Library Instruction Sessions / Course Research Overview
Central Georgia Technical College

ACCT 2145: Personal Finance - “Financial Forecast, Money Saving Tips, Consumer Fraud, Landlord-Tenant Laws, Used Car Pricing/Loan/Trade-In Value, Investor Advisory, Wills/Estates” assignment. This is a 7-week assignment divided up over the semester requiring the student to research one specific assignment during a given week. The assignment is available in its entirety in a Word file entitled “Accounting 154-Personal Finance Assignments” located in the “Library Assignments” folder at the front Reference Desk computer. The weekly assignment and suggested resources are identified in this document. Please review. An older version of this assignment also included skills review on topics pertaining to “Real Estate/Mortgages” and “Property Insurance.”

ALHS 1040: Introduction to Health Care - “Illness/Disease” report. Students must identify the symptoms, signs, diagnosis, etiology (cause or origin), treatment, and nursing interventions of an illness, disease, or medical condition. Print resources to use in the Reference section include “Taber’s Cyclopedic Medical Dictionary”, “Merck Manual” “Griffith’s 5-Minute Clinical Consult”, “Lippincott Manual of Nursing Practice”, “Mayo Clinic Family Health Book”, “Dictionary of Medical Syndromes”, “Current Diagnosis & Treatment”, etc. GALILEO databases Credo Reference and CINAHL (EBSCO) will contain helpful information as well as the Merck Manual online.

ALHS 1060: Nutrition and Diet Therapy - “World Food Customs, Diet, and Diet Restrictions” assignment. Students must write a report using 2 or 3 sources that cover/describe a particular international or religious diet custom such as the Greek or Mediterranean diet, Kosher diet, Chinese diet, Mexican diet, etc. Information should include brief background history of the people, their culture, example recipes of an ethnic meal, description of how healthy or unhealthy the diet may be, etc. Print sources to use include the “Encyclopedia of World Cultures”, “Encyclopedia of Human Nutrition”, the “Food and Nutrition Encyclopedia”, “Encyclopedia of World Religions”, and “People and Places Encyclopedia” in addition to the “Multicultural Cookbook” series, “Weight Watcher’s International Cookbook” and other individual multicultural cookbooks in the collection. GALILEO databases Credo Reference, ProQuest and EBSCOhost will also usually return some good articles on various international diets.

BUSN 1240: Office Procedures - General reference/research skills assignment. Students are required to locate answers to questions from almanacs, directories, and general web sites. Questions range from basic office skills questions such as using an online dictionary to define a term, accessing weather data for a travel destination, stock quotes, zip codes, etc. from general web sites to more specific questions such as “Who won Super Bowl 24?” or “Who was the Secretary of the Treasury during the Carter Administration?” which generally require the use of an almanac. Different instructors provide different reference questions. 1 to 2 example assignments are included in the “Library Assignments” folder.
BUSN 1310: Business Culture - “International Business Trip” assignment. Students write a report addressing issues such as passport/visa requirements, recommended airlines, ground transport, appropriate business greetings, appropriate business gifts and customs, background information on the history and culture of the international site to visit, and sometimes information on requirements for relocating to a foreign country for employment abroad. “Do’s and Taboos Around the World” and “Do’s and Taboos of Hosting International Visitor’s” in the print Reference collection are good resources. Additional online sites can be accessed for international currency exchange info, air travel, etc. The US State Department’s Travel Information site (http://travel.state.gov) online is a great source for current international travel information.

COLL 1500: College Success and Academic Survival Skills – General orientation of all major library resources, including a website overview, LibGuides, and Learning Express Library. Students will need to complete the “Library Scavenger Hunt Assignment”; this handout was created specifically for COLL 1500. The assignment is designed to familiarize students with library resources and services. The scavenger hunt is available on the library shared drive and on the library website (under “Handbooks and Guides”).

COMP 1000: Introduction to Computers – Presentation will focus on safe searching and information management on the internet. Using the CRAAP Test for Good Research handout, discuss strategies for finding and evaluating information online. Brief overview of library resources should be given at the end. A more complete presentation outline (with example searches) is available in the “Library Orientations” folder on the shared drive.

