

<b>Learning Outcome</b>
<p><b>LLR PSLO:</b> Students demonstrate information competency and critical thinking skills through their ability to effectively acquire, interpret, critically evaluate and use information for oral and written purposes, with some understanding of its ethical and legal ramifications.</p> <p><b>LIS 1000 SLO:</b> Prepare in-text (parenthetical) and full citations for a "Works Cited "or "Reference List" using standardized formats such as the MLA and APA formats.</p> <p><b>Workshop P SLOs:</b></p> <ul style="list-style-type: none"><li>• Recognize plagiarism in its various forms and the consequences of plagiarizing.</li><li>• Demonstrate an understanding of paraphrasing, quoting and summarizing.</li><li>• Prepare in-text and full citations for a "Works Cited/References" list.</li></ul>
<b>Assessment method</b>
<p>Librarian will review Reference page on the Industry Leader report for 2 sections of CAHS 100. Students in section 1 are required to complete Workshop P shortly before the report is due and students in section 2 are not required to complete the workshop until the end of semester. Hypothesis: the Reference page from section 1 will use APA citation format more critically.</p>
<b>Describe the tool or strategy</b>
<p>Citations will be assessed using a rubric scale on citations.</p>
<b>When will you assess and how often?</b>
<p>First assessment conducted Fall 2012. Second assessment will be Fall 2013.</p>
<b>Resources needed (staff, equipment, materials)</b>
<p>None.</p>
<b>What is the criterion for success?</b>
<p>80% of the students who took workshop P receive proficiency level or higher on rubric.</p>

## Reference Page and Citations Rubric

### Format for Reference Page (APA format) is as follows:

1. Title of page is References. Only those works cited within your paper are included in the reference list.
2. Citations are in alphabetical order by the first letter of the entry.
3. The entries have a “hanging indent” (where the first line of a citation is at the usual spot on the left margin, but all the following lines in that paragraph are moved in to the next tab stop). Hanging Indent (use ctrl + T to create Hanging Indent.)
4. Font and size are consistent throughout the page; blue ink from links is removed (right click over the link and select “remove hyperlink.”)

### Help!

APA handouts are found at: <http://www.ccsf.edu/NEW/en/library/research-help/citing.html>

Criteria	Accomplished 4	Proficiency 3	Developing 2	Beginning 1 or 0
<b>Format of References Page</b>	All parts of format (above) are followed consistently	One part of format is missing.	More than one element is consistently incorrect	Reference page is missing or not done according to any of the correct format.
<b>Elements of citation</b> according to workshop P and APA handout	All parts of the citation (author, title, publisher etc.) are included correctly.	One part of a citation is missing in one place.	One part of a citation is consistently missing for several entries	Little to no attempt to use APA handouts
<b>Mechanics</b>	All are correct.	There are no more than 3 mistakes.	Consistent errors throughout.	Many spelling and capitalization errors.

## ASSESSMENT RESULTS

CAHS 100 Section 1	Ref. Pg. Format	Citation Elements	Mechanics
Overall Averages	2.85	2.85	2.89
Averages: students who COMPLETED Workshop P (3.11)	3.20	3.06	3.09
% reached proficiency: students who COMPLETED Workshop P (80%)	83%	74%	83%
Averages : students who did NOT COMPLETE Workshop P (2.53)	2.35	2.60	2.65
% reached proficiency: students who did NOT COMPLETED Workshop P (53%)	40%	60%	65%

### CAHS 100 Section 1

Section 1 of CAHS 100 is required to complete the Industry Leader assignment as a written research paper. Students who completed Workshop P prior to completing the Industry Leader assignment were at a 80% proficiency level in use of citation for reference lists. For those in the class who did not complete the workshop, the proficiency level was 53%. Both groups did attempt the in-text citations. However, only 41% of the students who took workshop P received an excellent rating, 44% received a developing rating and 14% did not attempt in-text citations.

### Recommendations to Improve Student Learning

1. Include the Reference List and Citation Rubric as part of the assignment instructions.
2. Continue to require Workshop P to be completed prior to first assignment.
3. Identify other CAHS courses which require research papers and ask instructors to include the Reference List and Citation Rubric to the assignment instructions.

CAHS 100 Section 2	Ref. Pg. Format	Citation Elements	Mechanics
Overall Averages		2.02	2.23
Averages: students who COMPLETED Workshop P	N/A	2.5	2.5
% reached proficiency: students who COMPLETED Workshop P (75%)	N/A	50%	50%
Averages : students who did NOT COMPLETE Workshop P	N/A	2.02	2.23
% reached proficiency: students who did NOT COMPLETED Workshop P (40%)	N/A	34%	46%

## **CAHS 100 Section 2**

Section 2 of CAHS 100 is required to complete the Industry Leader assignment using a template. The template has questions which can be answered in paragraph format. The instructions do ask students to cite sources and a link to the Citing Sources library webpage is given; however, no further instructions such as which style format; whether to cite in text or simply provide a bibliography is given. Citations for this section varied format: 15 students used APA; 18 students used MLA and 13 students used no style guide or used a mix of both APA and MLA. Only two students completed workshop P prior to the assignment and of those two students, one did an excellent job applying the concepts while the other did not apply them to the assignment at all (50% proficiency level of 2 students). Because of the format of the assignment template, a separate reference page was not common; thus, no evaluation of the reference page format was conducted.

