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:

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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

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.

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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

Withdrawal Policy

**Withdrawal from Class**

You may withdraw up until the "Last Day to Withdraw without Instructor Permit" ([see the Registration Calendar](http://www.cod.edu/catalog/AcademicPolPro_11-13.pdf)) through [myACCESS](http://www.cod.edu/catalog/AcademicPolPro_11-13.pdf) 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](http://www.cod.edu/catalog/AcademicPolPro_11-13.pdf)), 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