

INFORMATION SKILLS WORKSHOP REQUEST FORM

Name : _____

Subject : _____

Programme : _____ Intake : _____

Number of Students : _____ Venue : _____

Date & Time Requested : _____

Topic/Assignment Information

Please describe the research topic/assignment that your class is working on in the box provided below:

If you have a copy of the assignment, please attach or send it to: jblibrary@sunway.edu.my

Please select (v) the topics you would like the workshop to cover:

Topics	Participants will learn how to:
Information skills for research	<ul style="list-style-type: none"> • Use Library Catalogue/SearchAll platform and databases to search library resources such as books, e-books, journals and others for their assignment/research. • Identify keywords and apply effective search strategies.
Specific database(s):	Perform database search in finding articles/reports for assignments/research
Evaluating information	Apply criteria on evaluating information
Citation & Referencing	Avoid plagiarism by applying appropriate referencing format
Others	Please specify

Note: Lecturers are required to attend the session with the class in order to provide valuable input and enhance the student learning experience.

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Received by : _____ Date : _____

Instructor : _____

Remarks : _____