Learning Resource Center Orientation

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What we’re covering...

- LRC Rules
- Book check-out policies
- Online Resources
  - Databases
  - Search tips
- Plagiarism
- Portal
LRC Rules

- No food in the LRC.
- Drinks are only allowed at the tables.
- Set cell phones to Silent.
  - Take all calls outside of LRC!
- Use headphones for all audio.
  - Headphones are available to borrow for use in the LRC.

Please learn and follow the rules!
LRC Rules (cont.)

• Save your work to a flash drive or as an email attachment.

• Unless you delete you work on LRC computers anyone can see it!

• Printing and copying are free.

Protect your personal information and delete your files.
Troubleshooting Printers

• **Don’t click print** multiple times. It doesn’t help!

• **Check the print options**
  • Which printer? Double-sided?
  • Is there an error message? Or a red light?
  • Paper? Ink? Paper jam (misfeed)?

• **Ask for help!**

Only print what you need and will use, please. Save a tree!
Has the basic information on the LRC, links to access the library catalog, the databases, information about and a template for APA, computer resources, and other information that you might find useful in your time here. If you need help finding something, I’m here to help and there are links to ask a Librarian for help (on the right side).

For instructions on how create your @my.fortis.edu email address, look under “Need Help?”
The library catalog is a listing of all the books available in the LRC. Use this to find books in the LRC’s collection.
This provides you with a list of all the books the LRC currently has. You can limit them by program or search the whole collection. When searching use only one or two words as there are about 1,000 books in the collection.
The General Collection is everything that isn’t in one of the smaller, specific collections. It contains math, literature, and other medical and dental books that relate to your classes but aren’t used as a textbook. Please fill out the Self-check out sheet legibly and completely to check books out yourself if there is no one in the LRC.
Please take care of any book you check out. And return it on time, if possible.
Academic journal - journals that publish articles which carry footnotes and bibliographies, and whose intended audience is comprised of some kind of research community, including peer-reviewed and not peer-reviewed.

Scholarly journal - journals that are intended for an academic audience and are peer-reviewed.

(https://help.ebsco.com/interfaces/EBSCO_Guides/General_Product_FAQs/difference_between_Academic_Journals_Scholarly_Journals)
These are only an encyclopedia entry for the topics. There are links at the bottom that can provide you with additional information
Now for the resources that you’re going to use the majority of the time you need to research something.
The username and password can be found in the ‘LRC Resources’ handout, available on the LRC Manager’s desk.
Use the top search box ("Search here!") to find the most results.
So, what do you actually put in that search bar? Searching these databases is not like searching Google. You can’t just ask it a question and expect to get an answer from it. You’ll have to learn its language.

**Searching Tips**

- Search keywords or noun terms
- Phlebotomy, Health Insurance, Controlled Substance
- Avoid common words and prepositions
- Words that the search engine will ignore unless in quotes
- A, an, the, in, on, etc.

These aren’t Google. You can’t just ask it a question and expect to get an answer!
Use AND to limit your results to only those that have all keywords. Use OR for synonyms. Use NOT if you are seeing lots of the same irrelevant term in your search results. Use "" to have 2 or more words always together, or if you need a small word to be in your results, like in “in vitro” or “in utero”.

Ex.

- “medical ethics” AND history
- “dental caries” AND (children OR elderly)
You will always want to make sure “Full text” is checked. You can also limit the “Date” to the last few years to only see recent articles. Peer-reviewed articles are ones that have been reviewed by experts in the field to ensure that the science and research are accurate. You don’t always have to check the box, but you should consider it if you need an article with research.
When you select your article(s), there are options, either on the top (as in this example) or along the right side, to email (to yourself or your teacher), print (please consider the trees), cite (you will need to double check that it is in the proper format) and save it.
The Interactive: Human Anatomy and Merck Manual are both available under the Health & Medical and Dental database groups.
3D interactive models of anatomical regions and systems to help students with their A&P class. Has “activities” where it goes over the particular anatomical thing (muscle group, system, etc.)
Very useful to anyone studying Pharmacy Tech or drugs. Also has a large “Medical Topics” section.
If you don’t know what to research, this is a useful place to start your research. But remember, they are encyclopedia articles and dictionaries, so the articles are just the basic facts and very little new research.
Searching Credo

Find or use a specific book.

Brainstorm research ideas.

Use this to send a link to yourself or your teacher.

All search results are full text.

Browse by subject.
If you get a topic but don’t know what aspect you want to write about, this can help. There’s always links to relevant articles on the right.
Filter results based on certain criteria.

Topic Pages combine multiple sources to create a Topic Overview. Includes images, videos, audio, and other LRC resources.

See a larger preview of the article.

Individual entries in encyclopedias or dictionaries.

All pages have can be emailed or saved to pdf and all articles have citations at the end and how to cite them.
There is no button to press or easy way to narrow results to just articles with original research, students will have to look through lots of results to find one article that they like. These are a list of things to look for in an article, but it does not mean that everything will be there.
Answers: .edu websites are restricted to schools, .gov is for government institutions, anyone can get a .com or a .org. .org websites are not more trustworthy than .com! The New York Times’ website is nytimes.com

NIH stands for the National Institute of Health. Therefore, it will have a .gov
Cancer Fund of America was a fake charity while the American Cancer Society is real. Just having a PhD does not mean they know anything about the subject matter. What is their degree in?
More answers: Articles are based on information. Where did that information come from?
You want information that is unbiased and just presenting the facts.

Dihydrogen monoxide is H2O (water)
Anyone can edit a Wikipedia article. The information may or may not be correct. Wikipedia knows it has a big problem with incorrect information on the site and says not to use it as a source for school research - https://en.wikipedia.org/wiki/Wikipedia:Academic_use
Plagiarism

Cartoon Plagiarism

Hey!! That's my idea.
Note: there is only one way to avoid plagiarism - citation.
Fortis’ definition of Plagiarism

- “Plagiarism is the submission of the work of another person for credit, or failure to properly cite references for any work which is not original to the student; Copying the work of others, allowing another student to copy from the student.”

- Source: Education Affiliates; POLICY: Behavior and Student Accountability

I clearly give credit to source, use quotes, and say exactly where I got the definition.
Watch the video to see examples of 10 common types of plagiarism

https://www.youtube.com/watch?v=EF5eFeJMpIA
Why does this matter?

PLAGIARISM IS CHEATING! Your instructor or program chair will penalize you for it or worse!

If you plagiarize & copy & paste the work of others:
• You are acting unethically.
• You never really understand or learn the information.
• You’re not thinking about or digesting the information.
• Plagiarism can be deliberate or mistaken.
Citation is the **only** way to avoid plagiarism!
Quoting Example ""

- A Quotation is the acknowledgement that someone else said it.

- In-Text Examples:
  - According to Plagiarism.org’s Glossary (2014), attribution is “the acknowledgement that something came from another source”.
  - “…” (American Dental Association, 2015).

- Always link what you’re quoting to your own point or statement.
  - Never just quote something and make the reader make the connection.

References:
Paraphrasing does not mean changing a word here or there or changing every 3rd or 5th word or anything like that. Paraphrasing is changing the entire sentence or paragraph to sound like it came from you while still maintaining the original author’s important ideas.

No one expects every single word and phrase to be different, as there are some words that would be hard to change without changing the ideas contained in the original text.

Watch the videos to see example of a good and bad paraphrase and why paraphrasing is so important!
An online plagiarism checker found that it was statistically impossible for 2 people to write the same 17 words in a row. These speeches have the same 22 words in a row! Can you think of another way to say some of the phrases in red?
This is the text of the second video from Slide 39 (2 slides ago). Can you think of another way of saying the words in red?
Common knowledge is generally known by the average person in your field AND you don’t have to cite it.

- The general, agreed upon causes of diabetes are common knowledge.
- But the causes of diabetes in elderly patients in Maryland are not common knowledge.

OR It’s common knowledge if information is easily obtained through resources like general encyclopedias and dictionaries. (Stolley, K., Brizee, A., & Paiz J., 2013)

- But if the information is new to you, it is better to be safe than sorry. Cite it.

Reference:
Welcome to the Purdue OWL. (n.d.). Retrieved August 16, 2016, from https://owl.english.purdue.edu/owl/resource/589/2/

Common knowledge https://www.youtube.com/watch?v=g-IrFdghs4w & cite words/ideas https://www.youtube.com/watch?v=atTRIg6iaGo
MyCampusLink.com

Connects you to your student records to give you immediate access to your most current academic information.

You can:
• Check your unofficial transcript and final grades
• View your class schedule.
• Access your student account information and make tuition payments.
• Review your financial aid, including FAFSA.
View your Class Schedule here.

Financial information. Use this to make payments.
Be aware of any Holds on your account

Notice Holds here.

Holds will block important information!
Changing your information

- If you move, get a new phone number or email address, let us know through Portal.
- You can opt-in to receiving text messages with important school-related information.

On the Portal, you will find:

- **Personal** tab: Contains your primary contact information. To update your address, click the request change button and include your Street Address, City, State, and Zip Code in the open message area.
- **Addresses** tab: Allows you to request adding addresses such as Parent, Permanent Mailing Address, or Billing Address.
- **SMS** tab: Allows you to Opt In for SMS Text Messaging directly to your portable device.

Required Field:

- **Mobile Phone**: [221]-555-1234

Enable SMS Messaging? [ ] Yes

Click [Send]
Portal FAQs

- What is my username?
  - Your username is your first & last name all lowercase, no spaces. Example: milesdavis

- What if I forget the answers to my security/password reset questions?
  - Unfortunately we can’t see your security question answers.

- Can you tell me what my password is?
  - No, we can only reset your password. We can never see your password.
Portal Support and Questions

- The Registrar and the LRC Manager are your Portal support!

- We can answer questions about the Portal and troubleshoot problems.