

English 201A Instructors
***Library Research Workbook* FAQ**
Fall 2011

Why is there a workbook?

The Library Research Workbook was added to English 201A some years ago. At that time, English 201A was a 3-unit course; with the addition of an information skills module the course was increased to 4 units. Cuesta recognized the need to provide students with instruction on college-level research skills and the workbook is our current method.

What's new about this workbook?

The biggest change in the fall workbook is that EBSCO is now our provider of the eBook collection. (There is no more NetLibrary). It is now called EBSCO eBooks, and you get to the eBook search page through the EBSCOhost database. From the Library home page under **Find a Book**, choose eBooks, and there you are! From your myCuesta page, look for the phrase *For eBooks search Ebscohost*.

Because of the budget crisis the Library has lost the Gale Literary Databases. Questions pertaining to this database have been removed.

The MLA citation section and sample Works Cited page are updated to reflect the new 7th edition of the MLA Handbook.

The printed workbook is shorter, so it costs even less than before. Some material is available from the Library home page or myCuesta Library channel (on the Resources tab). Students can link to:

- MLA citation examples and how to write a paper using MLA style
 - The Web page evaluation URLs
 - Workbook updates and corrections
 - Online tutorials
 - The online workbook answer form
- ❖ The format of the workbook is that of a virtual research paper, with questions and examples relating to the specific subject of **Habitat Conservation**.
- ❖ We have incorporated student learning outcomes into the Introduction and several modules.
- ❖ A few important concepts are repeated throughout the workbook, such as using keywords, refining and narrowing searches, and evaluating sources.

Which workbook do I use?

Use only the most recent version. For this semester, the cover is green and the title page says Library Research Workbook Fall 2011 / Spring 2012. All earlier versions

are outdated, and should be discarded. This includes older versions that may be for sale at used bookstores or copies obtained from friends.

What supplies will my students need to complete this assignment?

In addition to the workbook they will need one Scantron #882 form-- for the in-class test, which is not open-book.

Where do I get a workbook?

Kathy DeCou, Division Assistant for Library Learning Resources, should send you one. If you don't receive a copy please email Kathy at kdecou@cuesta.edu or call her at ext. 3190.

How do I arrange an orientation for my English 201A class?

The workbook is best used after an initial presentation by one of our staff librarians. To arrange an orientation call Kevin Bontenbal at ext. 3117 or Kathy DeCou at ext. 3190. Schedule your orientation in advance to get your preferred time. Please don't skip the orientation! We find that students benefit from the presentation as it answers many commonly asked questions about how best to complete the workbook.

How long will it take to complete the workbook?

Students should set aside about 4-5 hours for completing the workbook. This includes reading the text and answering each question. For the reference books questions, students need to use the Cuesta library.

Students will record their answers to an online submission form. The link to the form is on the workbook drop-down page on the Library home page. Kathy DeCou will get the reports containing the results. **To get your class results** email Kathy at kdecou@cuesta.edu. She will need the CRN number for each section and your email address to send the results to you. Remind students that they can only submit the online form once.

When do I schedule the test?

After your students have completed the workbook and you have reviewed their results with them, go ahead and schedule the in-class test any time that suits you. It is not an open book test. There is a sample test at the Reserve desk at the library to help students prepare for the test.

Which test do I use?

Make sure the test you are using is marked with the current semester. Ask Judy Beier, English Division Assistant, ext. 3176, for a copy when you are ready. She has them on file. There are two versions of the test: A and B. **Make sure** you mark which test was used for your class when you bring the Scantrons to Kathy.

We discard old tests each semester. If you use an old version by mistake it cannot be processed. The tests will be returned and your class will have to retake them.

Can students make up the exam because of absence?

The library **does not** give exams. It is up to the instructor to make arrangements for any make-up.

Where do I send the in-class test Scantrons to be scored?

For faster turn-around time hand deliver the test Scantrons to Kathy DeCou in the SLO campus Library office for scoring. Kathy's office hours are Monday-Thursday from 8:30 a.m.-4:30 p.m. North County instructors take Scantrons to Jeannie Amader in the NC Library, ext. 6211. You can also use inter-office mail.

How long does it take to get the workbook or test Scantrons back?

You should receive the test Scantrons in your mailbox within 48 hours. Every effort is made to return them the same day.

Who should I call if I have any questions about the Library Research Workbook?

Library contacts: Laurie Allen at ext. 3157 or email lallen@cuesta.edu; Kathy DeCou at ext. 3190 or email kdecou@cuesta.edu , or talk to any librarian on duty at the Reference desk at ext. 3157.

English Department contact: Sharon Beynon, ext. 2744.

If students have questions when completing the workbook who should they ask?

They should see the librarian on duty at the Reference desk in the library for assistance.

What about any updates to the current workbook?

We post any updates or changes to the current workbook on the following web page: <http://library.cuesta.edu/workbook> . You and your students can access the update page from the Library home page or myCuesta. In addition to updates, the Library Research Workbook page offers links to evaluating sources, citing sources, using search engines and subject directories, and other research aids. Your students will find these links useful!