Course Syllabus
LIB100: Introduction to Research, Summer 2023

Instructor Availability & Communication

Instructor: Tim Ream
Instructor email: Please use the Canvas Inbox for email communication. If the Canvas site is down, email me at tream@fullcoll.edu. I am available regularly via the Canvas Inbox. Response time is usually within 24-48 hours, possibly a little longer on weekends, holidays, or campus breaks.
Instructor phone: 714-992-7382
Instructor office: My office is located on the second floor of the Library, Staff Area Room 825A. Please be aware that I am only in my office on Mondays and Tuesdays (9:00 am to 2:00 pm) during the Summer. I will not be in my office on Tuesday, 7/12.
Instructor office hours: Tuesdays 11:00am to 1:00pm over Zoom. Please request an appointment in advance.

Communication is the most important element in an online course. I encourage you to send me an email message through the Canvas Inbox if you have an urgent issue or post to the Student Lounge in Canvas to see if other students can lend a hand.

You can communicate with me using the Canvas Inbox, via phone, or in Zoom by appointment. Feel free to leave a message at any time, and I will get back to you within 2 workdays (24-48 hours). Since we are undertaking this adventure together, please feel free to call me Tim.

Course Information

Catalog Description: This course is designed to introduce students to research methods using print library materials, online information databases, and the Web. Students will develop critical thinking skills to identify research needs and locate, retrieve, analyze, evaluate, and cite appropriate sources. This course is of special value to those students intending to transfer to a four-year institution.

Instructional Objectives

Upon completion of this course, students will be able to:

- Organize and perform independent research utilizing traditional as well as online research tools and resources.
- Evaluate, collect, and organize research material into an accepted bibliographical format.
- Design and implement research strategies that demonstrate information literacy skills.
- Distinguish among different types of resources.

Student Learning Outcomes

This course is designed to introduce students to research methods using online library materials, databases, and Internet sources. Students will develop critical thinking skills to identify research needs in order to locate, retrieve, evaluate, analyze, and cite appropriate resources.

Upon completion of this course, students will be able to:

- Construct an effective search strategy to locate information on a particular subject.
- Evaluate and determine the validity of websites using appropriate criteria.
- Compile a bibliography of relevant print and online resources on a given topic.

Course Materials/Software

Required textbook: This course has no textbook for you to buy. Instead, each week there will be links to

assigned readings within the course modules.
Microsoft Office, Microsoft Office 365 or other word processing software. If you are using Pages on a Mac, export the file as .docx, .pdf, or .rtf. Please note that you can download Office 365 on up to five devices for free as a Fullerton College student.

Computer/Technology Requirements

The number one computer requirement for this course is to always have access to a computer. To this end, make sure you have at a minimum a Plan B in the event your computer decides to stop working. Here are some ideas for Plans B, C, and D.

- Plan B: Use a friend or family member's computer.
- Plan C: Use one of the computer labs at Fullerton College.
- Plan D: Use a computer at your local public library.

If you have a plan in place before disaster strikes, you can smoothly transition into the next plan with little or no disruption. Remember, a broken computer does not excuse you from completing assignments in this class, so be proactive and plot out your contingency plans now.

Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas supports the last two versions of every browser release. We highly recommend updating to the **newest version** of whatever browser you are using as well as the most up-to-date plug-ins.

Course Expectations

What I Expect from You

To be successful in this course, you are expected to:

- Complete the **Course Expectation Agreement** by Tuesday (7/11 at 11:59 pm) of the first week.
- Read the entire **Course Syllabus, Introduction Module, and Canvas Student Orientation Module** Ask questions if you are confused about anything.
- Consistently check **Announcements**, your school email account, and Canvas Inbox.
- Review the **Calendar** for due dates.
- Participate in **Discussions** (initial posts and responses to your classmates).
- **Submit** your own work that's been thoughtfully completed. Proofread for errors in spelling and grammar.
- **Communicate** with your instructor with any problems or confusion well in advance of the due date.

What You Can Expect from Me

As your instructor, I will

- Communicate to you via your school email address, announcements, and Canvas Inbox.
- Respond to your email or phone message within 24-48 hours.
- Monitor all discussions and provide feedback to the entire class where needed.
- Provide individual feedback on assignments/papers/projects within 3 days of the due date.
- Work with you so you will have a successful learning experience in this course!

