Cl 199 Syllabus

Semester: Spring 2016
Instructor's Name: Sarah Prindle, Humanities & Fine Arts Librarian
Office: Morris Library 260C
Office Hours: Mondays 1-4pm, Fridays 10am-1pm
Instructor’s email: sprindle@lib.siu.edu
Instructor’s phone: 618-453-1249

Description:

CI 199 is a one credit course to teach basic research skills and to acquaint students with resources available in Morris Library and on the web. Students will leave this class prepared to use research to ask and answer their own questions, whether for class assignments, professional and personal advancement, or lifelong learning. Critical analysis of materials and resources will be strongly emphasized in the course.

Student Learning Objectives:

By the end of this course, you will be able to...
1. Understand the physical and digital organization of Morris Library.
2. Locate sources relevant to a given purpose using library resources.
3. Distinguish between various types of information sources in order to identify appropriate materials that meet specific research needs.
4. Use information from online and print sources in an ethical manner.

Required Materials:

You DO NOT need to buy anything for this class. All materials will be provided online through SIU Online (D2L). You are responsible for accessing the material. What you learn in this class will often be useful for research in future courses, as well as the final project. Hint: take notes and save the materials. You can roll your eyes all you want—I can’t see you after all—but you get out of this course what you put into it.

All course materials are organized into modules. Each module will open on Monday at 8:00AM, unless otherwise noted in the course calendar, which you can find in this syllabus and in SIUOnline. Once open, modules will always be open for this course, so that you can access readings, videos, etc. Assignments and other materials with a due date, however, will ALWAYS close on Sundays at 11:59PM. Just because the modules stay open does not mean that you will be able to complete an assignment after the due date has passed. Once an assignment is closed, it is closed. Finito.

Course Structure:

You will learn to use a variety of resources in this class. This is a 100-level course, however, so it is designed for beginning college-level researchers. The first four weeks of the course will focus on theory and the second four weeks will be more about application. You will also notice that the weekly readings are theoretical while the assignments focus on application.

There will be videos and readings released each week on Monday. You are expected to watch and read these in their entirety. There will also be a quiz each week. You will have access to course materials and your notes for the quizzes, but you may take the quizzes only once. The quizzes will include a citation component. Please see the citation rubric posted at the end of this syllabus and on SIU Online to see how you will be graded. Additionally, there will be a weekly Writing Assignment. Your response must be posted to the SIUOnline dropbox by 11:59pm on Sunday. As an online course, most of the materials are self-paced, but budget your time wisely. I highly recommend that you DO NOT wait until Sunday to begin your assignments.
Top 10 Course Policies:

1. **Email Response Time:** I will TRY to reply to all emails within 48 hours, not including weekends. To be clear: if you email me at 4:30 on a Friday, then that means I may not get to your email until the next Tuesday. Professors aren’t surgeons; we take weekends off.

2. **Communicate with me in advance** if you have questions or problems; I cannot help you with a late assignment or a question after an assignment is due. *In advance* means AT LEAST 4 hours before the assignment is due, but a week is better.

3. **The correct way to email me:** All email correspondence must have a subject line that includes “CI 199 [Your Name]”. All email correspondence should be written in complete sentences, begin with a greeting (“Dear ____” for example), and end with a closing (“Sincerely,” for example) followed by your name. This is a matter of personal and professional courtesy.

4. **Your materials are online.** This is an online course, so course materials and assignments will be available to you on SIUOnline Monday through Sunday each week to complete on your own time. All of your assignments must be submitted to SIUOnline as well.

5. **Check your email regularly.** This is an online course and the only way I have to communicate with you is via email. Be sure to check SIUOnline and your SIU email regularly for any updates about the course, responses to your questions, or any issues with your performance.

6. **No Excuses.** Technology occasionally fails us. You will have a whole week to complete your assignments. Plan to do your homework early to avoid last minute emergencies. Wi-Fi being down or your laptop breaking will not be considered acceptable excuses for not doing your homework on time. Unless you have a real emergency, with documented evidence, I will not open assignments.

7. **Submit the correct assignments in the correct manner.** Your assignments are all due in SIUOnline—not email—and must be submitted as .doc, .docx, or .pdf files. If your assignments are not completed and in SIUOnline by the deadline, then you will receive a zero. If I cannot open your attached assignments, if you attach a corrupted file, or if you submit the wrong version of a paper then you will receive a zero.

8. **Complete all assignments on time.** No late writing assignments or final projects will be accepted. Also, there will be no opportunities to make up quizzes or the midterm once they have closed.

9. **You EARN your grades.** You do not deserve an A. The thought and effort you put into this course will determine your grade. If you think you have been assigned an incorrect grade, however, please email me. The burden of proof will be on you, and there is no such thing as an A for effort in this class.

10. This syllabus is subject to change with appropriate advance notice.

**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 methods to check students’ work for possible plagiarism.** For more information, see the Morris Library Guide on Plagiarism (http://libguides.lib.siu.edu/plagiarism). Plagiarism includes (but is not limited to):

- Turning in the same work as someone else.
- Turning in work you found on the internet.
- Not putting quotation marks around a quotation.
- Copying words or sentences without citing where you got the information.
- Making up a source, citation, or quote.
- Copying the sentence structure of a source even if you change the words.

