

# Research and Information Skills | EDUCA 1820

## Course Description

Transfer schools and employers are looking for applicants who can solve problems, think critically and communicate clearly. These vital 21st century skills require the ability to find, access and evaluate information effectively. This course will emphasize the research process-- from creating a research plan to putting it all together-- and provide students with an opportunity to apply research and information skills to a final personal, academic or professional project.

(2 credit hours)

## Prerequisites

None

## Instructor Information

Name:

Office Location:

Contact Telephone:

E-Mail Address:

Instructor Web Page:

## Office Hours:

Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:	Sunday:

## Objectives/Goals

Upon successful completion of this course, the student should be able to do the following:

1. Select a research topic and compose a thesis statement
2. Identify topical core concepts for use as search terms
3. Locate appropriate research materials
4. Analyze and evaluate information sources
5. Cite and annotate sources properly
6. Organize the gathered information in a logical and useful manner.

## Course Outline

This course will include but not be restricted to the following topics:

**UNIT 1: Course overview** - Students will:  
understand course expectations

recognize the value of research and the role of libraries in academic experience

**UNIT 2: Introduction to information** - Students will:

identify points on the information cycle and production of information  
discuss the organization of information  
recognize the ethics of information use

**UNIT 3: The Research Process** - Students will:

reflect on the research process

**UNIT 4: Develop a research plan** - Students will:

identify Final Project expectations  
create research calendar using Assignment Calculator  
choose a topic  
explain interest in topic and possible avenues for research

**UNIT 5: Background research** - Students will:

explore reference sources for background information on topic  
create annotated bibliography of background sources  
determine scope of topic  
refine topic  
collect notes on key words and concepts

**UNIT 6: Create search strategy** - Students will:

identify research “key” and primary points  
identify related terms, broader terms and narrower terms  
identify the types of sources needed  
draft a thesis

**UNIT 7: Find sources** - Students will:

evaluate information needed to support a thesis  
review types of sources needed  
create initial annotated bibliography

**UNIT 8: Evaluate sources** - Students will:

evaluate sources in bibliography using established criteria  
create second draft of annotated bibliography  
draft outline of project with source notations

**UNIT 9: Put it together** - Students will:

cite sources in-text and as references according to selected style  
peer review drafts to identify plagiarism  
visit Learning Commons (extra credit)

submit final research journal with annotated bibliography

## Required Texts

Research Strategies William Badke (4th ed) 2011  
ISBN-13: 978-1462010172

## Assignments

Assignments are due before 12 midnight on the due date.

While strongly discouraged, late assignments will be accepted up to one week past the date due. There will be an automatic 10% deduction of points before grading.

## Grading Policy

All class work must be received by the due date in order to receive full credit. If you have questions, you may contact the instructor at anytime.

<u>Grade</u>	<u>Percentage</u>	<u>Points</u>
A		
B		
C		
D		
F		
S		
I		

## Make-up Missing Exams/Assignment Policy

TBD

## Satisfactory/Fail Grade Option

Please contact the instructor if you would like to enroll in the course as Satisfactory/Fail.

## Incomplete Policy

An incomplete grade can be requested by the student in the event of serious personal or medical emergency that limits their completing the course in a timely fashion. The student and instructor must sign a "Contract for Incomplete Grade" form after receiving permission from instructor. In order to qualify for an incomplete, the student must have completed 12 of the 15 weekly assignments. The student must also be earning at least a

C grade.

See Incomplete grade policy [http://www.cod.edu/catalog/AcademicPolPro\\_11-13.pdf](http://www.cod.edu/catalog/AcademicPolPro_11-13.pdf) (page 91).

## Withdrawal Policy

### Withdrawal from Class

You may withdraw up until the "Last Day to Withdraw without Instructor Permit" ([see the Registration Calendar](#)) through [myACCESS](#) or in person at the Registration office, Student Services Center (SSC), Room 2221. After the "Last Day to Withdraw without Instructor Permit" date ([see the Registration Calendar](#)), you may withdraw only with your instructor's written permission. The instructor's permission to withdraw must be brought or faxed to the Registration office. The registration fax number is (630) 790-3785. You will NOT be automatically withdrawn.

### Administrative Withdrawals

Students not actively pursuing the completion of course objectives may be withdrawn from the class by the instructor any time up to two weeks prior to the end of the Semester and given a grade of "W."

## Classroom Policies/Standards of Conduct

TBD

## Attendance Policies

TBD

## Plagiarism/Academic Dishonesty

Academic dishonesty is prohibited. Disciplinary action will be pursued in all instances in which it is determined that academic dishonesty has occurred. Disciplinary action may include, but is not limited to

- Assignment of a failing grade for a test, examination or assignment.
- Assignment of a failing grade for a course.
- Student disciplinary sanction under Board Procedure #5715, Student Rights and Responsibilities.

Date Syllabus Prepared: 3/2013