CI 199 section 202: Fall 2014
Introduction to College Research
1st 8 weeks
MW 2:00 – 2:50
Morris Library Room 261

Instructor: Jennifer Horton
Morris Library 260D
(618) 453-2663
jhorton@siu.edu

Office hours: Mondays 10am-12pm (at the Information Desk)
Tuesdays 9am-11am
Thursdays 10am-12pm (at the Information Desk)

Course Description:

CI 199 is a 1-credit course designed to teach basic research skills and to acquaint students with
resources and services in Morris Library, as well as the use of the Web for research purposes.
The knowledge and experience gained in the class will enable more effective use of the library
and other information resources, whether for class assignments, research, personal interest, or
lifelong learning. Critical analysis of materials and resources will be strongly emphasized.

Student Learning Objectives:

1. To understand the organization and services of Morris Library
2. To develop effective strategies for accessing information
3. To effectively evaluate and choose appropriate resources to meet specific information
   needs
4. To gather and use information from varied sources in an ethical manner

Required Materials:

There is no assigned text in this class. Handouts will be provided online through SIU Online
(D2L), and the student is responsible for accessing the material. These handouts will often be
useful to the student for research in future courses, as well as providing assistance for the final
project. The student is urged to retain these handouts for that purpose.

Attendance is very strongly encouraged. While attending class, students are expected to listen,
ask questions when appropriate, and be considerate of other students. Attendance will be taken
and will be closely examined in determination of the final grade.
How to contact me:

How to find my office: Go up to the second floor of the library and out into the balcony area overlooking the Information Commons. My office is room 260D. My name is next to the door. You may also call or email me.

Plagiarism:

The work you turn in must be your own. Do not copy work and present it as yours. Plagiarism is unacceptable and is punishable under the Student Conduct Code. This course uses Turnitin and other tools and methods to check students’ work for possible plagiarism. For more information, see the Morris Library Guide on Plagiarism at: http://libguides.lib.siu.edu/plagiarism.

Accommodations:

With the cooperation of SIU’s Disability Support Services (DSS), each student who qualifies for reasonable supplementary assistance has the right to receive it. Students requesting supplementary assistance must first register with DSS in Woody Hall B-150, (453-5738) or http://disabilityservices.siu.edu/.

Notice: If you have any type of special need(s) or disability for which you require accommodations to promote your learning in this class, please contact me as soon as possible. The Office of Disability Support Services (DDS) offers various support services and can help you with special accommodations. You may wish to contact DDS at 453-5738 or go to Room 150 at Woody Hall to verify your eligibility and options for accommodations related to your special need(s) or disability.

Emergency Procedures:

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on the BERT'S website at www.bert.siu.edu, Department of Public Safety's website www.dps.siu.edu (disaster drop down) and in the Emergency Response Guidelines pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.
Other Useful Information:

Official SIU Student Email Policy: http://policies.siu.edu/policies/email.html
SIU Student Conduct Code:

Saluki Cares: The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. To make a referral to Saluki Cares click, call, or send: http://salukicares.siu.edu/index.html; (618) 453-5714, or siucares@siu.edu.

Late Assignments:

You must complete all assignments on time including the final project. For each day that an assignment is late, 25% of the grade will be deducted. So, for instance if you turn in a 100 point assignment one day late, the highest grade you can get on that assignment is 75 points. In this example, 25 points will be deducted from the score the student would have received had the assignment been turned in on time. Talk to me ahead of time if something arises or inform me in the case of an emergency situation.

Grading:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Point Value</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Class Exercises</td>
<td>20 points each for a total of 200 points</td>
<td>20%</td>
</tr>
<tr>
<td>Assignment 1 – The Library</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td>Assignment 2 – Academic Integrity</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td>Assignment 3 – Adv. Google</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td>Assignment 4 – Books</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td>Assignment 5 - Databases</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td>Final Project</td>
<td>300 points</td>
<td>30%</td>
</tr>
<tr>
<td>Total</td>
<td>1000 points</td>
<td></td>
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</tbody>
</table>

Grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
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<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
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<tr>
<td>D</td>
<td>60-69%</td>
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<tr>
<td>F</td>
<td>59% and below</td>
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<tr>
<td>Date</td>
<td>Topic</td>
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<tr>
<td>August 18, 2014</td>
<td>Introduction &amp; The Library</td>
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<tr>
<td>August 20, 2014</td>
<td>The Information Cycle</td>
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<tr>
<td>August 25, 2014</td>
<td>Choosing a Topic &amp; Finding Keywords</td>
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<tr>
<td>August 27, 2014</td>
<td>Academic Integrity</td>
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<tr>
<td>September 1, 2014</td>
<td>No Class – Labor Day</td>
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<tr>
<td>September 3, 2014</td>
<td>The Web</td>
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<tr>
<td>September 8, 2014</td>
<td>Advanced Google</td>
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<tr>
<td>September 10, 2014</td>
<td>Evaluation of Resources</td>
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<tr>
<td>September 15, 2014</td>
<td>Reference Materials</td>
</tr>
<tr>
<td>September 17, 2014</td>
<td>Books</td>
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<tr>
<td>September 22, 2014</td>
<td>Periodicals; Peer Review</td>
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<tr>
<td>September 24, 2014</td>
<td>Databases Part 1</td>
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<tr>
<td>September 29, 2014</td>
<td>Databases Part 2</td>
</tr>
<tr>
<td>October 1, 2014</td>
<td>Government Documents</td>
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<tr>
<td>October 6, 2014</td>
<td>Citations</td>
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<tr>
<td>October 8, 2014</td>
<td>Work on Final Project / 3D Printer Demo</td>
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<tr>
<td></td>
<td>Final Project due October 10, 2014 by 12:00 p.m (noon).</td>
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Assignments:

In-class exercises: Most classes (12) will have an assignment dealing with that class session’s topic. Exercises will be completed during the class session. If you miss class, you miss the exercise. There will not be make-ups offered because several of these will involve group work with other classmates during class. There will be 12 in-class exercises, but only 10 will count for your final grade. If you miss two, your grade will not be penalized. If you complete all 12, the two exercises with the lowest scores will be the ones that do not count in your final grade.

