

Library 10-Information Research

Cabrillo College—Spring 2012

Library 10 Sections:

74998 - Marshall
75000 – Coe
75009 – Coe

Instructor: Andrea Webster

Email: anwebste@cabrillo.edu
Reference Desk: 479-6163
Hours at the Reference Desk: Tuesdays: 10-3



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.

The course is structured around: (a) Required reading in the Library 10 Handbook, and (b) Quizzes, Assignments and a Final Exam through Blackboard Online.

“Self-paced” means that **YOU are responsible for keeping up with course content, meeting due dates, and asking for help.**

Important Dates

ASAP/First week of semester	<ul style="list-style-type: none"> Pay for the Library 10 Handbook (about \$12) at the Bookstore or College Bank and bring your receipt to the Library Reference Desk to pick up the Handbook. Get a library card at the Cabrillo Library Circulation Desk or Watsonville ILC or request that one be mailed to you: https://libwww.cabrillo.edu/services/libcardapp.php Activate your Blackboard account: https://student-accounts.cabrillo.edu/ Login/Explore our course site on Blackboard: http://online-cabrillo.blackboard.com/
By Feb 13	<ul style="list-style-type: none"> Review the Course Introduction folder, Submit the Syllabus Quiz
By March 5	<ul style="list-style-type: none"> Complete Handbook & Blackboard Lessons 1-4, Submit Quizzes 1-4
March 9	<ul style="list-style-type: none"> Last day to request Pass/No Pass option (otherwise you will receive a letter grade)
By March 19	<ul style="list-style-type: none"> Complete Lessons 5-6, Submit Quizzes 5-6
By April 2	<ul style="list-style-type: none"> Submit Assignment 1
By April 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 (100 points) Take the Final Exam anytime during these dates
Contact me before these dates if you have questions or concerns. I can help!	

Grading

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

Plagiarism will not be tolerated! Do your own work

Plagiarism, copying or falsified citations will result in severe penalties. See Cabrillo College Catalog (2011-12) page 30. <http://www.cabrillo.edu/publications/catalog/current/wrap/academicpolicies.pdf>

Accommodations for Disabilities: Accommodations will be provided for students with verified disabilities. If you need accommodations please contact both me and:
Disabled Student Programs and Services (DSP&S): 479-6379, Room 210, Aptos Campus
Learning Skills Program (LSP - for students with learning disabilities & attention deficit disorder): 479-6220, Room 1073, Learning Resources Center, Aptos Campus

Frequently Asked Questions

Are there any required materials for the class?

- Required Text: **Library 10 Handbook**, about \$12. Purchase at the Bookstore of College Bank and then bring your receipt to the Library Reference Desk to pick up the book.
- You will also need a Cabrillo Library Card for off-campus access to the library databases (required to complete Assignments 1 and 1). The card is free.
- You must use **Blackboard** to participate in this course. You will need 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 (Building 1400).

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!). 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 1-unit course is 2 hours 5 minutes per week. To do well in the course, expect to spend an **average** of 2 hours per week on this class.

Where do I submit the Quizzes and Assignments?

- These should be completed and submitted within Blackboard.

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

- Please start by viewing the short Blackboard orientation video, available here: http://www.cabrillo.edu/services/disted/Bb_Orientation_demo/Bb_Orientation_demo.htm
- Visit the Blackboard Help Page for additional questions or problems: <http://www.cabrillo.edu/services/disted/webct/>

How do I get help or ask questions?

- Post your question to the "Course Questions and Answers" Forum. Other students may have the same question!
- Visit or call the Library Reference Desk and ask ANY librarian if you have questions.
- Send me a message through Blackboard or email me (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 Assessments early. Do not wait until the last minute to start the work.

How do you grade the Works Cited Assignment?

- These citations are worth A LOT of points. 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 0 points. This is **plagiarism**.

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

- Earn 70% (a C grade) or above to receive a "Pass" 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 March 9. After this date, you cannot decide to switch back to a letter grade.

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

- You **cannot drop** 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 be automatically dropped from Library 10. Contact me for further options.