

# CI 199 section 201: Spring 2017

## Introduction to College Research

2<sup>nd</sup> 8 weeks

MW 2:00 – 2:50

Morris Library Room 261

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<b>Instructor:</b>	Jennifer Horton Morris Library 260D (618) 453-2663 <a href="mailto:jhorton@lib.siu.edu">jhorton@lib.siu.edu</a>	<b>Office hours:</b>	Tuesdays 8-10am (info desk) Wednesdays 12-2 Fridays 12-2 (info desk)
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### 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 textbook 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.

### Attendance:

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. 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](http://www.bert.siu.edu), Department of Public Safety's website [www.dps.siu.edu](http://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:

<http://policies.siu.edu/documents/StudentConductCodeFINALMay32011.pdf>

**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://salukicare.siu.edu/index.html>; (618) 453-5714, or [siucare@siu.edu](mailto:siucare@siu.edu).

## Late Assignments:

You must complete all assignments on time including the final project. No late assignments or final projects will be accepted. Talk to me ahead of time if something arises or inform me in the case of an emergency situation.

## Assignments:

In-class exercises: Most classes (11) 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. There will be 11 in-class exercises, but only 10 will count for your final grade. If you miss one, your grade will not be penalized. If you complete all 11, the exercise with the lowest score will be the one that does not count in your final grade.

Outside of Class Assignments: There will be five assignments that will be completed throughout the course. 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 and placed in D2L that same day.

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 7, 2016 by 12:00 pm (noon)**. More information about the final project will be given during the first few class sessions of the semester. If there are any questions at all about the project, please contact the instructor.

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.

## Grading:

Assignment	Point Value	Percentage
In-Class Exercises	20 points each for a total of 200 points	25%
Assignment 1 – The Library	100 points	12.5%
Assignment 2 – Academic Integrity	100 points	12.5%
Assignment 3 – Advanced Google	100 points	12.5%
Assignment 4 – Books	100 points	12.5%
Assignment 5 – Periodicals	100 points	12.5%
Final Project (Due 10/7)	100 points	12.5%
Total	800 points	

## Grades:

A	720 – 800 points	90-100%
B	640 – 719 points	80-89%
C	560 – 639 points	70-79%
D	480 – 559 points	60-69%
F	479 points or below	59% and below

## Class Schedule:

Week	Date	Topic	In-Class Exercise	What is Due Today?
1	March 20, 2017	Introduction & The Library		
	March 22, 2017	The Information Cycle	1	
2	March 27, 2017	Academic Integrity	2	Assignment #1 – The Library
	March 29, 2017	Citations	3	
3	April 3, 2017	Topics, Keywords, & Searching		
	April 5, 2017	Using the Internet for Research	4	Assignment #2 – Academic Integrity
4	April 10, 2017	Advanced Google	5	
	April 12, 2017	Reference Materials & Books	6	
5	April 17, 2017	Finding Books	7	Assignment #3 – Advanced Google
	April 19, 2017	Periodicals	8	
6	April 24, 2017	OneSearch & Databases	9	Assignment #4 - Books
	April 26, 2017	Government Information	10	
7	May 1, 2017	Special Collections	11	Assignment #5 - Periodicals
	May 3, 2017	Work on Final Project		