

Introduction to Library Services

LIBT 101

Welcome Page

PLEASE PRINT THIS PAGE FOR FUTURE REFERENCE

Hello Students:

Welcome to the Cuesta College Library/Information Technology Program. Our program is designed to prepare individuals for employment as paraprofessionals in public, school, academic, or special library information centers.

This is the Welcome Page for students enrolling in the required, introductory class LIBT 101, Introduction to Library Services, for Fall 2010. This course surveys the history, missions, services, personnel, and types of libraries and information centers. It is an overview of the field and provides students with vocabulary and basic research skills that will be used throughout the other courses in the program.

Orientation

This course has a mandatory orientation meeting on Saturday, August 21, from 9:00 a.m. to 12:30 p.m. on the SLO campus in room 3411. Call (805) 546-3190 for more information.

FIRST ASSIGNMENT

As soon as you register, please e-mail the instructor at sandra_rowland@cuesta.edu. Put LIBT101 in the subject line and type a one sentence message telling your first and last name and that you are enrolled in the course. Be sure to use the e-mail address that you will check frequently between now and August 16 when the semester begins. This is the e-mail that the class log-in information will be sent to.

Important Note: This course will use Blackboard Software but students will not be able to log-in until sometime during the week prior to August. Your log-in information will be emailed to you at the email address you use to complete the first assignment.

Pre-requisites

LIBT 101 has a pre-requisite class. This means that you must either have already taken or must simultaneously enroll in DIST 101 (Introduction to Online Courses) in order to stay enrolled in LIBT 101. DIST 101 is a 3-week long, distance education course that helps you practice the critical skills that you will need to succeed in our distance education curriculum (e.g., subscribing to a listserv, logging on to password-protected sites, accessing Blackboard, saving files as rich text for attachments, and more).

Civility in the Online Environment

Offering our courses online is a new and challenging experience for all of us. While online courses can be a convenient, exciting learning experience, distance education is not for everyone. Please note that just as with a traditional in-person classroom, all online students are bound by the Cuesta College Student Code of Conduct in terms of exhibiting civil behavior in the online classroom and in all course e-mail to the instructor, to fellow students, and to guest speakers. One additional norm is that a student, in an online class, should not expect to monopolize the time of the instructor or of their fellow classmates any more than they would in an actual classroom. Students should feel free to contact the instructor or fellow students to seek answers to legitimate, class-related questions. However, care should be given to insure that the recipients of the question do not have reason to feel "pecked to death" by e-mail. Students not compliant with this conduct code will be referred to the Vice President of Student Services for disciplinary action which may include expulsion from the course.

Disabled Students

Any student with a verifiable disability (must be verified with the college's DSPS department) will need to let the instructor know as soon as possible so that appropriate accommodation can be made. Authorized accommodations and alternative media will be provided as appropriate.

The following is important information that may answer some of your questions about how the course will operate. We hope you will enjoy the opportunity to participate in a new learning environment.

Sincerely,

Sandra Rowland

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COMPUTER REQUIREMENTS

- A working e-mail account and access to the World Wide Web.
- Adobe Acrobat Reader plugin. This is a free plugin that enables you to read the course readings. If you do not already have this plugin, you can download it at: <http://www.adobe.com/products/acrobat/readstep2.html>.
- Basic computer experience.
- Web Browser: Netscape Navigator 4 or above (Mac, Windows), Microsoft Explorer 4 or above (Mac, Windows).
- Computer Specs: Power Macintosh or Windows (Pentium) computer with at least a 200 Mhz processor speed and a minimum of 64 MB of system RAM (memory).

Frequently Asked Questions (FAQs)

When does the class begin and end?

Cuesta's Spring semester officially begins on August 16; then on August 21 we have the mandatory in-person meeting and orientation for our course. It is held on the SLO campus in room 3411, High Tech Center, which is adjacent to the library. The Orientation is from 9:00 a.m. until 12.30 p.m., but there are several important things to do **before** we meet in order to be fully prepared for our online course (see below). This is a nine week class that ends on October 23.

Do I have to attend the Saturday, August 21st mandatory orientation?

*Yes. There are **no** exceptions.* If you are not there for the in-person, new student orientation, you will be dropped from the class and your place reassigned to a wait list student. We feel that this one-time face-to-face meeting is very important to student success in the online environment. We have students entering our program from all across the state of California and sometimes from other West Coast states. They will all be in attendance.

Do I need to do anything before we meet?

Yes, you will need to:

- Send the instructor your name and the e-mail address for the account you plan to use for the class; *please do this as soon as you have registered for the class.* From now on, all communication will be via e-mail, so we must have your name and current email address on file. Send the post to sandra_rowland@cuesta.edu. See **FIRST ASSIGNMENT** above.
- Preview the class web site once you have received the log-on and password. Make sure that you can access the site **before** our orientation. Experience has shown us

that students who wait until after the class has started to try to access the site leave themselves no time for solving any possible technical incompatibilities. They quickly fall behind and have to be dropped from the class.

What about e-mail communication with the Instructor?

Generally, while class is in session the instructor will try to respond to your e-mail within 48 hours (assuming there are no technical malfunctions). Instructor's e-mail address: sandra_rowland@cuesta.edu

What is the grading policy?

Students earn a final course grade based on the student's total score of points from all class assignments, quiz, and final. Grading is as follows:

A = 90-100 pts.

B = 80-89 pts.

C = 70-79 pts.

D = 60-69 pts.

F = 50-59 pts.

If you have a question about a grade, you will need to discuss via e-mail or by telephone with the instructor. Please read the official campus policy on [academic honesty](#).

How do I withdraw from class?

It is the responsibility of the student to complete a drop slip before the drop date in order to withdraw from the class. Please see the official campus policy on [withdrawing from a class](#).

What tools do I need?

You will need a modern computer with reliable Internet access and a current e-mail account that is accessible to you at least three times a week. It is up to each student to make their own arrangements to have these tools available before beginning the class. The Cuesta SLO campus library has over 60 Internet computers located in the High Tech Center lab that are available on a walk-in basis for students; Cuesta North County campus library has 27 computers for student use.

You should be **very comfortable** using the web and e-mail. These will be the main methods of delivering information and communicating during the class. These tools replace the in-person lectures and class meetings of a traditional course. E-mail will be required for submitting some assignments and for participating in a class discussion group.

What software do I need?

Browser: Either Netscape, version 7.0 or later, or Internet Explorer, version 5.0 or later. Firefox works fine as well. Some students may need to re-adjust their browser preferences for security and privacy in order to access the course website, listserv, and other tools. AOL's browser is not recommended and may be incompatible with some tools used in the class.

Word Processing: Any recent version of Microsoft Word, the standard word processing software, is needed for composing your assignments (for this class, do not use Notepad or Wordpad to compose; these are accessories only not full word processing programs). Non-standard software such as WordPerfect or Claris Works is not acceptable. You will need to save the files in Rich Text Format (.rtf) in order to attach it to e-mail and send it to the instructor.

Is there a required textbook to buy?

The required text is: *Libraries in the Information Age: An Introduction and Career Exploration*, 2nd edition, by Denise K. Fourie and David R. Dowell. You may purchase the textbook through our campus bookstore in early August: <http://bookstore.cuesta.org/>
The text is also available for purchase through online bookstores.

Can you give me any tips on distance education?

For an overview of distance education and the skills needed for student success in this new environment, see this link at Cuesta's site: "[Distance Education is for Whom?](#)"

URL address for this page is: <http://library.cuesta.edu/online/Libt101.htm>