

Information/Technology Internship (LIBT 114) Welcome Page

PLEASE PRINT THIS PAGE FOR FUTURE REFERENCE

Hello Students:

Welcome to Cuesta College's Library/Information Technology Program. Both our Library/Information Technology certificate and A.S. degree are designed to prepare individuals for employment as a paraprofessional in a public, school, academic, special library or information center; the Web Development Technologies certificate prepares students for employment opportunities in the areas of web site development, design, and maintenance.

This is the Welcome Page for the distance education course Library/Information Technology 114 (Information/Technology Internship), Spring 2010. LIBT 114 is the capstone course for students about to complete the coursework in the Library/Information Technology or Web Development Technologies curriculum tracks.

Prerequisites

Before doing anything else, please read our [FAQs \(Frequently Asked Questions\)](#) page for detailed information on the prerequisites for this course. This is a Restricted Access course and candidate interns in our program must submit an application form to the department. Admission to the course requires the Instructor's consent.

Civility in the Online Environment

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. 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 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 class will operate. Please read it carefully **now as you are registering and again before the class begins**. We hope you will enjoy the opportunity to participate in a new learning environment.

Sincerely,

Ellen Jagger

Instructor, Library/Information Technology

Cuesta College

P. O. Box 8106

Highway One

San Luis Obispo, CA 93403-8106

ejagger@cuesta.edu

Library/Information Technology Dept. Phone: (805) 546-3190

LIBT 114 Course: Frequently Asked Questions (FAQs) For Enrolled Students

Do I have to attend the Saturday, January 23 mandatory orientation?

Do I need to do anything before we meet?

When will the complete class web site and syllabus be available on the web?

What is the schedule for readings and homework?

What about e-mail communication with the Instructor?

What about communicating with the Instructor and the library office during the holiday break?

How do I withdraw from class?

What tools do I need?

What software do I need?

Is there a required textbook to buy?

Can you give me any tips on Distance Education?

How do I sign on to the Course Listserv?

Do I have to attend the Saturday, January 23 mandatory orientation?

Yes. **There are no exceptions.** If you are not there for the in-person orientation, you will be dropped from the class and your place reassigned to a wait list student. This face-to-face meeting is part of the course and is very important to student success in the online environment.

Also bring four business-size self-addressed, stamped envelopes to the orientation meeting.

Do I need to do anything before we meet?

Yes, you will need to:

- As soon as possible, send the instructor your name and an e-mail address where we may contact you before the semester begins; please do this as soon as you have registered for class. Send the post to: ejagger@cuesta.edu Once class begins, communication will be through your Cuesta email account. All students receive a myCuesta e-mail that can be accessed through the myCuesta Portal (my.cuesta.edu). If you do not want to use this e-mail you can login into myCuesta and set this e-mail to be forwarded to the e-mail address of your choice.
- Preview the class web site once you have received the log-on and password from us, a several days before the semester begins.
- Print out the syllabus from the class web site once you have received the log-on instructions and bring it to our orientation meeting.

When will the complete class web site and syllabus be available on the web?

About one week before the mandatory meeting we will send you the log-on and password to access the site.

What is the schedule for readings and homework?

The course syllabus gives the schedule for all readings and homework assignments. Please note that all due dates are FIRM, with assignments due by midnight of the specified day.

What about e-mail communication with the Instructors?

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: ejagger@cuesta.edu

What about communicating with the Instructors and the library office during the holiday break?

The library office, (805) 546-3190, is officially closed from Dec.18, 2009 through Jan. 3, 2010. The instructor will be off duty from Dec. 19, 2009 - Jan. 15, 2010, and away from all email from Jan. 1 -12. During the rest of the break, she will be checking email once or twice a week.

Other contacts include:

K. DeCou, Library Office kdecou@cuesta.edu (Out of the office: Dec. 18, 2009 - Jan. 3, 2010)

Mr. Mark Stengel, Library Director mark_stengel@cuesta.edu (Out of the office: Dec. 19, 2009 - Jan. 10, 2010)

Please note that due to recent state budget cutbacks, the library office staff have had their work hours reduced. We will do our best to respond to your questions during this period. Please allow a longer response time than usual.

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 over 20 computers.

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 2.0 should also be fine. For all of these, the newer the version, the better. AOL's browser is not recommended and may be incompatible with some tools used in the class.

Word Processing: Any recent version (2 years old or newer) of Microsoft Word, the standard word processing software, is needed for composing your assignments (do not use Notepad or Wordpad which are accessories only). 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?

Yes, there is a textbook to buy. The required textbook is: *Libraries in the Information Age* by Denise K. Fourie and David R. Dowell. (Portions of this text will be used in other courses in our program.) You may purchase the textbook through our campus bookstore in early January: <http://bookstore.cuesta.org/> or through an online book vendor.

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: <http://library.cuesta.edu/distance/>
Especially helpful is the section called "[Distance Education is for Whom?](#)"

How do I sign on to the course listserv?

Beginning in January 2010, we will no longer be using the course listserv software that we have used in the past. Instead, we will be using a feature of the MyCuesta portal called Course Studio. More information on how to use that will be provided at a later date.