LT 105: Research & Informed Learning

Course ID:
Summer 2020: June 22-August 14

Professor: April Cunningham

Contact: acunningham@palomar.edu and 760-744-1150 ext. 3696
Office Hours: By Appointment online

IMPORTANT DATES

Because of rules set by the state for enrollment in online courses, you need to complete at least one activity by July 1 to stay in the class. If you do not complete at least one of the first two activities, I will have to drop you from the course even if you want to stay enrolled. Unfortunately, that means you cannot take too much time establishing your routine for getting work done and getting yourself on track. For that reason, if you are having any trouble with the first Unit, please get in touch with me right away, acunningham@palomar.edu.

Textbooks:

[Information Literacy Concepts](#) 2017 by Joyner library (free online)

[Choosing & Using Sources: A Guide to Academic Research](#) 2016 by Cheryl Lowry (free online)

Course Outcomes & Aligned Assignments

Understanding Research

Outcome: You will refine your concept of the research process.
Aligned Assignments: Analyze Your Research Style Now

Choosing Sources

Outcome: You will be able to articulate and apply appropriate evaluation criteria for selecting information sources.
Aligned Assignments: Annotated Bibliography

Synthesizing Sources

Outcome: You will be able to synthesize what you learned from your research in order to support your conclusions.
Aligned Assignments: Proposing an Idea to Address a Burning Issue

Guiding Evaluation

Outcome: You will be able to recommend appropriate strategies to teach to others to evaluate information sources.
Aligned Assignments: Final Course Reflection

INSTRUCTOR AVAILABILITY

The best way to reach me is by email – acunningham@palomar.edu. I check my email every day, Monday through Friday. I will usually check my email at least once during the weekend. If I have to be away because of a conference or other obligation, I will post an announcement. Often it's helpful to talk about the course so that you can ask me questions and help me make sure that my explanations are clear. I'm available to talk with you by Zoom or phone and I encourage you to contact me to find a time that works for both of us. I'd love to talk with you!

EMAILING THE INSTRUCTOR

For consistency and ease of recognition and response **put "LT105" in the subject line for ALL email messages sent to me** (acunningham@palomar.edu). This will help to distinguish student email from all the other messages. You can also send me email messages through Canvas.

TYPOS HAPPEN

Since I'm communicating with you almost entirely through written instructions, announcements, emails, and other notes, you can expect to find some minor errors. I

will do my best to proofread all of the content that I post (and I assume you will do the same with what you post). If you come across an error in one of my documents that makes it hard for you to figure out what I mean, please email me right away. I will appreciate your help with finding typos that are causing confusion.

Don't Lose Your Work

Do not write your posts or any other assignments directly into Canvas because it does not save automatically the way that Word or Google Docs does. You can easily lose a lot of work if you accidentally navigate away from the page before posting or if your computer unexpectedly restarts. Write whatever you want to write in a word processing program first and then copy and paste it into Canvas.

Course Schedule

For readings and discussion topics, please see the Modules in Canvas.

Weeks 1-2 -- Choosing a Topic and Getting Curious

Lesson 1: Finding inspiration and brainstorming research interests; Pre-search: The process of selecting a topic

Lesson 2: Defining Informed Learning, Information Literacy, and the Research Process

Weeks 3-6 -- Finding Sources, Deepening Your Research Question & Putting it Together

Lesson 3: Finding and evaluating Information in General Databases

Lesson 4: Finding and evaluating Information in Specialized Databases; Identifying Sources of Support Throughout the Research Process

Lesson 5: Articulating a research goal, question, and purpose; Writing source citations

Lesson 6: Defining plagiarism and strategies for ethical research practices; Summarizing sources and synthesizing findings

Major Assignment: Annotated Bibliography

Weeks 7-8 -- Using the Knowledge You've Built

Lesson 7: Selecting sources to support an argument; Using research findings to formulate a persuasive message

Major Assignment: Say-it-in-Six Presentation

Lesson 8: Selecting and recommending research and evaluation strategies; Re-defining the research process

Major Assignment: Analyze Your Research Style Now

Major Assignment: Final Course Reflection

Evaluation and Assessment

Activities, Discussions and **Reading Quizzes** are designed to give you practice with concepts, vocabulary, and skills before you have to apply them in a Major Assignment.
- Activities include scheduled check-ins with the professor and opportunities presented throughout the semester to demonstrate that you are practicing the skills and habits that are required to achieve the required learning outcomes in this class
- Discussions are considered incomplete if you have not addressed all elements of the

discussion prompt and if you have not responded to other students' posts.
- Students are expected to contribute to group activities and class discussion. This type of participation is required by the college to make sure that online classes are as much like face-to-face classes as possible.
- Students are expected to express their own opinions, pose questions, compare and contrast ideas, and collaborate through discussion. What you learn in this class will come from the connections you make with the content. Your effort is what will make it possible for you to apply what you learn to your other LT courses and to your work in libraries.

Assignments are Major Assignments in which you will apply your learning from throughout each lesson. Your Major Assignments are your opportunity to demonstrate you have mastered the course outcomes. If you want to pass the class but you do not meet or nearly meet the outcome(s) assessed by every assignment, you will have to re-do the work that did not meet the standard and submit your revisions in a final portfolio with an explanation of the improvements you have made by the last day of the class, August 14. If you have not met the standard for each course outcome, you will earn a D or F in the class.

Contract for Course Grade

You must meet the outcomes assessments and not exceed the number of missing or incomplete work products to earn your grade in this course.