You will learn about citation in this course. For more information, see the Morris Library Guide to Plagiarism: [http://libguides.lib.siu.edu/plagiarism](http://libguides.lib.siu.edu/plagiarism)
## Grading Scale:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Point Value</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Assignments</td>
<td>6 assignments 50 points each 300 possible points</td>
<td>30%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>6 Quizzes 50 points each 300 possible points</td>
<td>30%</td>
</tr>
<tr>
<td>Midterm</td>
<td>100 points</td>
<td>10%</td>
</tr>
<tr>
<td>Research Mentor Assignment</td>
<td>100 Total points</td>
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<tr>
<td></td>
<td>1. Name &amp; Contact Information -- 50 points on confirmation that they're a real human</td>
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<td></td>
<td>2. Photo &amp; List of Sources -- 50 points</td>
<td>10%</td>
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<td>• 5%</td>
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<td></td>
<td>• 5%</td>
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<tr>
<td>Final Project</td>
<td>200 points</td>
<td>20%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
<td><strong>100%</strong></td>
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## TYPES OF ASSIGNMENTS

### Weekly quizzes
Each week there will be a quiz available in SIUOnline. All quizzes (except Week 1) will be 5 questions worth 10 points each. You can find the quizzes under each week of the course. Quizzes cover the assigned readings and/or videos. The question formats vary between multiple choice, true/false, multiple selection, etc.

### Weekly Writing Assignments
Assignments will require you to apply and/or reflect on what you learn each week. Your writing portions will vary, but pay close attention to any word count requirements in the assignment.

### Cumulative Midterm
The midterm will be cumulative; i.e. it will cover everything from the first half of the course. You can access the midterm in SIUOnline during the timeframe in the syllabus. The test will be timed and you may only access the test once. That means you need reliable access to the internet. You should be prepared to find an article according to a given description, identify the type of material it is, and cite it.
Research Mentor Assignment

For this assignment you will arrange an interview with someone who works and/or does research in your area of academic or professional interest. This should be a working professional, faculty member, or graduate student. You will have coffee or a meeting with this person at least once in the term. There is a template for your final submission in SIUOnline under the Course Materials and the Assignment module.

1. By Week 5, you will locate your Research Mentor and confirm that he or she will be willing to meet with you to discuss research in your area. You will turn in:
   1. Your mentor’s name
   2. Mentor’s job title
   3. Mentor’s contact information (email address and phone number)
   4. The reason that you selected that person to be your mentor.

2. During your interview:
   1. Ask your mentor: What sources of information do you use to stay on top of trends and advances in your profession or field of research (i.e. professional organizations, conferences, journals, databases, magazines, newspapers, websites/tools)?
   2. Write down their answer and a list of at least 3 specific sources they mention. Describe in at least 1 sentence each why they are useful and/or what they cover. That means you should be prepared to ask additional questions to get valuable information you can use for your own professional research. Writing “they go to conferences” does not count! Tell me the name of the conference, the title of the journals, blogs, etc.
   3. Take a photo of you with your mentor: This can be a selfie or a screen capture if you meet on Skype.
   4. Type their answers. Your final submission to SIUOnline by Week 7 should include:
      • Your name
      • Their name, title, contact information, reason you selected them
      • 3 information sources
      • 3 descriptive sentences about the sources
      • A photo of you with your mentor

