

2019

# Research 101 Certificate Program Materials Fall 2018

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# RESEARCH 101 CLASSES

## Fall 2018

The Kurt R. Schmeller Library is pleased to offer **R101 Certificate Classes** in the Fall 2018 semester.

### You will learn how to:

- Locate scholarly and non-scholarly sources
- Narrow and refine a topic
- Find books and articles in OneSearch and databases
- Understand the basics of citation



## Only one session is required

### SEPTEMBER

Thurs. 13, 10-11am, L311  
Mon. 24, 4-5pm, L302

### OCTOBER

Tues. 2, 8-9am, L302  
Fri. 12, 2-3pm, L302  
Sat. 20, 10-11am, L302  
Tues. 23, 6-7pm, L302  
Wed. 31 12-1pm, L302

### NOVEMBER

Mon. 5, 10-11am, L302  
Thurs. 8, 5-6pm, L302  
Wed. 14, 1-2pm, L302  
Sat. 17, 11-Noon, L302  
Fri. 30, 10-11am, L302

### DECEMBER

Wed. 5, 1-2pm, L302  
Mon. 10, 10-11am, L311



**PLEASE BE ON TIME -**  
We Cannot Accommodate  
Latecomers

**REGISTER HERE:**  
<https://qcc.libcal.com>

**Certificates Will Be Presented**  
**at the END of the Session**

**NEED MORE INFORMATION?**  
Contact Prof. Neera Mohess  
[nmohess@qcc.cuny.edu](mailto:nmohess@qcc.cuny.edu)  
718-281-5067

## Procedure: Research 101 Classes

### Before Class

1. You should have received a binder with all the R101 components from the previous librarian. (If you are an adjunct the binder will be on the last instructor's desk). If you haven't please let me know.
2. Check that your folder has all of these items:
  - a. R101 Procedure (this sheet)
  - b. R101 Attendance Sheets
  - c. Door Notice
  - d. Extra Flyers
  - e. Student Worksheet Master Copy
  - f. R101 Certificates
3. Students can register online or walk in. You will get cc'd emails of students registering.
4. You will be emailed a copy of the attendance and waiting lists so you can manage your class.

### During Class


1. Bring Research Process, MLA booklets and a few of APA and Chicago
2. Have everyone sign the attendance sheet. Please make sure everyone checks off the appropriate columns (ASAP, ST100 etc.).
3. **We Start On Time.** Student can walk in during the "I am me, How are you" introduction, but once the content begins, put the sign up and close the door. We do not allow latecomers in.
4. **Keep An Eye On The Clock.** Although there is room for some conversations, we need to cover everything on the list, as this is the "contract" we make with faculty and students
5. You can write up the certificates during videos or the book finding activity (I recommend signing and dating a few certificates ahead of time to make it easier)

### After Class

1. Please give Neera the completed attendance form ASAP (can put in inbox or on desk)
2. Please replenish the binder if running low on any handouts (the Certificates are on a shelf in my cubicle – just walk in and take what you need)
3. Give to the next person on the list (in-person or on person's desk)
4. Thank you!

# Research 101 Workshops: Fall 2018

Students **MUST** be on time, and stay for the **ENTIRE** workshop to receive a certificate.

1. **Welcome** – ID Card – Intros- Have them fill out attendance sheet
2. **Put Sign Up and Close the Door**
3. **Types of Information:** Scholarly v. Non-scholarly:
  - a. Ask them: What are the markers of a scholarly source?
  - b. Show them the Scholarly v Popular Periodicals video (R101 LibGuide in Research Process)
  - c. **Activity:** Show them the “Scholarly & Non-scholarly” page in *The Research Process* and have them do the quiz. Go over the answers with everyone. Let them know that the source type they use depends on the context of their research project – non-scholarly sources are fine in many instances.
4. **Narrowing and refining your topic** e.g. how would you break down “police” into synonyms (e.g. law enforcement, cops) and related terms (corruption, hiring policy in NYC)
5. **Information sources:**
  - a. **What makes a source, any source, credible** (authority, intent, audience, timeliness, context - Research Process pg. 6-7)
  - b. **Cite your sources as you locate them** – keep a Word/Google Doc open
  - c. **Proper Citation = in-text citations + Works Cited page**
  - d. **Citing helps avoid plagiarism**
  - e. **Citing style varies with discipline**
  - f. **There are QCC citation booklets, OWL Purdue, Librarians, Writing Center to help**
    - i. **Web**
      1. Keywords instead of sentences or questions
      2. “Climate change” vs. climate change
      3. Restrict to: site:gov, site:edu, site:homepage.com
      4. Restrict to time range (in Tools)
      5. **Citation:** Zotero Bib (not Zotero Bibliography)
    - ii. **Databases** –
      1. Databases: show “Databases by Subject” page and show how databases are structured using Academic Search Complete as an example (narrow by source type/date-range/peer-reviewed article/get a citation etc.)
    - iii. **OneSearch - Pro:** search for books and across many databases, **Con:** can retrieve irrelevant info
      1. Have them sign in (off-campus access, save searches, request items)
      2. How to refine using facets on right(e.g. peer-reviewed articles v books)
      3. Print books v e-books
      4. Request books from other schools
      5. The ...  function – cite, print, email, permalink etc.
6. **Locate a Print Book Activity:** Have them find a call # for a Stacks book in OneSearch, get it and bring it back.
7. **Encourage students to contact you/the reference desk/chat/research consultation when they need further help**
8. **Hand out certificates**



