


Library 10: Information Research Cabrillo College - Spring 2012

<p>Library 10 Sections:</p> <p style="text-align: center;">74993 – McGuire 75018 – Lau</p>	<p>Instructor: Aloha Sargent Email: aloha.sargent@cabrillo.edu Library Reference Desk: 479-6163 My Reference Desk Hours: Mondays 8-11am Wednesdays 4-8pm</p>	
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Library 10 is designed to be taken with English 1A. It is a self-paced class that will help you develop your research skills and learn to find and evaluate different sources of information. “Self-paced” means that **you** are responsible for keeping up with the course content, meeting due dates, and asking for help. The course is structured around: (a) Required reading in the Library 10 Handbook, and (b) Quizzes, assignments and a final exam located in the Blackboard Online Learning System.

Important Dates	
ASAP/First week of semester	<ul style="list-style-type: none"> • Pay for the required Library 10 Handbook (\$12) at the Bookstore or College Bank, and then bring your receipt to the Library Reference Desk to pick up the Handbook. • Get a library card (free) at the Cabrillo Library or Watsonville ILC, or request one online via the Library website: https://libwww.cabrillo.edu/services/libcardapp.php • Activate your Blackboard account: https://student-accounts.cabrillo.edu/ • Login and explore our course site on Blackboard: http://cabrillo.blackboard.com/
By Feb. 13	<ul style="list-style-type: none"> • Review the Course Introduction folder, Submit the Syllabus Quiz
By Mar. 5	<ul style="list-style-type: none"> • Complete Lessons 1-4, Submit Quizzes 1-4
Mar. 9	<ul style="list-style-type: none"> • Last day to request Pass/No Pass option (otherwise you will receive a letter grade)
By Mar. 19	<ul style="list-style-type: none"> • Complete Lessons 5-6, Submit Quizzes 5-6
By Apr. 2	<ul style="list-style-type: none"> • Submit Assignment 1
By Apr. 23	<ul style="list-style-type: none"> • Complete Lessons 7-8, Submit Quizzes 7-8
By May 7	<ul style="list-style-type: none"> • Submit Assignment 2
May 23-30	<ul style="list-style-type: none"> • Submit Final Exam
Contact me before these dates if you have questions. Do not wait until the last minute!	

Grading		
Quizzes: 100 points	A = 90-100% (269-300 points)	D = 60-69% (179-208 points)
Assignments: 100 points	B = 80-89% (239-268 points)	F = 0-59% (0-178 points)
Final Exam: 100 points	C = 70-79% (209-238 points)	
Total: 300 points	*Late work may be accepted, but points will be deducted*	
<p>Plagiarism will not be tolerated. Do your own work. Cabrillo College Catalog 2011-12, p. 30: <i>“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.”</i></p>		

Frequently Asked Questions

Are there any required materials for the class?

- Required Text: **Library 10 Handbook**, \$12. Purchase at the Bookstore or College Bank, and then bring your receipt to the Library Reference Desk to pick up the book. The Quizzes, Assignments, and Final Exam are based on the material presented in this book, so you absolutely need it!
- You will also need a [Cabrillo Library Card](#) for off-campus access to the library databases (required to complete Assignments 1 and 2). The card is free.
- You must use [Blackboard](#) 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).

Are there any onsite meetings for the class?

- No. You do not have to come to the Library or meet with me. All course work can 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 2 hrs. 5 min. per week. To do well in the class, expect to spend an **average** of 2 hours per week on the course material.

Where do I submit the Quizzes and Assignments?

- These must be submitted online, via our Blackboard site.
- **Quizzes** are not timed. Only 1 attempt is allowed. Take your time.
- Both **Assignments** are documents that must be uploaded to Blackboard as attachments. You will be marked down for not following the instructions and assignment requirements.

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 23).

How do I get help or ask questions?

- Email me or post your question to the "Course Questions and Answers" Forum on Blackboard.
- 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 automatically dropped from Library 10. Contact me for further options.

What is the "Pass/No Pass" grading option?

- Earn 70% or above to receive a "Pass" grade for the course. Below 70% receives a "No Pass" grade.
- "Pass" and "No Pass" grades are not factored into your GPA.
- Must be requested by Mar. 9. After this date, you cannot decide to switch back to a letter grade.

I've never used Blackboard. What should I do?

- For help with logging in: <http://www.cabrillo.edu/services/disted/emailSupport.html>
- Blackboard video tutorials: <http://www.cabrillo.edu/services/tlc/bb/bblearnTutorials.html#bbstudents>
- Cabrillo Distance Learning Help Desk: 831-477-3241
- Contact me via email, or come to the Library Reference desk, if you need further assistance.

More Questions? Ask a Librarian! 479-6163

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