## **Recommendations to Improve Student Learning**

1. Suggest one style format be selected (either MLA or APA). More broadly, one style format should be used throughout all courses in the department. A recommendation will be made that this topic is discussed at the monthly meeting.
2. Include the Reference List and Citation Rubric as part of the assignment instructions.
3. Suggest requiring completion of Workshop P prior to first assignment.
4. Identify other CAHS courses which require research papers and ask instructors to include the Reference List and Citation Rubric to the assignment instructions so students in the program have consistent instructions throughout their two year program.

APPENDIX A

CAHS 100 Section 1						
Student	Ref. Pg. Format	Citation Elements	Mechanics	In-text comments	Workshop P	Workshop B
1	3	3	3	excellent	Y	
2	3	3	3	developing	Y	Y
3	3	3	3	developing	Y	
4	3	4	4	excellent	Y	Y
5	4	4	4	excellent	Y	Y
6	2	2	3	none	Y	
7	3	3	3	excellent	Y	
8	4	4	4	developing	Y	
9	4	4	3	excellent	Y	Y
10	4	3	3	excellent	Y	Y
11	3	4	4	excellent	Y	Y
12	3	3	3	developing	Y	Y
13	2	3	2	developing	Y	Y
14	3	2	2	none	Y	
15	3	2	2	developing	Y	Y
16	3	4	3	none	Y	Y
17	2	3	2	developing	Y	Y
18	2	2	3	developing	Y	Y
19	3	3	3	developing	Y	Y
20	4	2	3	developing	Y	
21	4	3	3	developing	Y	Y
22	2	2	2	developing	Y	
23	2	2	3	excellent	Y	Y
24	4	3	3	excellent	Y	
25	3	2	2	none	Y	Y
26	3	4	4	developing	Y	Y
27	3	4	4	developing	Y	Y
28	4	4	4	excellent	Y	Y
29	4	4	4	excellent	Y	
30	3	2	3	none	Y	
31	3	3	3	excellent	Y	Y
32	4	3	3	excellent	Y	Y
33	4	3	3	excellent	Y	Y
34	4	4	4	excellent	Y	
<b>Averages: students who COMPLETED Workshop P (3.11)</b>		<b>3.20</b>	<b>3.06</b>	<b>3.09</b>		
<b>% reached proficiency: students who COMPLETED Workshop P (75%)</b>		<b>83%</b>	<b>74%</b>	<b>83%</b>		

APPENDIX A

CAHS 100 Section 1						
Student	Ref. Pg. Format	Citation Elements	Mechanics	In-text comments	Workshop P	Workshop B
35	4	3	3	none		Y
36	3	3	3	excellent		Y
37	2	2	2	developing		Y
38	2	2	3	excellent		Y
39	3	2	3	excellent		Y
40	2	2	2	none		
41	3	3	3	excellent		Y
42	2	4	2	excellent		Y
43	2	3	3	excellent		Y
44	2	2	2	none		Y
45	1	1	3	none		Y
46	3	3	3	excellent		Y
47	3	4	4	none		Y
48	2	4	2	excellent		Y
49	2	2	2	excellent		Y
50	2	3	3	none		Y
51	4	3	4	excellent		Y
52	0	0	0	none		
53	2	3	3	excellent		Y
54	3	3	3	excellent		
<b>Averages students who did NOT COMPLETE Workshop P (2.53)</b>	<b>2.35</b>	<b>2.60</b>	<b>2.65</b>			
<b>% reached proficiency: students who did NOT COMPLETED Workshop P (53%)</b>	<b>40%</b>	<b>60%</b>	<b>65%</b>			
<b>overall average for ENTIRE section</b>	<b>2.89</b>	<b>2.89</b>	<b>2.89</b>			

APPENDIX B

CAHS 100 Section 2						
Student	Ref. Pg. Format	Citation Elements	Mechanics	In-text comments	WKSP P	WKSP P
1		1	1	none	Y	Y
2		4	4	excellent	Y	Y
<b>Averages: students who COMPLETED Workshop P</b>		<b>2.5</b>	<b>2.5</b>			
<b>% reached proficiency: students who COMPLETED Workshop P</b>		<b>50%</b>	<b>50%</b>			
3		2	2	none		
4		1	2	none		
5		3	3	none		
6		3	3	none		
7		2	2	none		
8		2	2	none		
9		2	3	none		
10		2	2	none		
11		3	3	excellent		
12		3	3	none		
13		2	2	none		
14		3	3	none		
15		1	1	none		
16		1	1	none		
17		4	3	footnotes		Y
18		4	4	none		
19		2	2	none		
20		3	3	none		
21		1	2	none		
22		2	3	none		
23		0	0	none		
24		0	0	none		
25		1	1	none		
26		4	4	developing		
27		3	3	none		
28		2	2	none		
29		2	2	footnotes		
30		2	4	excellent		
31		3	4	none		
32		2	3	none		
33		2	3	none		
34		1	1	none		Y
35		3	3	none		
36		2	2	none		
37		1	1	none		
38		1	1	none		

## APPENDIX B

39		1	1	none	Y	Y
40		4	4	excellent	Y	Y
41		3	3	none		Y
42		2	2	none		
43		0	0	none		
44		0	0	none		
45		1	2	none		
46		3	3	none		
<b>Averages for those who did NOT COMPLETE Workshop P (2.13)</b>		<b>2.02</b>	<b>2.23</b>			
<b>% reached proficiency: students who did NOT COMPLETED Workshop P (40%)</b>		<b>34%</b>	<b>46%</b>			
<b>overall average for ENTIRE section</b>		<b>2.02</b>	<b>2.23</b>			