

Team Assignment 3: Locating & Evaluating Books

Team Assignment 3: Locating & Evaluating Books*

*Please note print or electronic books are acceptable for this assignment

This assignment will introduce you to the fundamentals of locating and evaluating a book/e-book for research purposes. I will be looking to see that you are able to:

- refine focus on a specific aspect, or aspects, of your topic
- refine research questions that help you focus on what you wish to investigate related to your topic
- refine an argument that advocates a position or solution to your topic
- refine a working thesis statement that succinctly summarizes the main ideas and issues related to your specific research focus
- use keywords and keyword phrases to construct a focused search and ultimately locate relevant information
- use appropriate advanced search techniques such as Boolean operators and truncation
- search library catalogs and e-book databases to effectively locate useful material
- select books that directly support one or more aspects of your research topic
- use information according to ethical guidelines of information studies:
 - cite all sources using MLA style
 - appropriate use of paraphrasing, summarizing, or quoting
 - using information true to original context
 - distinguish between common knowledge and ideas requiring attribution
 - explain in precise terms exactly what aspects of your books will be useful in supporting your research questions and thesis statement
- analyze & justify selections directly support one or more aspects of research topic
- evaluate your books based upon specific criteria
- work in collaboration and cooperation with team members to complete all required tasks
- complete all assigned individual tasks
- apply effective communication strategies to accomplish team goals

Before working on this assignment, you should watch the MnPALS & WorldCat tutorials & review the first part of Badke Chapter 5. You should also review the **Research Process** handout, the **Searching Databases Quick Guide or Detailed Guide**, and keep the **Evaluating Resources** handout nearby as you will need it for this assignment. You will be working with your assigned team to locate and evaluate non-reference type books. Please see team assignment rubric & teamwork rubric for more detailed criteria of how I will be assessing your work.

Just so we're all on the same page, please complete the following boxes. You may cut & paste directly from what you submitted for Assignment 2 or you may make revisions as you feel is appropriate.

Narrowed topic focus	
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Argumentative thesis statement	
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Search strings	<div style="display: flex; flex-direction: column; align-items: flex-start; gap: 10px;"> <div style="margin-left: 20px;">➤</div> <div style="margin-left: 20px;">➤</div> <div style="margin-left: 20px;">➤</div> <div style="margin-left: 20px;">➤</div> </div>
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Research questions	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.
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Each member of the team needs to locate one (1) non-reference book that addresses the narrowed topic focus, supports the argumentative thesis statement, and answers one or more research question. Please be sure there is no overlap or duplication in book selection.

You must locate your book in one of the following ways: through the MCTC Library Catalog (MnPALS Plus), WorldCat, or MCTC Library’s e-book subscription databases *NetLibrary* or *ebrary*, which can both be accessed under “Complete List” on the Library’s home page.

Team members should closely scan their selected book and provide a justification & evaluation for each book. **NOTE:** You will see space provided below for up to 5 books. Each team will have no more than 5 members, and many will have less, so please only use the number of boxes needed by your individual team. If one or more team member fails to complete their portion of the assignment, this will not affect the grade of the assignment (unless all members fail to contribute) but will affect the grade of the individuals who did not contribute.

One team member should take on the role of being responsible for communication, coordination, editing, proofreading and making sure the assignment is ready to be submitted to the appropriate Dropbox on time.

Getting this assignment completed successfully and on time requires **coordination, collaboration, communication & cooperation**. Plan your individual deadlines accordingly.

All of the assignment coordination should occur in D2L Discussion. It is imperative you communicate with each other in that space (rather than private emails or phone calls/texts) because part of your grade will be determined by your teamwork (see separate rubric for specifics) and I need to be able to observe how the team interacts with each other.

Post your content & contributions to D2L Discussion area first, and have one person be responsible for pulling it all together into the original assignment document. Please submit your final version of the assignment as a .doc or .docx file to the Dropbox by the assigned deadline.

For each resource selected, I will ask you to explain your search, analyze & justify your selection, and evaluate based on a specific set of criteria. Here is a more detailed explanation of what I’m looking for in each of those boxes.

Search strategy	<i>Explanation of how and where you located the resource. Tell me exactly how you searched for each item, i.e., keyword, subject heading, or other type of search. Write down your exact search phrases, including any advanced search techniques such as Boolean operators or truncation. Tell me if you located any useful subject headings that lead you to other resources, or if the subject headings helped you refine or refocus your search strategy. Provide an explanation of your search approach to help me understand why you searched the way you did. I should be able to do your search and locate the same book.</i>
Analyze & Justify	<i>Once you have located a book, you will need to analyze the contents and justify its relevance. You do not need to physically retrieve a print book in order to do this; however having access to part or all of the book contents is useful for the purposes of analysis and justification. If you locate a print book using one of the library catalogs but are unable to physically access it, try locating as much information about it as you can using</i>

