

Library 10 – Information Research - Spring 2012 – Cabrillo College

Instructor: Debra Roussopoulos, librarian

Email: derouso@cabrillo.edu ; Reference Desk: 479-6163

Hours at the Ref Desk: Mon 2:30-8pm; Tues - Wed 2:30-5pm

Sections: 74996, 75003, 75023, 75028,
75031 (Independent)



Welcome to Library 10!

Library 10 is a 1-unit, transferable course designed to improve your research skills.

In Library 10 you will:

- Learn how to use online tools such as library catalogs and full text periodical databases to find quality information
- Learn how to search the Internet intelligently and effectively
- Create correct MLA citations and a Works Cited list

REQUIREMENTS

- Required text: Library 10 handbook
- A Cabrillo College Library card

- A network account for the Blackboard Online Learning System

HOW TO COMPLETE THE COURSE

1. Purchase the Library 10 handbook at the college bookstore (or the college bank). Bring the receipt to the Library Reference Desk to pick up your copy. Cost: \$12 + tax.

2. Fill out an application for a library card at the Library Circulation Desk (Aptos), or the Watsonville ILC (bring a photo ID). Or apply online from the Library homepage: <http://libwww.cabrillo.edu>

3. Access Blackboard at: <http://cabrillo.blackboard.com>
Follow the instructions to activate your network account using your student ID number.

4. Log in to Blackboard. Explore the course. Take a look at the Course Content folders, grade book, email, etc.
Read the course introduction and syllabus.
Take the Syllabus Quiz.

5. Start reading the eight L10 handbook lessons. Each lesson has a set of supporting videos and files in Blackboard.

After reading the lesson & viewing the videos take the lesson quiz.

6. Assignments 1 & 2 are designed to build your citation skills. Complete both assignments in MS Word & upload to Blackboard as attachments. **SAVE** a copy on your own computer. Note: watch the video in Blackboard on how to upload a document.

If you are working in a word processing program other than MS Word, be sure to convert the file to a .doc, .rtf, OR, .pdf I will not accept other types of files, such as .wps

If you need assistance, email me or come by the Ref Desk.

7. Take the Final exam in Blackboard. The final is based on the handbook readings, Blackboard videos, and assignments.

DUE DATES

Feb 13: Syllabus Quiz

Mar. 5: Read Lessons / Complete Quizzes 1-4

Mar. 9: Deadline to request Pass/No Pass

Mar. 19: Read Lessons / Complete Quizzes 5-6

Apr.2: Assignment 1

Apr. 23: Read Lessons / Complete Quizzes 7-8

May 7: Assignment 2

May 23 – May 30: Submit Final exam

GRADING POLICY

Total Points = 300	270 - 300 = A
Quizzes = 100	240 - 269 = B
Assignment 1 = 30	210 - 239 = C
Assignment 2 = 70	180 - 209 = D
Final exam = 100	less than 180 = F

Plagiarism will not be tolerated. Do your own work.

From the Cabrillo Catalog, "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."

Plan ahead! Self-paced/online courses require you to be organized. A 1-unit course can take up to 3 hours per week.

Give yourself plenty of time to read, watch the videos, take the quizzes, and complete the assignments. Let me know if you have any questions before the due dates.

GENERAL INFORMATION

The Library's full text databases can be accessed from home using your Cabrillo College Library card:

<http://libwww.cabrillo.edu/services/databases.php>

Cabrillo College Library
Building 1000 - 479-6473
<http://libwww.cabrillo.edu>

Library Hours – Spring 2012
Monday – Thursday: 8am -8pm
Friday: 9am – 4pm

Your Blackboard account will also work as a computer network account in the Library or the Computer Technology Center (CTC). See hours below.

Computer Technology Center - CTC
Building 1400 - 477-5286
<http://www.cabrillo.edu/services/ctc>

CTC Hours - Spring 2012
Monday – Thursday: 8:30am – 9:45pm
Friday: 9am – 12noon
Sat: 9am - 4:45pm
Sun: 12noon – 4:45pm

Frequently Asked Questions:

- **Are there any onsite meetings for the class?** No. You do not have to come to the Library to complete the course. Assignments, quizzes and the final exam are done online.
- **Where do I submit quizzes & assignments?** Coursework is submitted online via Blackboard. Quizzes are located in the Course Content folders. Assignments must be constructed in a word document then uploaded to Blackboard as attachments.
- **Can I submit work early?** Yes. All lessons, quizzes and assignments are available for you to complete from the first day of the semester. Exception: You must wait to take the Final Exam (available starting May 23).
- **Will I receive a letter grade in this class?** Yes. A letter grade will be issued unless you request Pass/No Pass by the due date.
- **What is the Pass/No Pass grading option?** Earn 70% or above to receive a Pass grade for the course. Below 70% = No Pass. Pass/No Pass grades are not factored into your G.P.A.
- **Can I drop Library 10? What happens if I drop English 1A?** Eng 1A & Lib 10 are co-requisites. If you drop one, you will be dropped from the other course as well. Contact me for other options.
- **How do I get help or ask questions?** Email me or post a message in Blackboard. Or, call or visit the Reference desk and ask a librarian (479-6163). If you need to speak to me in person, my hours at the Ref desk are posted above.
- **I've never used Blackboard. What should I do?**

For help logging in: <http://www.cabrillo.edu/services/disted/emailSupport.html>

Blackboard Video Tutorials: <http://www.cabrillo.edu/services/tlc/bb/bblearnTutorials.html#bbstuden>

Cabrillo Distance Learning Helpdesk: 831-477-3241

Contact me via email, or come by the Reference Desk

Accommodations for Disabilities: Accommodations will be provided to students with verifiable disabilities.

Contact: Disabled Student Programs & Services (DSP&S): 479-6379, Room 210 (Aptos campus)

Learning Skills Program (LSP), for student with learning disabilities & attention deficit disorder: 479-6220, Room 1073, Learning Resource Center (Aptos campus)