COSM 1000: Introduction to Cosmetology Theory - General orientation. Emphasize cosmetology books, periodicals, videos, articles in GALILEO, and websites for cosmetology (such professional organizations sites, industry products and services sites, etc). Demonstrate how to find the Georgia Code using GALILEO. Students will need to look up state regulations for cosmetologists. There is also a program resource list available on the library website. Orientation should include an overview of Learning Express Library and the cosmetology licensure practice exams.

COSM 1040: Hair Styling – Students must complete a presentation on a topic related to the history of hairstyling. A LibGuide has been created for this assignment: http://libguides.centralgatech.edu/cosm1040. This guide includes information on key resources in the library and online resources, including links to reviewed websites. Orientation should focus on books, ebooks, print periodicals (pictures) and the web resources listed on the LibGuide.

CRJU 2060: Criminology – Students need to find peer-reviewed articles on various topics throughout the semester. Orientation should focus on using article databases (ProQuest, EBSCO, Sage), finding citation information, and various essay writing resources available from the library. Example searches and keywords are available in the “Library Orientations” folder on the shared drive.
DHYG 1010: Oral Embryology and Histology - Students will have a specific topic to research for a single project throughout the semester. Students will need to construct a complete profile of their assigned condition as it relates to dental hygiene. The orientation should include an overview of the DHYG print collection and online medical resources (EBSCO, Credo, Films On Demand, etc). There is a program resource list available for Dental Hygiene. A LibGuide also has been created for students in this class: http://libguides.centralgatech.edu/dhyg1010.

Early Childhood Education / ECCE (General) - Students have various assignments throughout their classes in the ECCE Program. Examples of assignments include: researching a child development theorist; finding articles relating to a specific type of problem behavior and it’s assessment and intervention; developing units for instruction including a song, or fingerplay, or other activities; locating example report forms used in a day cares for documenting incidents, responses, and care, etc. (Example forms can be found in the “Family Day Care Providers Management Guide”). There is a program resource list available on the library website.

ECCE 1103: Child Growth and Development - Students must research a specific child development theorist and apply the related theory to early childhood care. A complete library orientation highlighting print and online resources is needed, as information can be found in books, ebooks, articles, videos, and the reference collection. A chart with sample searches and key resources for each theorist is available in the “Library Class Assignments” folder on the shared drive.

ECCE 1113: Creative Activities for Children - Find and read one article from a professional journal or other reliable source. The article must address some aspect of creativity or esthetics; evaluation, defining, or lamenting-the-lack-of creativity or esthetics. It can focus on people of any age. Research GALILEO’s full-text journal databases for articles about creativity. Read the abstracts before selecting and printing the article. List the main point of the article and how it relates to the objectives above.

ECCE 2201: Exceptionalities - “Exceptionalities” report. Find articles, professional reports, etc. on the topic of exceptionalities in young children, assessment and intervention. Topics vary from term to term. A general overview of article databases in GALILEO (Proquest and EBSCO) should always be given. Additional resources may be available (Films on Demand, eBooks, etc.) depending on the assigned topics.

EMSP 2100: Foundations of Paramedicine – Students need to use the library print and electronic periodicals to complete research assignments. A program resource list is available for this program. Orientation should include instruction on accessing the special online access to Prehospital Emergency Care. A LibGuide has been created for this program that includes login information for this journal: http://libguides.centralgatech.edu/emsp.
ENGL 0097 / 0098 : Learning Support English - Check with the instructor prior to the session for their preference on content. Some instructors only want a general library overview. Other instructors require students to complete the “Library Skills Sheet” assignment. This is a 2 page fill-in-the-blank worksheet. Blank copies are available on file at the Library desk & on computer. This assignment asks general questions pertaining to library hours, circulation policies, periodical selections and publication identification, videotape identification, definition of ILL, cooperative agreements, online web resources, MLA Style Guide, etc. The Skills Sheet is a commonly used assignment and library staff should expect to receive many questions pertaining to this assignment throughout the semester. A LibGuide with an overview of resources for the Learning Support classes is available: http://libguides.centralgatech.edu/learningsupport.