Final Project

Your final project will be a familiar test of everything you have learned in this class. The test will be timed and you may only access it once. That means you need reliable access to the internet.
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Required Readings</th>
<th>Assignments Due</th>
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<tbody>
<tr>
<td><strong>Week 1</strong></td>
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| Tuesday, January 19| Introduction to class                          | 1. Syllabus  
2. Introduction to CI-199  
3. Introduction to Morris Library by Joshua Vossler and Christina Heady | Due January 24 by 11:59PM  
Quiz 1  
Assignment 1 |
|                    | Introduction to Morris Library: physical building and website |                                                                                  |                                                      |
| **Week 2**         |                                                |                                                                                  |                                                      |
| Monday, January 25 | The Information Cycle                          | 1. The Information Cycle by Christina Heady and Joshua Vossler  
2. Plagiarism by Caity Selleck  
3. How Senator John Walsh Plagiarized a Final Paper by Jonathan Martin  
4. Medical journal retracts study linking autism to vaccine by Madison Park  
5. APA Citation Style by Joshua Vossler  
6. MLA Citation Style by Joshua Vossler | Due January 31 by 11:59PM  
Quiz 2  
Assignment 2 |
|                    | Plagiarism & Citation                          |                                                                                  |                                                      |
| **Week 3**         |                                                |                                                                                  |                                                      |
| Monday, February 1 | Popular, Scholarly, & Trade                    | 1. Scholarly, trade, & popular Articles by Joshua Vossler  
2. Peer Review in 3 Minutes by North Carolina State University  
3. Popular, Trade, and Scholarly Reading by Jennifer Horton | Due February 7 by 11:59PM  
Quiz 3  
Assignment 3 |
|                    | Anatomy of common sources                      |                                                                                  |                                                      |
| **Week 4**         |                                                |                                                                                  |                                                      |
| Monday, February 8 | Relationship between media & source type       | 1. Medium versus Source Type by Joshua Vossler | Due February 14 by 11:59PM  
Midterm  
Part 1 of Research Mentor Assignment |
|                    | Midterm                                        |                                                                                  |                                                      |
| **Week 5**         |                                                |                                                                                  |                                                      |
| Wednesday, November 11 – Veteran’s Day | **Week 5** |                                                                                  |                                                      |
| Monday, February 15 | Controlled vocabulary  
Search basics: developing keywords, broader versus narrow keywords, limiters | 1. Controlled Vocabulary and Search Basics by Jordan Forbes | Due February 21 by 11:59PM  
Quiz 4  
Assignment 4 |
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<tr>
<td>Wednesday, November 25 through Sunday, November 29 -- Thanksgiving Vacation</td>
<td>NO CLASS</td>
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<tr>
<td><strong>Week 6</strong></td>
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| Monday, February 22 | Finding news articles & magazines  
4. Finding a Book in I-Share | Due February 28 by 11:59PM  
Quiz 5  
Assignment 5  
Part 2 of Research Mentor Assignment |
| **Week 7** | | | |
| Monday, February 29 | Finding scholarly articles | 1. How do I find Scholarly Articles by Jessica Zieman | Due March 6 by 11:59PM  
Quiz 6  
Assignment 6 |
| **Week 8** | | | |
| Friday, March 11 ------- Final Submission Due by 11:59PM ------- Friday, March 11 | | | |
RESEARCH MENTOR ASSIGNMENT FORMAT EXAMPLE

Your Name

Cl 199

Research Mentor Assignment – Part 2

(A picture of you and your mentor.)

Mentor Name: ________________

Job Title: ________________

My mentor is ________________, an expert on ________________. He/she has experience in this field doing _______________ and working on _______________. In his/her daily work, he/she uses sources such as the _________________ academic journal, which contains articles about ______________ aspects of our field. He/she also recommends the _______________ database, which focuses on _______________ and is useful because ________________. Additionally, he/she frequently reads the _________________ website, which is about ________________.

[Note: You do not have to use the exact sentence structure of the paragraph above. It is merely an example of the type of content you should write about. Make sure that you include your mentor’s name, job title, the field that he or she is an expert in, and at least three (3) specific sources that he or she recommends to you.]
IMPORTANT DATES *
Semester Class Begins ........................................... 01/10/2016
Last day to add a class (without instructor permission)........ 01/31/2016
Last day to withdraw completely and receive a 100% refund. .... 03/31/2016
Last day to drop a course using SalukiVue .................... 04/03/2016
Last day to file diploma application (for name to appear in Commencement program) .................................. 01/31/2016
Final examinations .................................................................. 05/09-05/12/2016

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

SPRING SEMESTER HOLIDAYS
Martin Luther King Jr’s Birthday Holiday 01/18/2016
Spring Break 03/12-03/20/2016

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 procedure to follow when dropping courses and when withdrawing from the University, please visit http://registrar.siu.edu/catalog/undergradcatalog.html

INCOMPLETE POLICY—Undergraduate only

An I/D 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 as late as 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, 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/catalog/undergradcatalog.html

GRADUATE POLICIES
Graduate policies vary from Undergraduate policies. To view the applicable policies for graduate students, please visit http://gschool.siu.edu/about-qs/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 coordinated 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://dss.siu.edu/disability.html

PLAGIARISM


MORRIS LIBRARY HOURS
http://morris.library.siu.edu/hours

SAFETY AWARENESS FACTS AND EDUCATION

Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: http://safe.siu.edu

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 develop a culture of care and demonstrate to our students and their families that they are an important part of the community. For Information on Saluki Cares, (618) 453-5714, or sicares@siu.edu, http://salukicares.siu.edu/index.html

EMERGENCY PROCEDURES

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. We ask that you become familiar with the SIU Emergency Response Plan and Building Emergency Response Team (BERT) programs. Emergency response information is available on posters in buildings on campus, available on BERT’s website at www.bert.siu.edu, Department of Safety’s website at www dps.siu.edu (disaster drop down) and the Emergency Response Guidelines pamphlet. 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.

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 as an essential preparation for any career. For more information please visit: http://www.inclusiveexcellence.siu.edu/

LEARNING AND SUPPORT SERVICES

Help is within reach. Learning support services offers free tutorial on campus and math labs. To find more information please visit the Center for Learning and Support Services website.

Tutoring: http://tutorial.siu.edu/
Math Labs: http://math.siu.edu/courses/course-blab.php

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
ADVISEMENT: http://advisement.siu.edu/
PROVOST & VICE CHANCELLOR: http://pvcas.siu.edu/
SIU ONLINE: http://online.siu.edu/

Syllabus Attachment
Spring 2016