## RESEARCH 101 RESOURCES

This class and worksheet will be a guide as you **conceptualize and refine** your **research topic** into **keywords**, locate **credible information** on the **web** and in **databases**, and **cite your work** appropriately.

**RESEARCH 101 SUBJECT GUIDE:** <https://qcc.libguides.com/Research101>

### IMPORTANT INFORMATION:

- **OFFSITE ACCESS TO DATABASES** - You need to enter your 14-digit library barcode to access articles in OneSearch and QCC databases.
- **RESEARCH HELP** - Visit the Reference Desk (2nd Floor Library) for help with research and citation (718.631.6241). Check the QCC Library Homepage for help via chat/text/email.
- **WRITING CENTER** - Get help with drafting and perfecting your research paper. L-113, 718-631-6663

THIS  
RESEARCH 101  
SESSION  
WILL COVER:

- Scholarly & Non-Scholarly Sources
- Narrowing & Refining a Topic
- Using OneSearch to find books and articles
- Using appropriate databases for your discipline
- Citing the sources you locate
- Finding a book using a Call Number



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## 1. IS IT SCHOLARLY OR NON-SCHOLARLY?

- a. The book *To Kill a Mockingbird* by Harper Lee.
- b. An article in the *New York Times* about the Black Lives Matter movement.
- c. An article published in the *Western Journal of Black Studies*, written by sociologists at Louisiana State University, who did research about middle-class African Americans. Before publication, the article was reviewed by experts who screened for accuracy/relevance (the peer-review process). The article includes in-text citations and a Bibliography at the end of the article.

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## 2. CHOOSING AND REFINING YOUR TOPIC

- What are the keywords in this topic statement?  
**Global warming causes species extinction and rising sea levels.**
- How would you refine the “Civil Rights Movement” into a researchable topic?



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## 3. CITATION

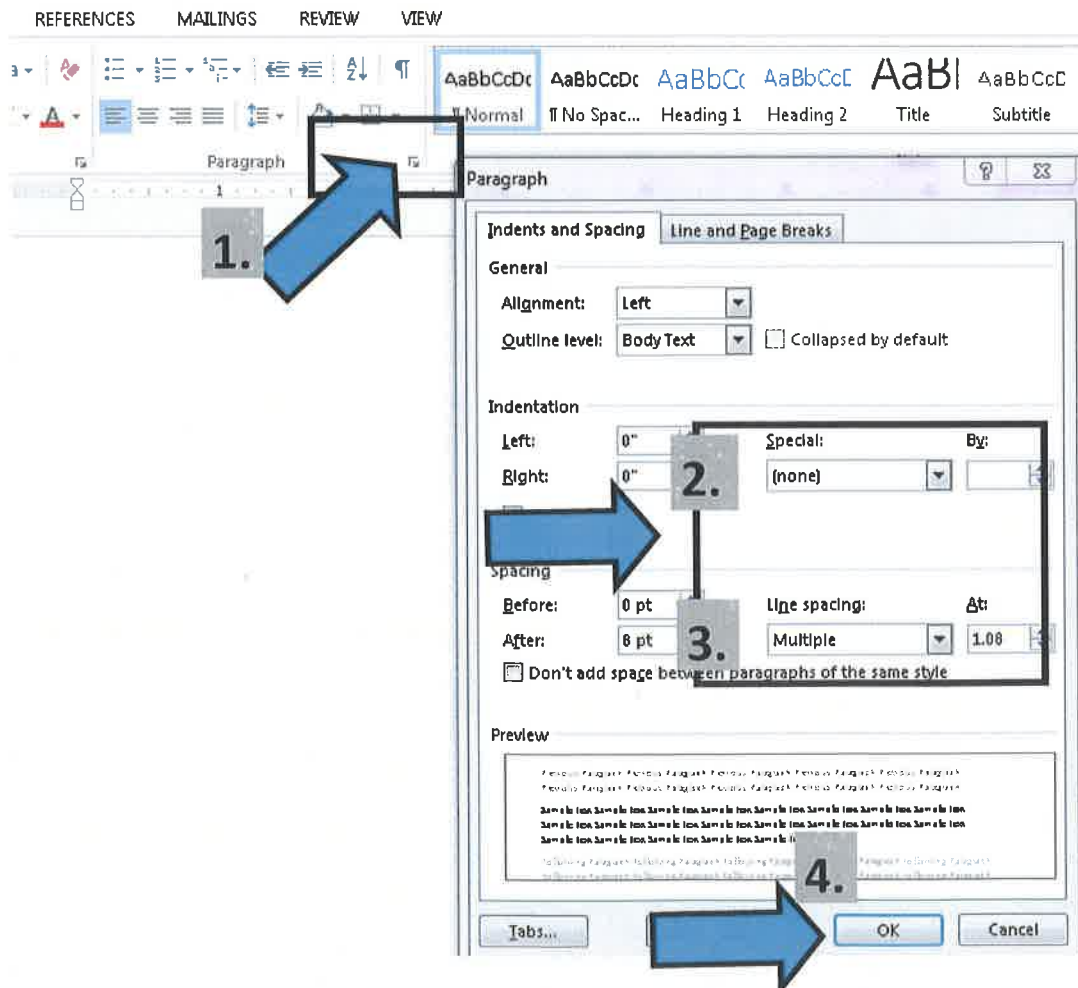
- **Proper Citation** = In-Text Citations + Works Cited list
- As long as you **cite your sources in-text** and list them at the end of your paper in the **Works Cited list** you will **avoid Plagiarism**.
- Cite your sources as you find them in a Word file or Google Doc

