>Quiz 5 &amp; Assignment 1 Due</b></li> </ul>
<b>Saturday, Oct. 7</b>	<ul style="list-style-type: none"> <li>Last day to request Pass/No Pass option</li> </ul>

<b>Monday, Oct. 9</b>	• <b>Quiz 6 Due</b>
<b>Monday, Oct. 16</b>	• <b>Quizzes 7 &amp; 8 Due</b>
<b>Monday, Oct. 23</b>	• <b>Quizzes 9 &amp; 10 Due</b>
<b>Monday, Nov. 6</b>	• <b>Assignment 2 Due</b>
<b>Mon., Dec. 4 to Mon., Dec. 11</b>	• <b>Submit Final Exam</b>

### Grading

Quizzes	100 points	<b>A</b> = 269 – 300 points
Assignment 1:	30 points	<b>B</b> = 239 – 268
Assignment 2:	70 points	<b>C</b> = 209 – 238
Final Exam:	100 points	<b>D</b> = 179 – 208
<b>Total:</b>	<b>300 points</b>	<b>F</b> = 0 – 178

### Frequently Asked Questions

#### ***What materials are required for Library 10?***

- Required Text: **Library 10 Handbook**. The Quizzes, Assignments, and Final are based on the material presented in this book, so you absolutely need it!
- You will also 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 and at the [Computer Technology Center](#) (Bldg. 1400).

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

- This class is entirely online (with the exception of optional study sessions); Library 10 has no required in-person meetings on campus or in the library.

#### ***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.

#### ***Where do I submit the Quizzes, Assignments 1 and 2, and the final exam?***

- Quizzes, assignments, and the final exam are submitted online through the course Canvas site.

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

- Email me at [rastudst@cabrillo.edu](mailto:rastudst@cabrillo.edu) (*please include your Library 10 section number in the subject of your e-mail!*)
- Visit or call (479-6163) the Library Reference Desk and talk to ANY librarian. If you need to speak with me specifically, I am at the reference desk in the library on Mondays from 1:00-5:00.
- For computer and/or Canvas related problems, you might also try visiting or calling the Computer Technology Center (831-477-5286; <https://sites.google.com/a/cabrillo.edu/ctc/>)

#### ***I've never used Canvas. Where can I get help using Canvas?***

- 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)

### **What is your extension policy?**

- I accept work submitted after the due date, *no questions asked*. If you see a zero in the grade book for an assignment you did not submit by the due date, don't worry. I will still accept it if you submit it late. However, **I deduct points from all late submissions – the later the assignment, the more points I deduct.** (So if an assignment is *too* late, you may still receive a "0".) For quizzes, I deduct a quarter of a point (.25) for each day a quiz is submitted late. (If you take a quiz and forget to submit it, I will "force submit" the quiz myself and deduct points accordingly.) For Assignment 1, I deduct half a point for each day the assignment is submitted late. For Assignment 2, I deduct one point for each day the assignment is submitted late. The final exam may be taken after the exam window closes for a limited period of time. If you need to take the final exam after the exam window closes, you must contact me to make arrangements. Ten points will be deducted from your final exam grade for each day the exam is submitted after the final exam window closes.

***In order to be fair to students who submit work on time, I do not make exceptions to this policy.*** For this reason, I strongly recommend that you avoid waiting until the day an assignment is due to submit it. If you wait until the last minute and then have problems with your computer, your internet connection, Canvas, etc., it is unlikely you will be able to resolve those problems before the due date passes. And if you submit after the due date because your computer crashed, Canvas malfunctioned, etc., I will still deduct points for submitting late.

### **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.

### **How do you grade Assignments 1 and 2?**

- Formatting and punctuation matter! Citations must be double-spaced with a hanging indent and proper capitalizing and italicizing. Periods, commas, colons, etc. must also be properly placed.
- For Assignments 1 and 2, I assume that students who submit identical work have plagiarized. For Assignment 2, I may find *similar* assignments to be evidence of plagiarism, since Assignment 2 requires each student to identify his or her own research topic and then use his or her own research skills to find sources relevant to that topic. Plagiarized assignments may receive 0 points. At the very least, the student will have to resubmit the assignment with a significant number of points deducted as a penalty for plagiarism. ***If you collaborate with a classmate, make sure that you avoid plagiarism by doing your own work.***
- Assignment 2 is worth A LOT of points. Do not skip this assignment!
- For Assignment 2, cited sources must be relevant to your topic and appropriate for academic research, and they must provide significant information on your topic.

### **Can I drop Library 10?**

- Yes. However, if you drop Library 10, you will also be dropped from English 1A.
- If you drop English 1A, you will be automatically dropped from Library 10. However, after being dropped from your regular section of Library 10, it may be possible for you to enroll in the independent section of Library 10.

### **What else do I need to know to do well in Library 10?**

- If you have any computer difficulties, or if you lose your internet connection at home, keep in mind that computers are available in the library and in the Computer Technology Center. For library hours, go to <http://libwww.cabrillo.edu/services/libhrs.php>. For CTC hours, go to <http://cabrillo.edu/services/ctc/hours.html>.
- Assignments 1 and 2 are files that you will upload to Canvas. Make sure those files are either in Word, RTF, or PDF format. If you submit any other type of file, and I can not open it, I will e-mail

you to request a resubmission. If you have to resubmit an assignment because the original file was improperly formatted, I will deduct points for a late submission.

- After uploading assignments to Canvas, verify that the assignment has been successfully uploaded (try to open the file in Canvas *after* you upload it). You may think you've uploaded a file, but if I can't open it or read it, the assignment has not been submitted. I will e-mail you to request a resubmission. If you resubmit after the due date, you will lose points for a late submission.
- Make sure your e-mail address in Web Advisor is current and correct. If you submit an assignment that I can't open, I will not be able to tell you to resubmit the assignment if I do not have your correct email address. Also, I use e-mail to send announcements and reminders throughout the semester. You will not receive those announcements if I do not have your correct email address.
- Make sure to read assignment instructions carefully. You may know the material very well, but if you do not follow assignment instructions you may lose points or receive a "0."
- I do not offer opportunities to earn extra-credit. Do not skip assignments on the assumption that you can make up lost points at the end of the semester.
- Most of the librarians at the reference desk are Library 10 instructors. We are very happy to help you if you have any difficulty understanding the material, understanding the instructions for an assignment, or using Canvas. However, if you wait until the last minute to take a quiz or submit an assignment, and encounter a problem, I probably will not have time to help you before the due date and you will lose points for submitting the quiz or assignment late (see "*What is your extension policy?*" above). For this reason, it is not a good idea to wait until the last minute to take a quiz or submit an assignment.
- Select "Grades" in Canvas and make sure that assignments have been submitted and grades received as the semester progresses.
- Students are expected to conduct themselves in a manner compatible with the college's functioning as an educational institution. Among other things, this means that students are expected to demonstrate respect toward other students, faculty, classified staff, and administrators. Any student who communicates in an aggressive, rude, or disrespectful manner, whether in person or electronically, risks jeopardizing their standing in the course.
- I make mistakes. If you think I made a mistake, please bring it to my attention. If I tell you that I will communicate with you, and you don't hear from me, please send me a reminder email.

**Accommodations for Disabilities:** All students needing accommodations should inform the instructor ASAP. 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 1073, 479-6379, or the Learning Skills Program, Room 1073, 479-6220.