Task Sheets

Follow the directions on these sheets to complete all quests in the Research Challenge.

Refer to the Help Manual (cards or website) when necessary.
https://sites.google.com/a/hawaii.edu/research-challenge

Your Name: _____

Instructor: _____ Date_____

Career that you are researching: _____

Quest 1: **Refining your search terms**

What search terms do you think would be useful to find information in library databases and Google?

Task:
List four important keywords or phrases related to your topic. Examples include synonyms (similar words), broader terms, or narrower terms.

1.

2.

3.

4.

Tip: Consider adding quotation marks around exact phrases.
"product manager" "user experience" "community college"

Quest 2: The Occupational Outlook Handbook

1. Search the *Occupational Outlook Handbook* (www.bls.gov/oco) for information on your career.

2. **Cite your source using APA citation.** Follow this example for citing government documents:

government	department	agency	date	article/chapter title	*main title (italics)*

United States. Dept. of Labor. Bureau of Labor Statistics. (2014, January). Librarians. In *Occupational Outlook*

URL

Handbook, 2014-15 Edition. Retrieved from http://www.bls.gov/ooh/education-training-and-library/librarians.htm

3. **Annotation:**
   a. Describe the source in 3-5 sentences.

   b. Summarize information from the *Occupational Outlook Handbook* about each of the following questions: What does this webpage say about duties, expectations, and requirements of the job? What are some important qualities and values that will help you to succeed in this career?

Quest 3: O*NET Online

1. Search the O*NET Online (onetonline.org) for information on your career.

2. **Cite your source using APA citation.** Find the "Cite this Page" link at the bottom of the webpage.

3. **Annotation:**
   a. Describe the source in 3-5 sentences.

   b. Summarize information from *O*NET Online* about each of the following questions: What does this webpage say about duties, expectations, and requirements of the job? What are some important qualities and values that will help you to succeed in this career?

Quest 4: Finding an article in KCC library databases

1. Search the library databases. Modify your search terms and publication dates as necessary.

2. **Evaluate the article** using the CRAAP Test. Below, put a ✓ in the box if your article matches the criteria for each of the elements of the CRAAP Test. Count the number of ✓ to decide if it is a good source to use.

   4-5 ✓ = good, you can use it!   3 ✓ = not bad, try to find a better article   0-2 ✓ = not good, do not use it

Currency	Relevance	Authority	Accuracy	Purpose	Total

3. **Citation: Cite your source using APA citation.** See your help guide or any APA manual.

4. **Annotation:**
   a. Describe the source in 3-5 sentences.

   b. Summarize information from the article about each of the following questions: What does this article say about duties, expectations, and requirements of the job? What are some important qualities and values that will help you to succeed in this career?

5. **In-text citation:** Look for one notable quote/phrase you can pull from the source. Write one sentence using this information with either APA **quotation** or **paraphrase** style.

Quest 5: Finding a good book or eBook

1. Search Hawaii Voyager for a book or ebook. If there are no suitable books or ebooks on your topic, substitute with a website via Google.
2. **Evaluate the source** using the CRAAP Test. Below, put a ✓ in the box if your source matches the criteria for each of the elements of the CRAAP Test. Count the number of ✓ to decide if it is a good source to use.

    4-5 ✓ = good, you can use it!   3 ✓ = not bad, try to find a better source   0-2 ✓ = not good, do not use it

Currency	Relevance	Authority	Accuracy	Purpose	Total

3. **Citation: Cite your source using APA citation.** See your help guide or any APA manual.

4. **Annotation:**
   a. Describe the source in 3-5 sentences.

   b. Summarize information from the source about each of the following questions: What does this source say about duties, expectations, and requirements of the job? What are some important qualities and values that will help you to succeed in this career?

5. **In-text citation:** Look for one notable quote/phrase you can pull from the source. Write one sentence using this information with either APA **quotation** or **paraphrase** style.

Quest 6: Creating an Annotated Bibliography

Task:

1. On a computer with Microsoft Word, type out your four sources (Quests 2-5):
   a. With 1" margins
   b. Double-spaced
   c. In a clearly-readable font (e.g., Times New Roman, 12 pt font)
   d. In alphabetical order, indenting all citation lines except the first by .5".
   e. With APA citation
   Need help? See the Help Manual for an example.

2. Save your document as a PDF, .doc, or .docx file.
   File name: YourlastnameInstructorslastname.docx
   Example: SmithTanaka.docx

3. Email your document to:
   a. **your instructor's email address**, AND
   b. **kcclibraryresearch@gmail.com**
      (we'll get back to you with some comments)
      Subject line: ESL 100 Annotated Bibliography
   Make sure you hold on to a copy for yourself.

One last thing!
Please help us understand what you learned and what you feel can be improved. **Take this short survey at**:**http://bit.ly/rcReflection**