ENGL 1010 : Fundamentals of English – “Career/Occupational Exploration/Current Literature” summary report. Students are required to locate 2 or 3 sources pertaining to their program of study or career interest and write a 2-page summary report. One source can include the Occupational Outlook Handbook (OOH) entry for their career field, the other two sources should be current periodical articles covering some aspect of their career field or program of study. Generally, students are required to find one article online through GALILEO (ProQuest of EBSCOhost) and/or the second from the print periodical collection. For this assignment, provide general library orientation with emphasis on searching for magazine articles in GALILEO; how to search for, locate and scan the table of contents of magazines in the print periodical collection relevant to their career field; and how to access the online and print OOH.

ENGL 1101 : Composition and Rhetoric - “Research Paper” assignment. Students must select a research topic from instructor’s list of current social, ethical, environmental, science/technology, or business/legal issues. Students are required to locate and use 3 information sources. Students must use MLA Handbook for citation formats. Library instruction focuses on how to search the various book, periodical, video and online collection resources for source material on their topics; location of MLA Handbook in collection and online; and location of various writing and rhetoric style guides/ handbooks. Some instructors will also request that students complete the Library Skills Sheet, available on the library website under “Handbooks and Guides”.

ENGL 1102 : Literature and Composition – Students will need to write several papers during the semester analyzing assignment literature. Orientation should focus on sources with literary criticism, including: literary criticism collection in Reference, eBooks at EBSCO, Literary Reference Center (GALILEO), EBSCO, and ProQuest. Students will also need to be aware of interlibrary loan, as some may need to request articles through interlibrary loan.

ENGL 1105 : Technical Communications - “Product Comparison” assignment. Students compare “apples to apples” office products such as computers, monitors, printers, photocopiers, scanners, digital cameras, etc. and write a report making recommendations for small business purchases. Emphasis is on locating a comparison article in GALILEO (ProQuest and EBSCOhost), but research should also include searching corporate web sites for specifications and product info (i.e. the Dell, HP, Canon, Sony, etc. commercial sites) and for searching Hoover’s Company Reports to obtain company background information, products manufactured by a company, and competitor companies and products.
GED / Adult Literacy - General library orientation with emphasis on access to GED review materials in print, video, and the Internet. Students benefit most from locating example test questions to practice with and related test study skills and preparation. Library instruction includes how to access the Library Catalog & search for a GED book, how to look up videos on GED, English and Math, etc. and how to do a basic Internet search. A LibGuide, “GED Test Prep”, has also been created to list all library resources and good websites for GED prep. Students should be shown how to access and navigate the LibGuides page. The LibGuide is available through the library website and this link: http://libguides.centralgatech.edu/ged.

GERT 1040: Healthy Aging – Students will have assigned topics to research for a paper, project, or presentation. A general library overview with an emphasis on accessing books, eBooks, and peer-reviewed journal articles is needed. Students may also need to identify community resources or resources online; orientation should include guidelines for safe and effective internet searching using the CRAAP Test for Good Research.

HUMN 1101: Philosophy, Architecture, Literature, Music and Visual Arts – Students will have one of two possible research assignments (depending on the instructor). There is a LibGuide available for this class that will assist with both assignments: http://libguides.centralgatech.edu/humn1101.

1. Research a major composer, visual artist, performance artist, architect, author or playwright and write a summary report. Print resources in all aspects of Art can be found in both the Reference and Circulating book collection in the “N” section. Literary Criticism can be located on the Reference index tables (“PN”) and there is a good collection of classical literature in the “P-PZ” circulating collection. The Library also has an extensive video collection in the library and online (Films On Demand) Online resources in GALILEO include “Encyclopaedia Britannica” (or “Britannica Online”), and several museum links at the CGTC Library Services “Reference Web Links” category off the home page.

2. Twenty Questions assignment (Johnston). Students will need to research two philosophical articles from the Twenty Questions book. The students will need to find biographical information on their chosen philosopher as well as literary criticisms on their topic area. In addition to the Reference and circulating book collections, students will need a demonstration of the following databases: Credo Reference, Literary Reference Center, EBSCO, ProQuest, eBooks at EBSCO, and Films on Demand. Example search terms are available in the “Library Orientation” folder on the shared drive.