Participation/ Attendance

In this online course, participation is mainly determined by your level and frequency of interaction and communication in the discussions, taking quizzes/exams, and submitting assignments or projects on time. This course requires approximately **2 to 3 hours of work per day. It's important to check-in every day and stay current with your assignments and discussions.**

****Important Note: Discussion posts have two due dates. You must make your initial post to the prompt on or before the due date (usually a Wednesday or Friday at 11:59pm) to be eligible for full points, and you must respond to at least one classmates' posts on or before the response due date (usually a Friday, Sunday, or Tuesday at 11:59pm) to be eligible for full points.****

Participation by 7/11/23 at 11:59 during the FIRST WEEK of the course:

- Read the entire Introduction and Canvas Student Orientation Modules.
- Complete the Course Expectations Agreement and post an introduction in the Student Introductions discussion forum.
- Complete the Library Orientation Workshop.

Other Modules, Quizzes, Assignments, and Discussions to complete the FIRST WEEK of the course:

Module 1: Using Sources Ethically and Avoiding Confirmation Bias module.

- Complete the Avoiding Plagiarism Workshop (due by 7/12 at 11:59 pm).
- Complete the Honors Discussion. (Honors section only)

Module 2: Types of Sources.

- Post to the Discussion: Module 2 Your Primary Truths. Initial post due by 7/12 at 11:59 pm. Follow-up post to at least one of your classmates due by 7/14 at 11:59 pm.
- Quiz: Primary, Secondary, or Tertiary due by 7/12 at 11:59 pm.
- Quiz: Scholarly, Trade, and Popular Publications due by 7/14 at 11:59 pm.
- Modules 1 and 2 Reflection due by 7/14 at 11:59 pm.

Module 3: Research Strategies

- Research Basics Workshop due by 7/14 at 11:59 pm.
- Similar Terms assignment due by 7/14 at 11:59 pm.

Module 4: Topic Selection

- Post to the Discussion: Module 4 The Journey Not the Destination. Initial post due by 7/16 at 11:59 pm. Follow-up post to at least one of your classmates due by 7/18 at 11:59 pm.
- Modules 3 and 4 Reflection due by 7/16 at 11:59 pm.
- Topic Selection and Search Strategies assignment due by 7/16 at 11:59 pm.

Discussion Forums

Use the discussion forum to communicate with other students on a specific topic. To make this more personal, please add a picture or avatar to your Profile. Postings should be thoughtful and reflect your understanding of the subject matter. You will be required to comment on each other's postings. Please use proper Netiquette (Internet etiquette) when commenting on another student's posting.

Discussion Forum Assignments

There are weekly Discussion Forum questions for you to answer. For every Discussion Forum, you may earn a total of 3 points. These points are described in the grading rubric attached to the discussion. Your responses to the original post must be at least 100 words long and cover the points in the prompt. Your responses to classmates should be at least 50 words long and add something substantive to the discussion. Responses such as “Good work” or “I agree” don’t count. Spelling, grammar, and punctuation do count, so please proofread before posting. Major errors will reduce the points earned. These Discussion Forum questions provide you with valuable learning opportunities:

- You will learn more about your classmates. This course is an online learning community, so it is important that all of the community members "gather" and share and learn from one another.
- You will be able to communicate with your classmates on the Discussion Forum. Please comment on what others write; as with so many other endeavors, the more you offer, the more you receive, so take the time to be a thoughtful, active participant.
- You will have additional opportunities to write, which is extremely important. Your writing will improve at a much faster pace if you write more.
- I will monitor the Discussion Forums and occasionally make comments; I look forward to reading your posts. You can respond to my posts as well as your classmates' to meet the participation requirements.
- On the Discussion Forums, be sure to
    - be respectful of others.
    - observe the due dates.
    - write in complete sentences.

Honors Discussion Forums

For students enrolled in the Honors section of this course, you are expected to participate in a weekly Honors Discussion Forum. The Discussions are an opportunity for Honors students to further engage with their classmates and instructor and discuss course topics with more depth and reflection. You will need to post an initial response to the weekly Honors Discussion Forum prompt by Sunday night at 11:59 pm. You will likewise need to respond to at least one of your classmates by the following Tuesday at 11:59 pm. Each Honors Discussion Forum includes guidelines for student engagement and a grading rubric. Students can earn a total of 2 points per each Discussion.

Course Policies

Course Drop Policy

To remain on the roster during the first week, you need to participate in the course so your name will stay on the roster and not be dropped. To do so, you must:

- Read through the entire Course Syllabus and Introduction Module **by Tuesday 7/11 at 11:59 pm**
- Read through the entire Canvas Student Orientation Module **by Tuesday 7/11 at 11:59 pm**
- Complete the Course Expectation Agreement **by Tuesday 7/11 at 11:59 pm**
- Post an introduction to the Let's Get to Know Each Other forum **by Tuesday 7/11 at 11:59 pm**

This participation is very important to remain active and not be dropped from the course for non-participation during this first week. If you have any challenges with these tasks during the first week, please notify me as soon as possible so we can get you started!

