Position Paper

Library Research Skills

**Course Description**

This quarter course will introduce students to the basic types of skills needed to research information in most reference materials including the state research database POWER Library.

**Course Goals/Objectives**

The student will:

1. Identify, locate and use the following reference tools:
* General encyclopedias
* Special encyclopedias
* Almanacs
* Biographical resources
* Geographical resources
* Literature resources
* Indexes to periodicals
* Internet
* POWER Library
1. Write a standard bibliographic format entry for books, magazines, Internet and POWER Library.
2. Select, locate and use information technology including:
* Internet
* POWER Library
* Word Processing
1. Develop research skills and use critical thinking in order to produce a final product.
2. Prepare a bibliography.

**Assignments**

Most work will be done in class. The only exception will be that all written assignments must be typed. This can be done at home. When papers are due, that is the day it is handed in. Late assignments will be deducted 10 points for each day. Assignments are listed on the library web page of the Marian web site.

**Evaluation**

There will be 12 assignments including the Final Project of a formal research paper which will be worth 24% of the grade.

**Parent/teacher communication**

If a parent has a problem they may contact me at 467-2225 or mcostello@mariancatholichs.org. Since the student is now in High School they are responsible for doing their own work. If they miss a class, the information is on the Library class page of the Marian web site. There is plenty of class time to complete work , therefore incomplete work is not my responsibility. If students do not do the work, a failure notice will be issued. SINCE THE LAST MAJOR GRADE IS AT END OF THE QUARTER, IF A STUDENT FAILS TO HAND IN THE RESEARCH PAPER, HE/SHE WILL FAIL EVEN IF NO FAILURE WARNING WAS GIVEN.

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I have received and have read this position paper for my son/ daughter for Library Research Skills Class.

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Parent Signature Student Signature

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