**Seattle Central Community College 5 credits Quarter**

# Research for the 21st Century Syllabus

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## Course Learning Objectives

Upon completion of this course, you should be able to:

1. Develop and research a topic of global significance
2. Recognize authors’ arguments and the political, social and economic motivations behind their work
3. Demonstrate the ability to locate, interpret and cite the relevant and appropriate information resources on a topic
4. Demonstrate an understanding of the information research process

These learning objectives will be accomplished through your:

1. Active participation in the course
2. Careful attention to all course readings and media
3. Thoughtful completion of all assignments
4. Regular self-reflection on your work
5. Peer review of your classmates’ work

## Prerequisites

There are no courses that are a prerequisite to this course but eligibility for ENG 101 or its equivalent is strongly recommended.

## Instructional Delivery

Each week has three parts. There is a summary of the week’s work, called the "Weekly Overview," that includes the week’s objectives and notes about the week.

Second, there is a list of assignments for the week. Each assignment includes required "readings" or links to them. Readings might consist of text, audio files, PowerPoint presentations, videos, or online tutorials. When assignments are completed they are turned in via a "drop box" or a "Discussion Forum." The "drop box" goes directly to the instructor and is not shared with your classmates.

When you turn in an assignment to the Discussion Forum, it will be seen by your classmates so that you can review each other's work and learn from each other.

In a Discussion Forum, there will be a description of the assignment. After you do the assignment, you will post it to the Discussion Forum which is on the same page as your assignment.

One type of assignment is to write an essay on an important information-related topic. For example, you may be expected to write an essay and join a discussion on the “dark side” of the Internet, e.g. fraud and identity theft. You may also research and reflect on your views on censorship, intellectual freedom, intellectual property, privacy, and information overload.

In addition, for many assignments, you will have the opportunity to assess the work of one or two of your classmates and post your reply.

Third, at the end of each week, you will also assess your own work. You will submit a brief essay called a “weekly journal” to the Angel drop box. The weekly journal is two-fold in nature. First, you will reflect on your assignments and learning during the week. You will also consider any problems that you encountered. Secondly, you will reflect on how what you have learned applies to your life.

In the last two weeks of the quarter, you will post your final project which is the Pathfinder. You will then assess the Pathfinder of a classmate.

## Required Texts/ Materials

There is no required text for this course. Readings and content have been integrated into this course for your use. In addition, you will use the Internet and online databases to do your research.

## Communication

My commitment regarding our communication:

As your instructor, I use a variety of ways to keep in touch. For example, you will find in the first assignment that I have placed my autobiography there so that you can read something about me. I will send you weekly announcements on Wednesdays that cover the focus of the next week, which always begins on Thursdays. I will mention the lessons of the week that pertain directly to the Pathfinder requirements. Of course, I am available to answer questions via email. I also read and comment on the assignments you turn in.

Since this is an online course, it is difficult to have “office hours” except by request. In general, please email me through the “Communicate” tab in ANGEL. Our shared communication is vital since I will not see you in person. Therefore, I am online frequently. I check my email often on weekdays and on Saturday. I am not online on Sundays. I try to respond to your e-mail within 24 hours except for Sundays. If you do not hear from me within 24 hours. this means I have not received your e-mail. It does not mean I'm busy or ignoring you. However, technology can and does fail. Please email me again if you receive no e-mail response within 24 hours during the weekdays. I can’t communicate with you if I don’t know that you’are trying to get in touch with me.

Remember that I enjoy communicating with you. Please do not hesitate to contact me when you have questions.

## My expectation of YOUR commitment to our online communication:

First and foremost, you need to have an updated e-mail address in Angel. You can take care of this in the “Preferences” section of Angel (the silhouette of the head). Next, not surprisingly, I expect that you will be online frequently. Please log-on a minimum of four days out of seven. I know many of you will check far more often. If you have a computer or e-mail issue, or if your address is incorrect in Angel, fix it immediately.

## Minimum Requirements

### Technical

Here is what most students need in order to take an online course:

* Access to a computer (at home, school, or work) which you can use for extended periods of time.
* Broadband internet access (cable modem, DSL, or other high speed).
* Recent Firefox or Internet Explorer browser. Safari and Chrome are not compatible with Angel.
* Permissions/ability to install plug-ins or class software (e.g. Adobe Reader or Flash)
* Highly recommended: up-to-date anti-virus software
* Highly recommended: review the System Check nugget on the Angel home page.

