The Library Research Workbook was added to English 201A some years ago to provide students with college-level research and information literacy skills.

**Use only the most recent version of the Workbook, since most of the questions have changed.** For this semester, the cover is **light blue** and the title page says Library Research Workbook Fall 2014 / Spring & Summer 2015. All earlier versions are incorrect, and should be discarded.

Some Workbook material is only 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**. Students learn to find and evaluate sources, choose the best sources, and cite them.

We have incorporated student learning outcomes into the Introduction and several modules.

A few important concepts are repeated throughout the workbook, such keywords, refining and narrowing searches, and evaluating sources.

In addition to the workbook your students will need one Scantron #882 form and #2 pencil for the classroom test, which is not open-book.

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

Our librarians are happy to give your students an introduction to the workbook. To arrange an orientation call Carolyn at ext. 3190 (email Carolyn_Lorimer@cuesta.edu) or Kevin Bontenbal at ext. 3117. 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. We can tailor the talk to your needs.

**How long will it take to complete the workbook?**

Students should set aside about 4-5 hours for doing the workbook. This includes reading the text and answering each question. For the reference books section, students use the Cuesta library. DE students have a special link to the required Reference Books scans.

**How Students Turn in Workbook Answers:**

- Students record their answers on an online answer form, available as a link from the workbook drop-down list on the Library home page and the myCuesta page. Instructions are included in the Workbook.
- Division Assistant Carolyn Lorimer processes the reports to get the results.
To get the workbook results from the online form:

- Send an email to Carolyn (Carolyn_ Lorimer@cuesta.edu).
- She will need the CRN number for each section and your email address to send the results to you.
- You can then post results by Banner number on your class page or print out the individual results and hand them out to students.
- Remind students that they can only submit their online answers once.

Instructions for the in-class test:

- After your students have completed the Workbook and reviewed their results, schedule the in-class test any time that works for you.
- It is not an open book test.
- There are sample test questions at the Reserve desk at the library.
- Make sure the test you are using is marked with the current semester.
- Ask Judy Beier, English Division Assistant, for the test 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 you used for your class when you bring the scantrons to Carolyn.
- We discard old tests each semester. If you use an old version it cannot be processed. The tests will be returned and your class will have to retake them.

SLO campus instructors:

Take or send the in-class test Scantrons to Carolyn Lorimer in the SLO campus Library office for scoring.

North County instructors:

Take or send the in-class Scantrons to Jeannie Amader in the NC Library, ext. 6211.

You can use inter-office mail, but it will take longer.

You should receive the test Scantrons in your mailbox within 48 hours. Every effort is made to return them the same day, but with staff reductions it is not always possible.

If you have any questions, please contact Laurie Allen at ext. 3157 or email lallen@cuesta.edu; or email Carolyn Lorimer Carolyn_ Lorimer@cuesta.edu, or talk to any librarian on duty at the Reference desk at ext. 3157.

NOTE: We post any updates or corrections to the current workbook on the following web page: http://library.cuesta.edu/workbook. You and your students can access this page from the Library home page or myCuesta.

FAQ.doc la 7/24/14