Outsides Assignments: There will be five assignments that will be completed throughout the 8 weeks. All five of these assignments count in the final score. These assignments will be completed outside of class and cover a range of the topics we discuss in class. Each assignment is worth 100 points and the due date for each assignment can be found on the syllabus. The assignments will be handed out in class approximately one week before they are due. They will also be placed in D2L the same day they are handed out in class. For each day an assignment is late, 25 points (25%) will be deducted from the score the student would have received had they turned the assignment in on time.

Final Project: The final project will draw upon many of the research skills learned throughout the semester. It will be due to the instructor on October 10, 2014 by 12:00 pm (noon). More information about the final project will be given during the first class session of the semester. If there are any questions at all about the project, please contact the instructor. The same late policy as with the assignments applies for the final project. For each day the final project is late, 25% will be deducted (75 points). For example: If an assignment that earned a 92% (276 points out of 300 possible) was turned in one day late, the new score would be 67% (201 points out of 300 possible). You can see, it is definitely worth it to turn your assignments and project in on time.

This syllabus is subject to change with notice. The instructor reserves the right to alter policies, the number of assignments, due dates, and other aspects of the course as it progresses.
IMPORTANT DATES *
Semester Class Begins .......................................................... 08/18/2014
Last day to add a class (without instructor permission): .............. 08/24/2014
Last day to withdraw completely and receive a 100% refund: ......... 08/31/2014
Last day to drop a course using SalukiNet: ............................ 10/26/2014
Last day to file diploma application (for name to appear in Commencement program): ...................................................... 10/31/2014
Final examinations: .............................................................. 12/8–12/12/2014

* Note: For outreach, internet, and short course drop/add dates, visit Registrar’s Academic webpage: http://registrar.siu.edu/

FALL SEMESTER HOLIDAYS
Labor Day 09/01/2014
Fall Break 10/11—10/14/2014
Veterans Day 11/11/2014
Thanksgiving Vacation 11/26—11/30/2014

WITHDRAWAL POLICY ~ Undergraduate only
Students who officially register for a session may not withdraw merely by the stopping of attendance. An official withdrawal form needs to be initiated by the student and processed by the University. For the proper procedures to follow when dropping courses and when withdrawing from the University, please visit http://registrar.siu.edu/pdf/ugradcatalog1314.pdf

INCOMPLETE POLICY~ Undergraduate only
An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. An INC must be changed to a completed grade within one semester following the term in which the course was taken, or graduation, whichever occurs first. Should the student fail to complete the course within the time period designated, that is, by no later than the end of the semester following the term in which the course was taken, or graduation, whichever occurs first, the incomplete will be converted to a grade of F and the grade will be computed in the student's grade point average. For more information please visit: http://registrar.siu.edu/grades/incomplete.html

REPEAT POLICY
An undergraduate student may, for the purpose of raising a grade, enroll in a course for credit no more than two times (two total enrollments) unless otherwise noted in the course description. For students receiving a letter grade of A,B,C,D, or F, the course repetition must occur at Southern Illinois University Carbondale. Only the most recent (last) grade will be calculated in the overall GPA and count toward hours earned. See full policy at http://registrar.siu.edu/pdf/ugradcatalog1314.pdf

GRADUATE POLICIES
Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please visit http://gradschool.siu.edu/about-us/grad-catalog/index.html

DISABILITY POLICY
Disability Support Services provides the required academic and programmatic support services to students with permanent and temporary disabilities. DSS provides centralized coordination and referral services. To utilize DSS services, students must come to the DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability Accommodation Agreements.

http://disabilityservices.siu.edu/

PLAGIARISM CODE

SALUKI CARES
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INCLUSIVE EXCELLENCE
SIU contains people from all walks of life, from many different cultures and sub-cultures, and representing all strata of society, nationalities, ethnicities, lifestyles, and affiliations. Learning from and working with people who differ is an important part of education as well an essential preparation for any career. For more information please visit: http://www.inclusiveexcellence.siu.edu/

MORRIS LIBRARY HOURS
http://www.lib.siu.edu/about

LEARNING AND SUPPORT SERVICES
Help is within reach. Learning support services offers free tutoring on campus and math labs. To find more information please visit the Center for Learning and Support Services website:

Tutoring : http://tutoring.siu.edu/
Math Labs http://tutoring.siu.edu/math_tutoring/index.html

WRITING CENTER
The Writing Center offers free tutoring services to all SIU students and faculty. To find a Center or Schedule an appointment please visit http://write.siu.edu/

AFFIRMATIVE ACTION & EQUAL OPPORTUNITY
Our office's main focus is to ensure that the university complies with federal and state equity policies and handles reporting and investigating of discrimination cases. For more information visit: http://diversity.siu.edu/

Additional Resources Available:

SALUKINET: https://salukinet.siu.edu/cp/home/displaylogin

ADVICE: http://advice.siu.edu/