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	<p><i>resources such as: Books in Print (available at MCTC Library’s website under “Complete List”), Google Books, Amazon.com, or the like. Look for a published table of contents, summaries of the book, reviews, or other information that will assist you in determining relevance.</i></p> <p><i>Identify the specific chapters, sections, or page ranges that would be useful in supporting your topic. Tell me exactly how you could use the information in this book to support specific aspects of your topic focus, thesis statement and research questions. Do NOT just summarize the content but tell me which research questions it answers for you and how it helps you make your argument. Also tell me what information the resource provides that is unique and not provided by any of the other resources. Justify why you think each book is valuable for supporting your research topic and focus.</i></p> <p><i>Be very detailed in your explanation, referencing specific passages of book if appropriate. Some things to include:</i></p> <ul style="list-style-type: none"> • <i>“Big Picture Assessment” limited to five or fewer sentences about why you think the resource is good for your topic</i> • <i>Research Questions answered or the connection to the Thesis Statement</i> • <i>Quotations from experts</i> • <i>Interesting case studies or examples that support your research focus</i> • <i>Descriptions of original research</i> • <i>Other important research or researchers cited in the article</i> • <i>Useful search terms for future research</i>
Evaluate	<p><i>Evaluate your book based upon the criteria outlined in the Evaluating Resources handout</i></p> <ul style="list-style-type: none"> ○ <i>Author</i> ○ <i>Publisher</i> ○ <i>Type of Information</i> ○ <i>Purpose</i> ○ <i>Sources</i> ○ <i>Currency</i> ○ <i>Style</i> <p><i>Do not just tell me the author’s name or the publisher’s name—use the guiding questions provided in the handout to tell me what you know about the author and about the publisher and how that information leads you to conclude the source’s credibility. Use the handout to guide you through the various listed criteria, use your own words, and cite any outside sources consulted.</i></p>

You will find the tasks outlined in this column	Team member responses should appear in this column
Provide an MLA citation for first book	
Name of team member who located this book	
Search strategy	
Analyze & Justify first book selected	

Team Assignment 3: Locating & Evaluating Books

Evaluate first book selected	
Provide an MLA citation for a second book	
Name of team member who located this book	
Search strategy	
Analyze & Justify second book selected	
Evaluate second book selected	
Provide an MLA citation for a third book	
Name of team member who located this book	
Search strategy	
Analyze & Justify third book selected	
Evaluate third book selected	
Provide an MLA citation for a fourth book	
Name of team member who located this book	
Search strategy	
Analyze & Justify fourth book selected	
Evaluate fourth book selected	
Provide an MLA citation for a fifth book	
Name of team member who located this book	
Search strategy	

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Analyze & Justify fifth book selected	
Evaluate fifth book selected	

- You can earn up to 10 points for this assignment.
 - Up to 5 pts for Assignment
 - Up to 5 pts for Teamwork
- I will use the Team Assignment Rubric to assess your team's final product.
- I will use the Teamwork Rubric to assess your individual contributions to the group effort.

Team Assignment 3: Locating & Evaluating Books

Team Assignment Rubric

Requirement	Insufficient 0 - 3	Emerging 3	Satisfactory (B level) 4	Superior (A level) 5
Uses appropriate databases	Does not use required databases	Uses required databases		
Clearly articulates the process used to identify and locate resources	Research process is not clearly stated or is confused in its application. Research process does not adequately take account of the topic focus and is much too broad in application	Research process is articulated but needs more focus and clarity	Clear research process that adequately takes account of the issues related to the topic	A clear, concise, and well focused research process that takes into account the relevant issues related to the topic
Uses specific and effective search techniques appropriate for the topic	Consistent mistakes are made in applying basic search techniques. Confusion related to application of search terms and search techniques	Basic search techniques are adequately applied but little or no demonstration of advanced search strategies, or errors are made in the application of search techniques	Clear use of basic or advanced search techniques. Minor errors in application of search techniques	Uses basic or advanced search techniques very well and has applied the search techniques well
Selects resources that are appropriate for the topic	Selected books are not appropriate for supporting the topic focus	Selected books are adequate for supporting the broad topic focus	Selected books appropriate in supporting specific aspects of the topic and complement each other	Selected books are appropriate in supporting specific aspects of the topic and complement each other; relevance supported with examples
Demonstrates how the resource supports the thesis statement and research topic	Little or no demonstration of the appropriateness of the books for topic relevance, or confusion related to resource relevance	Demonstration of the appropriateness of the books for topic relevance is adequate but lacks detail	Demonstration of the appropriateness of the books is well documented and clearly stated. Good level of detail provided concerning relevance of the books to thesis statement, research questions, and topic focus	Demonstration of the appropriateness of the books is very well documented with in-depth analysis. Clear and detailed explanation of how the books support the thesis statement, research questions, and the various aspects of the topic focus
Evaluates the resource according to specific evaluation criteria; provides clear and specific evaluations	Little or no evidence of evaluation. Attempts at evaluation did not support the evaluation criteria areas, and/or were assertions of credibility without evidence to support claims	Clear evidence of evaluation but evaluation lacks depth in most of the criteria areas	Clear detailed evaluation in most criteria areas	Strong and in-depth evaluation in all criteria areas
Provides MLA-style citations for resources; appropriate paraphrasing, summarizing, or quoting	No citations, or citations not in MLA style; paraphrasing, summarizing, or quoting is completely inappropriate	Citations basically follow MLA citation style, with errors; paraphrasing, summarizing, or quoting is somewhat inappropriate	Citations follow MLA citation style with only minor style errors; paraphrasing, summarizing, or quoting is mostly appropriate	Citations follow MLA citation style accurately; appropriate, error-free paraphrasing, summarizing, or quoting

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<p>Organization, clarity, and completion</p>	<p>Assignment is very disorganized and difficult to follow/read</p> <p>Did not follow directions</p> <p>Assignment is less than 70% complete</p>	<p>Assignment is mostly organized</p> <p>Most directions were followed with no more than 2 errors</p> <p>Assignment is more than 70% completed</p>	<p>Assignment is organized</p> <p>All directions were followed with no more than 1 error</p> <p>Assignment is 90% complete</p>	<p>Assignment is organized well and is easy to follow</p> <p>All directions were followed with no errors</p> <p>Assignment is 100% complete</p>
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