Oklahoma City Community College
LIS 1111: Research Skills
Spring 2019, 1st 8-weeks
Section: EW01S

Instructor Information:
Name: Dana Tuley-Williams
Title: OCCC Systems Librarian/Adjunct Instructor
Email Address: dtuley@occc.edu
Phone Number: 405-682-1611 x7390
Office Location: LIB209 (Second floor of the Library)
Office Hours: Online Thursdays 7:30 p.m. – 8:30 p.m. and by appointment

Required Text:
The link to the following LibGuide is the textbook for the class.
http://libguides.occc.edu/researchskills

Course Description:
Students will be introduced to some of the best practices for successful research in order to improve their information literacy. Students will learn to research varied sources relevant to their educational, career, and personal information needs with confidence and skill. General topics include searching, evaluating, and selecting financial, career, educational, health, wellness, and global awareness resources.

Course Competencies:
Upon successful completion of this course, the student will:

• Confidently navigate the research process using relevant research strategies.
• Identify key differences between popular and scholarly material, as well as primary and secondary sources.
• Effectively create an annotated bibliography.
• Develop, improve, and demonstrate critical thinking skills through selecting and evaluating information resources.
• Perform research on an academic level using traditional print and online sources.
• Develop an understanding of research skills necessary for any information need.

Participation and Attendance Policy:
Oklahoma City Community College expects regular and punctual attendance in all courses. What does this mean in an online course? **You should login to the course on a regular basis – at least every 2-3 days.** If you must be without internet access for more than 2-3 days, you should notify your instructor. If you are offline, be aware that the due dates for the assignments still apply, and you are still accountable for all missed work (activities, assignments, etc.)

You should also check your OCCC email account ([http://www.occc.edu/email.com](http://www.occc.edu/email.com)) regularly – **at least every 2-3 days.** Course announcements and correspondence will be sent to this account. Forwarding your OCCC email to an external email account is not recommended.

If you miss an entire week of an 8 week semester, you should consider dropping the course. However, discuss this with your instructor first! Your instructor wants you to do well in this course, so let her help you discover answers to any barriers which are stopping you from being successful in this course.

**Communication Time Frame:**
Your instructor will try to respond to emails within 12 hours, Monday - Friday. This does not apply to weekends. While you have assignments due on Sunday, you have the whole week to review your assignment and ask questions.

**Assignments and Grading:**
Grades will be calculated on a point basis. Types of graded assignments will be activities and forum discussions. Check the grade book in this course to monitor your grades.

| A | 100 – 90% of the total possible points for the course |
| B | 89 – 80% of the total possible points for the course |
| C | 79 – 70% of the total possible points for the course |
| D | 69 – 60% of the total possible points for the course |
| F | Below 60% of the total possible points for the course |

**Late Work Policy:**
All work should be turned in on time unless unusual circumstances exist about which you have shared with the instructor in advance. Late work will NOT be accepted on forum discussion posts or quizzes and exams. You can turn in two course activities late within one week of the due date.

**Grading Time Frame:**
Grades will be updated by Wednesday evening at the latest. Sometimes events arise when that may be delayed. You will never have to wait over one week of the assignment deadline to see your grade.

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Accommodation Statement
Oklahoma City Community College Complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities who seek academic adjustments/accommodations must make their request by contacting the Office of Student Support Services located on the first floor of the main building near SEM entry 3 or by calling 405-682-7520. All academic adjustments/accommodations must be approved by Student Support Services.

If you have been approved by Student Support Services to receive academic adjustments/accommodations you must talk with your instructor in private at a mutually agreeable time such as during the instructors posted office hours. This will allow the instructor to be better informed on how to assist you with access during the semester. To respect your privacy the instructor will not approach you, but the academic adjustments/accommodations must be discussed to ensure ideal implementation for you. All information will remain confidential.

Pregnant and Parenting Students:
Oklahoma City Community College does not discriminate against any student on the basis of pregnancy, parenting or related conditions. Pregnant or parenting students seeking accommodations should notify your professor immediately. For purposes of this notification, "parenting student," means a student who is pregnant or has recently been pregnant, or another student in a parenting role (regardless of gender), who is participating in a pregnancy-related or birth process.

Pregnancy-Related Absences:
When a doctor determines absence is necessary, absences will be excused for students who are pregnant or parenting for as long as the student's doctor determines. Reasonable time will be given to make up missed work.

Title IX Coordinators:
OCCC has a designated Director of Equity and Compliance Senior Deputy Title IX Coordinator, Cary Pirrong, J.D. (405-682-7850) cary.m.pirrong@occc.edu. Contact Dr. Pirrong when a pregnant or parenting student needs assistance in understanding or protecting the students' rights under Title IX.

Moodle Statement:
Moodle grades are provided for informational purposes only. In the event of a discrepancy between grades reported in Moodle and grades calculated according to the course syllabus, the latter of the two is the official grade for the class.

**FERPA statement:**
The educational rights and privacy of students of Oklahoma City Community College are governed by the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. The Act ensures students certain rights with regard to their education records. Students are ensured:

- the right to inspect their education records;
- the right to request the amendment of those records if they believe they are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- the right to consent to the release of personally identifiable information, except to the extent that FERPA authorizes disclosure without consent, i.e., Directory Information;
- the right to file a complaint with the U.S. Department of Education concerning alleged failures by Oklahoma City Community College to comply with the requirements of FERPA;
- If you wish to review any academic record, please approach your faculty member to arrange a mutually agreeable meeting day, time and location;
- When distance is a barrier for a face to face meeting, an electronic form of communication for a meeting will be arranged;
- Students are encouraged to seek a review of their academic records while the course is in progress or shortly thereafter to ensure the record is maintained and available for review.

The educational rights and privacy procedure of Oklahoma City Community College is published in the institutional policies and procedures manual and is available upon request in the Office of the Dean of Admissions/Registrar. For more information regarding your student rights under FERPA, visit [http://www.occc.edu/records/FERPA.html](http://www.occc.edu/records/FERPA.html).

**Academic Integrity Policy:**
Students of Oklahoma City Community College are required to meet the highest ethical standards in their academic pursuits. Faculty and staff share in this responsibility with students to maintain academic integrity. You may view this OCCC Policy No. 4016 on the OCCC website. Violations of academic integrity are viewed very seriously. Any form of academic dishonesty is subject to disciplinary action by the College.

**Violation of Academic Integrity:**
The absence of academic integrity is described as cheating, generally defined as the deception about one’s work to others. Such acts may include but are not limited to the following:

- Submitting another’s work as one’s own or allowing another to submit one’s work as though it were his/hers
- Several people completing an assignment and turning in multiple copies all represented either implicitly or explicitly as individual work
• Failing to contribute an equal share in group assignments or projects while claiming equal credit for the work;
• Using a textbook, notes, or technology tools during an examination without permission of the instructor
• Receiving or giving unauthorized help on assignment or examinations
• Stealing a problem solution or assessment answers from a professor, a student or other sources
• Tampering with experimental data to obtain “desired” results, or creating results for experiments not done;
• Creating results for observations or interviews that were not done
• Obtaining an unfair advantage by gaining or providing access to examination materials prior to the time authorized by the professor
• Tampering with or destroying the work of others
• Submitting substantial portions of the same academic work for credit or honors more than once without permission of the professor
• Lying about these or other academic matters
• Falsifying college records, forms or other documents
• Accessing computer systems or files without authorization
• Plagiarizing (Plagiarism is generally defined as the use in one’s work of specific words, phrases, ideas and/or works without giving proper credit) Specific examples of plagiarism may include but are not limited to the following:
• Copying and/or presenting the work of others as one’s own work, including sources from the Internet.
• Copying words, even if you cite the sources, unless appropriate quotation is noted.
• Copying words and then changing them a little, even if you give the source.
• Copying material from an Internet source without properly citing it.

Any person with a good faith suspicion that a violation of academic integrity has occurred shall report the suspected misconduct to the appropriate professor or immediate supervisor in whose area the suspected misconduct occurred.

The primary responsibility for investigating, making determinations and assigning academic sanctions for academic misconduct resides with the professor in whose course the suspected misconduct allegedly occurred. If a professor suspects that a violation of the Academic Integrity Procedure has occurred which will result in a failing final grade, the professor shall notify the appropriate Division Dean. The Division Dean will notify the Associate Vice President for Academic Affairs.

A professor who suspects that a violation of the Academic Integrity Policy has occurred shall notify the student in writing of the nature of the alleged violation and schedule a meeting with
the student to offer the student the opportunity to discuss the allegation, review any supporting evidence, and offer any relevant information before a determination of violation is made.

For further information regarding this policy, the student is referred to the OCCC Student Handbook which is available online at http://www.occc.edu/handbook/pdf/StudentHandbook.pdf