Law Enforcement Training Center (LETC) - Instructor Training Class orientation. Law enforcement personnel taking classes are required to learn about basic research methods. Research should cover locating reputable sources on a variety of formats on criminal justice, police, corrections and other law enforcement topics such as forensic science, fingerprinting, etc. Provide brief general library overview, then focus on GALILEO articles and related Internet web sites.
MGMT 2115 : Human Resource Management - “Job Titles, Descriptions, Qualifications, Requirements, Nature of Work, Training, Earnings and Job Outlook” assignment. Students are given a job title and asked to research all of the information above. The first tool they are required to use is the “Dictionary of Occupational Titles” (DOT), which is shelved in the Reference collection for a description, etc. Then also the “Occupational Outlook Handbook” (OOH) for additional general background information on the career field, nature of work, etc. and also search GALILEO full-text periodical databases for articles pertaining to the job title/area.

MKTG 2300 : Marketing Management - Students need to (primarily) use the Hoover Company’s Profiles database available through ProQuest to construct business and marketing plans. A LibGuide has been created for this class assignment with key library resources identified: http://libguides.centralgatech.edu/mktg2300.

PARA 1101 : Introduction to Law and Ethics – A general library overview emphasizing legal resources. Students will also need an overview of WestLaw Campus Research. There is a program resource list for this program.

PARA 1105 : Legal Research – Legal research orientation. Students need complete overview of legal research using the professional version of WestLaw. Students will receive individual logins from the Library Director (via their instructor). The orientation should focus on WestLaw; however, students should be given a brief overview of print materials and additional online databases available. There is a program resource list for this program. Detailed explanation of searching and navigating WestLaw will be needed, as students may just be starting the program and can be very unfamiliar with legal research.

READ 0097 : Learning Support Reading - General library orientation. Students need a solid overview of what the library has to offer. The Library Services website demo can include how to use the Library Catalog, and then how to perform basic online searches. Emphasis is placed on becoming comfortable with the resources and technologies available. As an assignment, the students are sometimes asked to go to the Periodicals section and pull an issue of interest, then locate an article of interest. And/or locate an article or an advertisement that lists a www address and try searching for it. Also, the students get to have some hands-on time doing general searching on the web. A LibGuide with an overview of resources for the Learning Support classes is available: http://libguides.centralgatech.edu/learningsupport.

SPCH 1101 : Public Speaking - Informative/Persuasive Speech” assignment. Students are required to locate 5 reputable sources in support of their speech topic from any variety of formats: books, print or online periodicals, encyclopedias, reputable websites such as government or professional organization sites, etc. Students generally select and have their topic approved with their instructor before attending a library research session, but sometimes need assistance clarifying their topic when in the library. In addition to showing students how to search for GALILEO articles, print periodicals, encyclopedias, general books, etc., we also generally recommend that students search for a book in the “Opposing Viewpoints” series, which covers the pros and cons of many social issues. Students may also be required to complete the Library Skills Sheet, available on the library website under “Handbooks and Guides”.

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Other Courses That Have Received General Library Instruction Sessions Without Requiring Specific Course Assignments Include:

- BAFN 1100 Intro to Banking and Finance
- ECON 1101 Principles of Economics / Macroeconomics
- EMPL 1000 Interpersonal Relations and Professional Development
- EMYT 2214 Modular Emergency Response Radiological Transportation Training
- ESL / ELP English Second Language / English Language Program
- MAST 1080 Medical Assisting Skills I
- MATH 0098/99 Learning Support Mathematics
- MGMT 1100 Principles of Management
- MGMT 2125 Performance Management
- MSCS 1010 Essentials of Medical Esthetics
- MUSC 1101 Music Appreciation
- PHAR 1010 Pharmacy Technology Fundamentals
- PSYC 1010 Basic Psychology
- PSYC 1101 College Psychology
- RADT 1010 Introduction to Radiology