

# Library 10-Information Research

## Cabrillo College—Spring 2012

### Library 10 Sections:

75002 Graecyn T. Th. 8:00  
 75004 Graecyn T. Th. 9:30  
 74992 Bloom M.W. 11:10

### Instructor: Vicki Allen

Email: [viallen@cabrillo.edu](mailto:viallen@cabrillo.edu)  
 Reference Desk: 479-6163  
 Hours at the Reference Desk:  
 Tuesday: 8:00-10:00  
 Wednesday: 8:00-12:00



**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.

- Self-paced means that YOU are responsible for keeping track of due dates and asking for help.
- The skills you learn will help in all your classes, especially if you find sources you can actually use!
- Start your work early and your research paper will be easier later!

### Important Dates

<b>Feb. 6 - 10 First week of semester</b>	<ul style="list-style-type: none"> <li>• Pay for the Library 10 handbook (\$12) at Bookstore or College Bank, and bring receipt to Library Reference Desk, to pick up handbook.</li> <li>• Get a library card at the Library Circulation Desk.</li> <li>• Create your Blackboard account (<b><a href="http://online.cabrillo.edu">http://online.cabrillo.edu</a></b>).</li> </ul>
By Feb 13, Monday	Complete Syllabus Quiz (in BlackBoard Course Introduction)
By March 5, Monday	Complete Handbook & Blackboard Lessons 1-4 & Quizzes 1-4
March 9, Friday	Last day to request Pass/No Pass option
By March 19, Monday	Complete Handbook & Blackboard Lessons 5-6 & Quizzes 5-6
By April 2, Monday	Complete Blackboard Assignment 1
By April 23, Monday	Complete Handbook & Blackboard Lessons 7-8 & Quizzes 7-8
By May 7, Monday	Complete Blackboard Assignment 2
May 23 - May 30	Take Final Exam (at home or in the Library)

Contact me **before** these dates if you have any questions. Give yourself plenty of time.

### 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 all proper punctuation.

### Accommodations for Disabilities

Accommodations will be provided for students with verified disabilities. If you need accommodations, please contact:

Disabled Student Services & Programs (DSP&S): 479-6379, Room 810, Aptos Campus

Learning Skills Program (LSP - for students with learning disabilities & attention deficit disorder): 479-6220, Room 1073, Learning Resources, Aptos Campus

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 the 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!**

- Bring your receipt to the Library Reference Desk to pick up your handbook. If you do not have money for the handbook, please talk with me.
- Get your Cabrillo College library card. You will need this card for more than checking out books. If you plan on doing exercises from a computer which is not on this campus, you will need your library card number.
- Read the handbook, view the Module videos, and complete the Assessments online.

**QUALITY OF WORK:** Your quality of work, consisting of the sources you choose and the reasoning you demonstrate, will affect your grades greatly. Give yourself enough time to do your best. Please read all instructions carefully.

**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 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 about some research strategies. You need to answer each question at a college level. Please do not say that you cannot find anything on your topic.

**Online Blackboard Assessments and Assignments are worth: 67 percent.**

**Final Exam is worth: 33 percent.**

Your **FINAL GRADE** is based on your completed Blackboard Assessments and Assignments, and Final Exam grades combined, calculated as follows:

**A = 90-100 (270 – 300 points); %; B = 80-89 240 – 269 points) %; C = 70-79% (210 – 239 points); D = 60-69% (180 – 209 points); F = 59% or less.**

**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.

**PLEASE NOTE:** I am aware that each of you has unique knowledge, experiences, and expectations about your research. If you have questions about the workbook, or are puzzled by something, come to the Reference/Instruction desk in the library, or call a librarian at 479-6163.

Because I will not share much classroom time with each of you, I expect that there will be many questions about the assignments.

**Ask us. We want you to learn quite a lot of information, and we will help you in any way we can.**