

# Library 10 - Information Research

Cabrillo College—Fall 2017

## Library 10 Sections:

98775 – Christianson – TTh 8:00  
98781 – Christianson – TTh 9:30

**Instructor: Andrea Webster**

**Email:** [anwebste@cabrillo.edu](mailto:anwebste@cabrillo.edu)

Library Reference Desk: 479-6163

My hours at the Reference Desk: **Tuesdays:** 9:00-2:30



**Library 10** is designed to be taken with **English 1a**. It is a self-paced class that will help you develop life-long research techniques and that will help you to find, evaluate and cite different sources of information including: library books and materials, Internet sites, and especially some wonderful databases for access to Full-text Journal, Magazine and Newspaper articles. You will learn to select and interpret quality information sources and construct Works Cited lists.

The course is structured around:

- (a) Required reading in the Library 10 Handbook, and
- (b) Quizzes, Assignments and a Final Exam through Canvas Online.

“Self-paced” means that **YOU are responsible for keeping up with course content, meeting due dates, and asking for help. Do NOT wait until the last day to start!**

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 (all due dates are **Monday at Midnight** or any time **BEFORE**)

<b>ASAP/First week of semester</b>	<ul style="list-style-type: none"> <li>• Buy the <b>Library 10 Handbook</b> (under \$10) at the Cabrillo College Bookstore.</li> <li>• Get a <b>Library Card</b> at the Cabrillo Library Circulation Desk or Watsonville ILC or request that one be mailed to you: <a href="http://www.cabrillo.edu/services/library/services/libcardapp.html">http://www.cabrillo.edu/services/library/services/libcardapp.html</a></li> <li>• <b>Activate</b> your Canvas account for Spring: <a href="https://student-accounts.cabrillo.edu/">https://student-accounts.cabrillo.edu/</a></li> <li>• <b>Login</b> and explore our course site on Canvas: <a href="https://cabrillo.instructure.com/">https://cabrillo.instructure.com/</a></li> <li>• Check your <b>Email address</b> in Canvas to make sure it is correct. Change if necessary.</li> </ul>
<b>By Sep. 11</b>	<ul style="list-style-type: none"> <li>• Review the <b>Course Syllabus</b> in Canvas</li> <li>• Read <b>Chapters</b> 1 &amp; 2 in your L10 Handbook, and review the first 2 <b>Modules</b> in Canvas</li> <li>• Submit <b>Quizzes 1 and 2</b></li> </ul>
<b>By Sep. 18</b>	<ul style="list-style-type: none"> <li>• Complete Chapters/Modules/<b>Quizzes 3 and 4</b></li> </ul>
<b>By Oct. 2</b>	<ul style="list-style-type: none"> <li>• Complete Chapter/Module/<b>Quiz 5</b> and Complete and <b>Submit Assignment 1</b></li> </ul>
<b>By Oct. 9</b>	<ul style="list-style-type: none"> <li>• Complete Chapter/Module/<b>Quiz 6</b></li> </ul>
<b>By Oct. 16</b>	<ul style="list-style-type: none"> <li>• Complete Chapters/Modules/<b>Quizzes 7 and 8</b></li> </ul>
<b>By Oct. 23</b>	<ul style="list-style-type: none"> <li>• Complete Chapters/Modules/<b>Quizzes 9 and 10</b></li> </ul>
<b>By Nov. 6</b>	<ul style="list-style-type: none"> <li>• Submit <b>Assignment 2</b></li> </ul>
<b>Dec. 4-11</b>	<ul style="list-style-type: none"> <li>• Take the <b>FINAL EXAM</b> (100 points) online or in the Library - and submit <b>Course Evaluation</b></li> </ul>

Contact me **before** these dates if you have questions or concerns. I want to help you succeed!