## FORMATTING YOUR MLA CITATION IN WORD

- Open Word, write “Works Cited” and center justify
- Click “Enter” and left justify
- PASTE A CITATION : right click and choose the center “Merge Formatting” option



- **FORMAT YOUR CITATION:**
  - 1) Go to the paragraph box (see images below) and
  - 2) set a hanging indent and
  - 3) double space
  - 4) Click “ok”



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#### 4. WEB

- a. **Government sources:** keyword(s) + site:gov
- b. **Education sources:** keywords(s) + site:edu
- c. **Specific website:** keyword(s) + site:homepage

**CITE A WEB ARTICLE :** - ZOTERO BIB (*NOT* zotero bibliography)

- Paste URL into box
- Select your citation style

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#### 5. DATABASES: QCCLIBRARY -> ARTICLES & DATABASES -> DATABASES BY SUBJECT

##### a. GALE VIRTUAL REFERENCE LIBRARY

- Enter your main keyword
- Citation— Top right under Citation Tools

##### b. ACADEMIC SEARCH COMPLETE (click the “Select All” button to search all EBSCO)

- Enter your keywords in different search boxes
- Play with different keyword combinations.
- Limit to “Full Text” on the left column.

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#### 6. ONESEARCH - SIGN IN WITH YOUR BARCODE TO SAVE SEARCHES & REQUEST BOOKS FROM OTHER CUNY SCHOOLS

- PRO - Can search for books and articles in one place
- CON - Can retrieve irrelevant results, since it is searching many databases

##### 1) BOOKS - Title of Book + Author’s Last Name

- On right column, scroll to “Resource Type” and click “Books”
- “**Reserve**” = 2 hr. loan in-library; “**Stacks**” = 3-4 wks. home use
- Write down the **CALL NUMBER** of the book and note the **LOCATION** (**Stacks** = 2nd or 3rd floor, **Reserve** = Reserve Desk on 2nd floor or **Reference** = 2nd floor)

##### 2) ARTICLES - put in your keywords

- narrow to “peer reviewed” and/or other facets

##### 3) CITATION - - click



to print/email/cite/get permalink etc




QUEENSBOROUGH COMMUNITY COLLEGE  
OF THE CITY UNIVERSITY OF NEW YORK



KURT R. SCHMELLER LIBRARY  
CERTIFICATE OF COMPLETION  
AWARDED TO

ON \_\_\_\_\_

FOR COMPLETING THE RESEARCH 101 CERTIFICATE CLASS

  
JEANNE GALVIN  
CHIEF LIBRARIAN



LIBRARY FACULTY/WORKSHOP INSTRUCTOR



# PLEASE DO **NOT** KNOCK ON THE DOOR

If you are reading this, you have arrived **too late** to attend this R101 Workshop.

Review the schedule of classes and register for another one here:

<https://qcc.libcal.com>

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