Course Grade	Missing or Incomplete **Activities/Discussions/ Quizzes**	Missing or Incomplete **Assignments**	Outcomes Assessments
A	0	0	Meets
B	Up to 2	0	Meets
C	Up to 3	Up to 1	Meets & Nearly Meets

Feedback on Your Assignments

I will provide feedback on your assignments by using the comments and rubrics in your Gradebook. If you have questions or updates about the comments I leave for you in your Gradebook, please make sure to email me about them. I do not receive a notification when you reply to my comment in your Gradebook, so I could easily miss your response.

My feedback will help you to know if your approach to the Discussions and Activities is meeting the standards for this course or if you need to adjust your approach to be successful. My feedback on your Major Assignments (i.e., the Outcomes Assessments) will tell you whether or not you demonstrated that you met the outcome. If your work did not demonstrate that you met the outcome, I will ask you to revise your work using my feedback and then resubmit it by the

last day of the class. You cannot pass the class without demonstrating that you met or nearly met the outcomes, so revisions may be required. If I give you feedback that you need to revise and resubmit a Major Assignment, I will also be available to meet with you by phone or video chat to discuss the assignment and help you get on track.

READINGS, ASSIGNMENTS, TIME MANAGEMENT, AND COURSE CONTENT

Since this is an online course, you will be doing a lot of reading and writing, and completing weekly learning activities over the next 8 weeks. As a general rule, for each hour that you spend in a college-level class, you should plan to spend one to two hours outside of class each week preparing and studying for it. Since this is a three unit, online course, taught in 8 weeks you should **plan to spend 12 to 16 hours each week doing work**. Students who are already skilled at research, writing, and at managing their time in online classes can expect the class to take about 12 hours a week. Students who are not yet highly skilled at research, writing, and managing their time in online classes should expect the class to take them 16 or more hours per week.

My feedback to you on your discussions and major assignments will tell you if you are meeting the standards for this class. If you are getting feedback that indicates you are not meeting the standards, please use my written feedback to adjust your performance. If after adjusting your performance and spending additional time reading, reviewing, and writing you are still not meeting the standards, please schedule a meeting with me and we can discuss additional techniques for reading efficiently and managing your time in an online class.

ACADEMIC HONESTY, PLAGIARISM AND CHEATING

Students are expected to adhere to the highest standards of academic integrity. This includes: honesty, trust, fairness, respect, and responsibility. Please refer to the College's [Standards of Conduct](#).

Your work in this class should be a representation of your own ideas and understanding. If you copy someone else's words, or even paraphrase someone's ideas without giving them credit, you are plagiarizing. Plagiarism and cheating are unacceptable and may result in a failing grade for an assignment or for the entire course. It is your responsibility to know what plagiarism is and how to avoid it. But if you have questions about plagiarism, I'm happy to help, so please ask me immediately. If after a discussion with you about your work, I find that you have plagiarized or cheated, I will report incidents of academic dishonesty to the Director of Student Affairs. So you will be better off if you check with me before you make decisions if you are not sure what will be considered academic dishonesty. See the following websites for more details on plagiarism:

www.plagiarism.org/

Using Sources from Harvard University

ACCESS TO COMPUTERS/INTERNET

It is very important that you have regular access to a computer that works and a reliable Internet connection in order to complete your weekly assignments on time. If you do not have a personal computer, the Palomar College Foundation may be able to provide assistance. Please use one of these forms to request support:

Student Emergency Grant Application

Solicitud de Beca de Emergencia Para Estudiantes

**Please submit application via email to pcfoundation@palomar.edu

STUDENT SUCCESS RESOURCES

Help with Technology

Palomar College provides some support if you're having trouble with technology like Canvas or your email.
Canvas Information for Students
HelpDesk for when you need to contact Tech Support
Online Education Page
Tutorials to Prepare You for Online Learning

Disability Resource Center

A student with a verified disability may be entitled to appropriate academic accommodations. If you have a disability and believe that you will need accommodations, you are encouraged to contact both your instructor and the Disability Resource Center at 744-1150 ext. 2375.

Counseling

The Counseling Department at Palomar provides free counseling services for academic and personal guidance. Every student who is planning to complete a degree or certificate should meet with a counselor to find out what classes are required and to complete an education plan. To schedule an appointment, call the department at (760) 891-7511 or go to their counseling website. Online appointments are available.

Free Tutoring

Get help with your work, free of charge, through online tutoring. Find [information about online tutoring here](#).

Microsoft Office (including Word)

All of the core Microsoft Office applications are available to Palomar students for free. So if you don't have word processing, spreadsheet, and presentation software on your computer and you need it, please go to this [webpage about Microsoft access](#).

Ask-a-Librarian is a 24/7 chat reference service

This is a service where you can type in your research-related question and [get help from a librarian](#) even when the library is closed.

Job Placement Assistance

You can get help with resumes and other job search tasks by filling out the interest form on the [Job Placement website](#).

Starfish Early Alert

This course uses the Starfish Early Alert system, which is a way of connecting students to campus resources. You may receive an email ("alert") in your Palomar email from your professor. These alerts can include an update on your class progress, referrals to campus resources such as tutoring, or kudos on your overall class performance. Please pay attention to these alerts. You also have the ability to "raise your hand" in Starfish to connect to resources ranging from financial aid to tutoring, etc. You can find out more about Starfish on our web site www.palomar.edu/starfish.

If there are other student success services that you're aware of that you think I should highlight in the syllabus, please email me with the details. :)