## Grading

Total Points = 300	270—300 Points = <b>A</b>	<p><b>Note: <u>You are responsible for keeping track of due dates and submitting your work on time.</u></b> Late work <u>may</u> be accepted, but points may be taken off.</p>
Quizzes = 100	240—269 Points = <b>B</b>	
Assignment 1 = 30	210—239 Points = <b>C</b>	
Assignment 2 = 70	180—209 Points = <b>D</b>	
Final exam = 100	0—179 Points = <b>F</b>	

### **Plagiarism will not be tolerated. Do your own work**

Plagiarism, cheating, copying or falsified citations are **serious offenses** and will result in **severe penalties**.

"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)

## **Frequently Asked Questions**

### ***What is required for this class? Are there any required materials?***

- Required Text: **Library 10 Handbook**. Purchase at the Cabrillo College Bookstore the first week of classes.
- You will also need a **Cabrillo Library Card** for off-campus access to the library databases (required to complete Assignments 1 and 2 and several of the Quizzes). The card is free, just come to the library with a picture ID.
- You must use **Canvas** to participate in this course. You will need to use a **computer with Internet access**. Computers are available for students to use on campus, for free, at the **Cabrillo Library** and the **Computer Technology Center**.

### ***Are there any on campus meetings for the class?***

- No. You do not have to come to the Library or meet with me (though I'd be more than happy to see you!). I will be coming to your English 1a class during the first couple of weeks to introduce the class. All course work can be done online, with study materials in the Library 10 Handbook.

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

- As stated in the schedule of classes, the time commitment for this 1-unit course is 3 hours 5 minutes per week. To do well in the course, expect to spend an **average of 3 hours per week** on this class.

### ***How / Where do I submit the Quizzes and Assignments?*** -- These should be completed and submitted **within Canvas**.

### ***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

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

- Visit or call the Library Reference Desk and ask **ANY librarian** if you have questions.
- Or Email me at [anwebste@cabrillo.edu](mailto:anwebste@cabrillo.edu) (please include section number when using email).
- If you need to speak to me in person, my hours at the Reference Desk are at the beginning of the syllabus.

### ***Can I submit work early?*** Yes! In fact, you should be submitting most of your Quizzes and Assignments early. **Do not wait** until the last minute to start the work.

### ***How do you grade the Works Cited Assignment (Assignment 2)?***

- These citations are worth A LOT of points! (70 out of 300 for the course) Do not skip this assignment!
- Cited sources must be relevant to your topic and appropriate for academic research, and they must provide significant information on your topic.
- 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.
- Students who submit identical work for this assignment will receive ZERO points. This is **plagiarism**.

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

- You **cannot drop** just Library 10. As long as you are enrolled in English 1A, you must also be enrolled in Library 10.
- If you drop English 1A, you will usually be automatically dropped from Library 10. Contact me for further options.

**Accommodations for Disabilities:** All students needing accommodations should inform me as soon as possible. I will provide accommodations for all students with verified disabilities. Veterans may qualify for accommodations. Wounded Warriors may have acquired injuries which through the American with Disabilities Act (ADA) entitle the use of accommodations to ensure equal opportunity. To determine if you qualify, or if you need assistance with an accommodation, please contact the **Accessibility Support Center**, Room 1073, 479-6379, or the Learning Skills Program, Room 1073, 479-6220 (both offices are upstairs from the Library).

**Assistance (with Classes and otherwise):** Everyone at Cabrillo wants you to succeed in college and life – please reach out. For tutoring or other assistance with classes, please visit **the HUB** (upstairs in the Library).

For Physical and Mental Health assistance, or just someone to talk to (including coping with stress, grief, depression, thoughts of suicide, headaches, exhaustion, flu, sprains, etc.) - **Student Health Services, Room 912 (next to the cafeteria), or call 479-6435**.

For making your best Educational and Career Plan - **Academic Counseling 479-6274, or the Transfer Center, 479-6385**.

For Dreamers/ AB540/Undocumented students, please **contact Dream Resource Coordinator - Adela Naranjo-Bernabe, 477-3379, a dnaranj@cabrillo.edu, Aptos office: room 104; Watsonville office: room A123**.

**More Questions? Ask a Librarian! 479-6163**