Throughout the semester, I will review your active participation and assignments. If you have not participated or logged in within the previous 10 days, your name will be dropped from the roster. It's your responsibility to notify me if you have any challenges as soon as possible. While an instructor may officially withdraw a student who has poor attendance, it is the student's responsibility to withdraw from the course. All student withdrawals are to be completed through MyGateway.

Below are some important dates to keep in mind when looking to: drop with a refund, drop without a "W," or drop with a "W". I will also post an Announcement with these dates from the website. If you don't drop the course before the end of the course, you will, unfortunately, earn a failing grade for the course. And no one wants that.

- Last day to drop with a refund: Tuesday, July 11th
- Last day to drop without a "W": Tuesday, July 11th
- Last day to drop with a "W": Monday, July 24th

Late Work Policy

In this online course, you are required to submit the discussions and assignments by the due date. Please submit your work by the posted or agreed upon deadlines. For assignments that are **two days late**, I will cap your grade at 80% of the possible points. Check the calendar in Canvas for due dates and reminders. A handy tip is to set a calendar item or alarm on your phone to remind yourself of the due dates.

Copyright and Fair Use Policy

Academic work, especially criticism and research, involves using the work of other writers, researchers, and artists. Students need to know they are allowed to use this material as long as they supply attribution. In addition, if you use the work of any other writer, researcher, or artist, even an image from the internet, you need to provide attribution and ensure you are modeling fair use.

Special Accommodations Policy

Fullerton College is committed to providing reasonable accommodations for students with disabilities upon request by the student and upon verification of a disability. Students with disabilities requiring special treatment must inform the instructor at the beginning of the semester. If you need additional time to complete a test or if you require special accommodations, you must notify the instructor in a timely manner. Otherwise, you will be expected to adhere to the information included in this syllabus.

ADA Statement

Fullerton College is committed to providing educational accommodations for students with disabilities upon the timely request by the student to the instructor. Verification of the disability must also be provided. The Disability Support Services office functions as a resource for students and faculty in the determination and provision of educational accommodations.

Academic Honesty Policy

Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to, the following areas:

Students shall not plagiarize, which is defined as:

- stealing or passing off as one's own the ideas or words of another, or
- using a creative production without crediting the source.

The following cases constitute plagiarism:

- paraphrasing published material without acknowledging the source,
- making significant use of an idea or a particular arrangement of ideas, e.g., outlines,
- writing a paper after consultation with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledgment,
- submitting under one's own name term papers or other reports which have been prepared by others.

Students shall not cheat, which is defined as:

- using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the teacher, or
- misreporting or altering the data in laboratory or research projects involving the collection of data.

Students shall not furnish materials or information in order to enable another student to plagiarize or cheat. Instructors may deal with academic dishonesty in one or more of the following ways:

- Assign an appropriate academic penalty such as an oral reprimand or point reduction.
- Assign an "F" on all or part of a particular paper, project, or exam.
- Report to the appropriate administrators, with notification of same to the student(s), for disciplinary action by the College. Such a report will be accompanied by supporting evidence and documentation.

Please note that in an online course, allowing someone to logon to your Canvas site to complete or submit assignments is a violation. For further information about Academic Honesty or Student Conduct, please see College Policies and Rules.

Online Student Standards Policy

Students enrolled in Distance Education courses at Fullerton College are expected to conform to the established Standards of Student Conduct and Discipline Policy the same as all other students who are enrolled at the College. As cited in BP5500, "A student who violates the standards of student conduct shall be subject to disciplinary action including, but not limited to, the removal, suspension or expulsion of the student." You are in violation of the Standards of Student Conduct and Discipline Policy any time you allow someone else to login and/or complete your coursework on your behalf.

Academic Support Center

The Academic Support Center at Fullerton College offers various forms of services to students including free tutoring, workshops, group tutoring, writing consultation, and computer access to assist students in their academic development and success. The Academic Support Center includes three centers located in the LLRC each designed to address specific subject needs. The Math Lab is also available in the LLRC and provides similar services for students directed at Math.

- Math Lab Room 807 (714) 992-7140
- Skills Center Room 801 (714) 992-7144
- Tutoring Center Room 806 (714) 992-7151
- Writing Center Room 808 (714) 992-7153

Call the Centers or consult the College website for more information.

Grading Scale

The following grading scale will be used.

Grading scale table

Letter Grade	Percentage	Points
A	90 – 100 %	188 - 208
B	80 – 89 %	167 - 187
C	70 – 79%	146 - 166
D	60 – 69 %	125 - 145
F	59% or below	below 125

Grading scale table Honors section

Letter Grade	Percentage	Points
A	90 – 100 %	193 - 214
B	80 – 89 %	173 - 192
C	70 – 79%	151 - 172
D	60 – 69 %	129 - 150
F	59% or below	below 129