### Skills

To succeed in an online class, you should have the ability to:

* Navigate web sites, including downloading and reading files from web sites
* Download and install software or plug-ins such as Adobe Reader or Flash
* Use email, including attaching and downloading documents/files from emails
* Save files in commonly used word processing formats (.doc, .docx)
* Copy and paste text and other items on a computer
* Save and retrieve documents and files on your computer
* Locate information on the internet using search engines

## Use Standard English

Treat your written assignments with the care you would give to assignments submitted on paper in a traditional classroom situation. Similarly, your comments and questions posted to the weekly discussion forum should be clearly written and well thought-out.

* Avoid Web abbreviations and slang, such as BTW and B4
* Capitalize and punctuate correctly.
* Use correct spelling and grammar

A statement like, “I c uv tkn online class b4” may look like Latin to the uninitiated.

Be sure to spell check, grammar check and proof check your work. If you want guidance for correct usage, get a writing handbook (available from most libraries) and a good dictionary. These will help you decide whether to use "it's, its’ or its," "effect or affect," "your and you're" etc. There may be a tutoring center at the college at which you’re registered.

## Plagiarism Policy

Plagiarism is a matter of academic and personal honesty. Plagiarism and other forms of cheating are unacceptable in this course. INCIDENTS CAN LEAD TO A LOSS OF POINTS FOR AN ASSIGNMENT OR A LOSS OF CREDIT FOR THE ENTIRE COURSE. If you have doubts about how you've used a particular source, ask about how to give proper credit.

When you do research, you must carefully indicate and describe your sources of the information. You must also carefully give credit to other researchers and writers when you use their words and ideas or paraphrases of their words. If you fail to credit your sources, you may be guilty of plagiarism.

Plagiarism is stealing someone else's words or ideas and claiming them as your own. If you watch news sources, you will occasionally see an author accused of plagiarism. In the world of scholarly and commercial publication this practice can be very costly. It can end a career, or it can cost hundreds of thousands or millions of dollars -- not including lawyers' fees. In college level classes, a student who plagiarizes risks losing credit for a class and may be suspended or expelled from school. The good news is that plagiarism is easy to avoid.

Here's the basic rule to follow: If you use words (or images or ideas) that someone else wrote (or created) -- a common occurrence in the "cut and paste world" of computers and networks -- give the author credit for it. Take note that if all of your work is a collection of properly credited quotes from other people, you are not guilty of plagiarism but you will find yourself in trouble with teachers because you have failed to contribute your own ideas to the discussion through your intelligence and creative imagination.

Another time to watch out for plagiarism is when you paraphrase. Paraphrasing is rewriting someone else's words into your own. Give credit to the source of the original materials when you paraphrase. Plagiarism in paraphrasing is less clear-cut than when you are directly using someone else's words. Generally, use your good judgment. If you simply rewrite the content of a sentence, paragraph, page, etc. in different words, you are paraphrasing and must give credit to the author of the original material.

If you read three or four articles about a subject and synthesize their content into a new expression of what they are getting at, you are not plagiarizing, but you should be sure to give credit for any specific ideas that you carry over into your synthesis. For example, if you read an article by Professor Doe in which he claims that his research shows that global warming is due to baby burps rather than the burning of fossil fuels, then you better say that you got this idea from Professor Doe's article "Creating the Burpless Baby" in the 1 June 2008 issue of *American Family Physician*. <joke>

## Participation and Discussion Forums

### Participation (Considered in grading each assignment.)

* Submit all your assignments by due dates
* Send in insightful and substantial responses
* Login at least four days (4/7) each week for readings and assignments
* Analyze and critically respond to your classmates' work

Statistics show that students who spend time preparing for course work through the quarter deliver better quality term projects at the end of the quarter. What you learn from this class depends on what you invest in this class.

### Discussion Forum Assignments / Posts

#### What Are They?

The Discussion Forum will give us a place to collaborate, communicate, and embark in shared learning. There are graded Discussion Forum posts that relate to the assignments.

#### Where Do I Find It?

Go to the Lessons tab. Click on the appropriate week. Click on Assignments. Click on the Discussion Forum for that assignment. You can submit your assignment by clicking on “New Post.” You can attach a file or copy/paste your text.

Your participation in the discussions will be assessed according to the following standards:

1. Responded carefully, thoughtfully, and on time to the initial question
2. Participated meaningfully in discussion by responding to classmates with comments or questions that promote discussion.

#### How do I contribute to a meaningful online discussion?

* Make reference to your reading when you submit a posting
  + According to what Einstein said, …
  + As shown in the Evaluation chart (Online text, Chapter 5), …
* If you agree or disagree, support your argument
  + I disagree because …
  + I agree … except …
* Use signal words or phrases, such as however, on the other hand, what about a case in which …
* If you disagree, offer thoughtful and substantive analysis of the issue and avoid personal attack
* Foster interaction by challenging or requesting clarification
* Draw distinctions between facts and opinions
* Demonstrate a willingness to consider other viewpoints

## Description of Assessment

### Peer Review Process

In this course, you will frequently review the assignments of one or two of your classmates. Quality counts. The number of words for the response will be specified in the assignment. Writing is a reflective medium and constructive exchange enriches the learning process. The more we write the better we get.

#### How Do I Submit It?

Click on “Reply” at the bottom of the screen of your classmate’s post.

#### Self-Critique

The Weekly Journal entry serves as a self-assessment tool helping you to reflect on what you have learned. It also helps me to understand how the class is doing or areas that need to be clarified.

#### **Where Do I Find It?**

At the end of each week except the last two weeks during Fall, Winter and Spring Quarters, the Weekly Journal is the last assignment of each week. In Summer, the Weekly Journal is the last assignment of each week except the last week.

#### **How Do I Submit It?** **How to use the Drop Box for the Weekly Journal**

1. After you complete the assignment in MS Word, click on the Digital Drop Box icon in the Weekly Journal folder. You will see some instructions, and below that is a Title box. Enter a title for your submitted work.
2. Click on the Attachments button. A small box will pop up.
3. Click on the Browse button and find your file in your computer.
4. Click on the Upload File button.
5. You should see your document appear in the large box below. Click the Finished button. The small box will disappear.
6. Click on the Submit button.
7. You should see your document appear at the bottom of the page. This is how you know you uploaded your file correctly.

## Special Assignments

### Visiting an Academic Library

Academic libraries (university, college and community college) and small public libraries serve different clienteles and are organized differently. While a big public library such as the Seattle Public Library may serve as a research library in some subject areas, a small local library lacks the depth and breadth of a good sized academic library. You will be asked to visit an academic library for the field trip and reference sources assignments. You may visit any library that is part of a college or university library system. (If it is impossible for you to visit an academic library, please contact me immediately for an alternative assignment.)

## Course Grading Policy

Each unit includes assignments, activities, and assessments. All activities must be completed for full credit. The scoring criteria will be built into each assignment. In addition, each student will write a weekly journal entry in order to reflect on your topic development and research process, problems encountered, time management, and how the knowledge gained from the current week applies to your life. Email to the instructor is welcome at any time, and students may be requested to send occasional **private** communications to the instructor in order to discuss how the course is going, concerns about assignments, and other individual issues. The weekly assignments will culminate in the creation of a final project, called a Pathfinder, which will display the best results of work for the quarter. You and your classmates will post these projects and evaluate each other's work.

## Grading Policy

Students will complete all assignments, activities and assessments within the published deadlines for full credit. Each week the points will be divided among the assigned activities which will include participation in discussions, assignments and assessments, including the weekly journal. Usually within one week, I will grade assignments and assign grades which often include comments. Grades are available for each student under the "Grades" tab. Final grades will be calculated based on the weekly scores. Incompletes will not be given for this course, except in extreme situations as determined by the course instructor.

## Late Assignments

Your life will be much easier if you can keep up with the assignments. Students who fall behind at any time during the quarter are more likely to struggle later in the class *and they usually get much lower grades*. I strongly recommend that assignments be turned in on time. If for some reason you need to turn something in late, please contact me immediately. Depending on the circumstances, a late assignment may be accepted on a case by case basis with permission from the instructor according to the following guidelines:

* Assignments that are more than 2 weeks over due will not be accepted
* 20% will be deducted from late assignments (That is, a 5 point assignment can earn a maximum of only 4 points.)
* The final project ***will not*** be accepted after the due date under any circumstances

The table below will be used as a guideline for grading. There are a total of 400 points for the quarter. Students will be given 5 points each week for completing the weekly journal entry. The remaining points will be distributed among the required assignments and participation in weekly discussions. The percentage of the total points is reflected in the grid below. Points for the Pathfinder final project are included in the points for the last two weeks making it worth a total of 80 points. You can calculate your grade by dividing your total points by the total number of points possible (400). Example: You earned 360 points. Divide 360 by 400 to get 90%, which is an A- or a 3.7.

|  |  |  |
| --- | --- | --- |
| GPA | Letter Grade | % |
| 4.0 | A | 94%+ |
| 3.7 | A- | 93-90 |
| 3.3 | B+ | 89-87 |
| 3.0 | B | 86-84 |
| 2.7 | B- | 83-80 |
| 2.3 | C+ | 79-77 |
| 2.0 | C | 76-74 |
| 1.7 | C- | 73-70 |
| 1.3 | D+ | 69-67 |
| 1.0 | D | 66-64 |
| 0.7 | D- | 63-60 |
| 0.0 | F | 59-0 |

|  |  |
| --- | --- |
| **A** **90-100%** | * All assignments complete and submitted on time * Content exceeds expectations * Consistently contributes substantive ideas to group activities * Participates 4/7 days per week * Fully participates in all weekly activities, exceeds expectations * Consistently offers constructive comments and appropriate responses |
|  |  |
| **B** **80-89%** | * All assignments complete and submitted on time * Content always meets and often exceeds expectations * Consistently contributes good or substantive ideas to group activities * Participates 4/7 days per week * Participates in all weekly activities, always meets expectations * Often offers constructive comments and appropriate responses |
|  |  |
| **C** **70-79%** | * Assignments complete and mostly on time * Content meets expectations * Contributes to all group discussion and activities * Participates 3/7 days per week * Participates in all weekly activities, usually meets expectations * Sometimes offers constructive comments and appropriate responses |
|  |  |
| **D** **60-69%** | * Assignments incomplete or late * Contents rarely meets expectations * Irregularly contributes to group discussion and activities * Participates less than 3/7 days per week on average * Sometimes participates in weekly activities, rarely meets expectations * Rarely offers constructive comments and appropriate responses |
| **F** **59% or less** | * Many assignments missing or incomplete * Content does not meet expectations * Rarely contributes to group discussion and activities * Participates less than 3/7 days per week * Rarely participates in weekly activities * Rarely offers comments or responses of any kind |

### **To Get Full Credit on an Assignment**:

1. Complete the whole assignment on time and post it to the correct location.
2. Demonstrate that you have taken ALL the required steps. Make sure the length of your post is what is required e.g. 200 words.
3. Demonstrate thoughtful consideration of the questions and/or resources that are part of the assignment.
4. Provide complete and correct MLA citations when required. Provide annotations that follow the annotation guidelines when required. Details matter.
5. Contribute productive comments and questions to discussions. (Please don't wait until the last minute!)
6. Demonstrate critical thinking when evaluating resources. Be specific.
7. Your sources are 5 years old or less.
8. Your post is free of spelling and grammatical errors.
9. Avoid statements like: "This article is useful because it has a lot of information about my topic."
10. Better: "This article describes the problem of \_\_\_ from the perspective of \_\_\_\_...." etc.

## Course Policies and Resources

### Netiquette

In this course, proper netiquette is required. Basically, this means that you treat others with respect whether you agree with their ideas or not. You will have readings and an assignment on netiquette in the first week.

### Americans with Disabilities Act Statement

If you need course adaptations or accommodation because of a disability, if you have emergency medical information to share with your instructor, or if you need special arrangements, please make an appointment with me as soon as possible.

### Technical and Tutoring Assistance

Most colleges provide tutoring or writing centers. Please check with the campus where you are registered to see what support services may be available to you.



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