

## **Basic Information Competence Skills Assessment (BICSA)**

The following assignment is designed to see how well you have been able to acquire the Basic Information Competencies described in your acceptance letter from the master's degree program. These competencies include skills related to using the following: keyboard/mouse, word processing software, windows, E-mail, Web browsers, and CSUN Library resources.

- 1) Find the Department of Educational Psychology and Counseling homepage and navigate to the faculty member page for Reagan Curtis. Click the link to Current Office hours and download the APA Format Template. Be sure to save this document somewhere you can find it because you will be using it to complete the rest of this assignment.
- 2) Go to the CSUN Library homepage and search through the online catalog to find one source of information (book or journal) on a topic related to the course in which you are completing this assignment. Once you have located bibliographic information for that source, print it out. Next, go to the library and get that source. If it is a journal, you will need to select one article in that journal and photocopy it. If it is a book, you can check it out of the library.
- 3) Use the APA Format Template to create an APA formatted paper that describes:
  - a. The steps you went through to complete this assignment,
  - b. The topic you used to search for the source you got from the library,
  - c. A brief description of your source,
  - d. Include at least one APA format citation in your text , and
  - e. Include the APA formatted reference for your source
- 4) Save the paper you have just written in APA format and attach it to an email message. Send that email to yourself (as a backup) and to the instructor for the course in which you are completing this assignment.

Your completed assignment will be scored based on the following: a) how closely the steps you describe fit this assignment; b) appropriateness of the topic you chose for the course in which you are completing this assignment; c) English usage (grammar, spelling, etc.) and clarity of your description of the source you acquired from the library; and d) adherence to APA format as illustrated in the APA Format Template.

Rubric for Evaluation of Basic Information Competence Skills Assessment

Student: \_\_\_\_\_ Program: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Course: \_\_\_\_\_

Please refer to “Information Competence Basic Competencies” before completing the following rubric for students’ BICSA submissions.

Students are told:

*Your completed assignment will be scored based on the following: a) how closely the steps you describe fit this assignment; b) appropriateness of the topic you chose for the course in which you are completing this assignment; c) English usage (grammar, spelling, etc.) and clarity of your description of the source you acquired from the library; and d) adherence to APA format as illustrated in the APA Format Template.*

	1	2	3	4	5	Score
STEPS	Steps described show no basic information competency	Steps described show minimal basic information competency	Steps described show some basic information competency	Steps described show adequate basic information competency	Steps described show strong basic information competency	
TOPIC	Topic not related to course	Topic minimally related	Topic somewhat related	Topic adequate for course	Topic highly appropriate	
ENGLISH	Extensive grammar / spelling errors and general lack of clarity	Many grammar / spelling errors that often impede clarity	Some grammar / spelling errors that sometimes impede clarity	Few grammar / spelling errors and adequate clarity throughout	Strong grammar and spelling plus very clear description throughout	
APA	Little or no conformation to APA format	Many substantial and consistent APA format errors	Some minor, but consistent APA format errors	Few APA format errors	Strong APA format throughout	
					<b>Total→</b>	

Additional Comments: