



The mission of Concord University is to provide quality, liberal arts based education, to foster scholarly and creative activities and to serve the regional community (<http://www.concord.edu/academics/>).

Course Prefix, Number and Title: SOSC 2701 Introduction to Academic Research

Course CRN # and Section: CRN: 20225 (1AS), CRN 20226 (2AS), and CRN 20227 (3AS)

Semester Taught (including year): Spring 2019

Professor: Ms. Christie Norris-Bowling

Credit Hours: 3

Office Location: Marsh Hall, A116

Prerequisites: N/A

**Office Hours: Main Campus
Tue.-12:30-3pm
Thur-12:30-1:30pm
Beckley Campus
Tue. 6-7pm
Thur. 3-4pm
Or by Appointment**

Course Time (if applicable): Online

Email: cnorrisbowling@concord.edu

Building and Room Number (if applicable): Online

Phone: 304 384-5176

Office Fax: 304-384-6091

**College/Department Website:
www.concord.edu/sws**

Course Description/Rationale:

To teach students to effectively use resources in order to perform the research required in social science classes. The course will include practical research exercises. The student will become more familiar with various research aids, guides, and technologies available in the Library, and the World Wide Web (WWW).

Course Management System: Blackboard

Hardware/Software Needed: Microsoft Word

Text requirements: None. All course work will be completed through Blackboard.

Concord University Educational Goal(s)

This course addressed the following Concord University Educational Goals:

Skills: 3. An ability to employ appropriate methods and technologies for conducting empirical and scholarly research, to interpret research findings, and to use insights gained for such research as a basis for informed decision making.

National Standards: N/A

Specific Learning Outcomes

1. Demonstrate ability to use online and library resources for research
2. Understand what plagiarism is
3. Demonstrate proper use of APA
4. Develop a research paper outline and literature review

Course Requirements:

Materials and assessments by week/module

	Learning Objective	Course Materials	Assessments
Week Module One 1/14-1/20	Demonstrate ability to use Blackboard and online/library resources for research	-Syllabus	-Scavenger Hunt -Choose a research topic -Write thesis statement for research Due by 1/20/19 11:59pm or prior in Blackboard
Week Module Two 1/21-1/27	Demonstrate ability to use online/library resources to for research Demonstrate proper use of APA	-“How to Conduct Research Online” Information Sheet -“Searching for Resources in Library Catalog” ppt -Link to Library Catalog	-Find book title through keyword search -Find 5 book sources on research topic -Write sources in proper APA -Summarize sources with abstracts Due by 1/27/19 11:59pm or prior in Blackboard
Week Module Three 1/28-2/3	Demonstrate ability to use online/library resources to for research Demonstrate proper use of APA	-“How to Conduct Research Online” Information Sheet -“Searching for Resources Using Library Online Databases” ppt -Link to Library Databases	-Find journal name through Infotrac -Find 5 peer-reviewed sources on research topic -Write sources in proper APA -Summarize sources with abstracts Due 2/3/19 11:59pm or prior in Blackboard

Week Module Four 2/4-2/11	Understand what plagiarism is	“What to Cite” -“Plagiarism Decision Tree” -“How to Avoid Plagiarism” -“Plagiarism” ppt	-Plagiarism Quiz Due by 2/11/19 11:59 or prior in Blackboard
Week Module Five 2/12-2/15	Demonstrate proper use of APA Develop a research paper outline and literature review	-“What is Annotated Bibliography?” -“Annotated Bibliography Example” - APA Format & Annotated Bibliography ppt -Annotated Bibliography ppt	-Combine book and journal resources into an annotated bibliography -Develop outline for research paper Due by 2/15/19 11:59pm or prior in Blackboard

Your assignments in this course will include:

1. Selecting and refining a research topic, which you will use for the remaining class assignments, to certain questions that I pose to you regarding the process you went through to determine that topic; (NOTE: You will not be required to write a research paper. You are only choosing a topic so you can complete the research assignments in the class.)
2. Locating various types of reference materials in the Concord Library that may be helpful to you in your research;
3. Constructing keyword searches concerning your topic and submit 5 searches that you did;
4. Learning to use and searching the Online Catalog – MLN, UMI Periodical Index, other indexes and sources of abstracts;
5. Learning APA citation style;
6. Preparing a bibliography; and
7. Preparing a literature review and research paper outline. Each assignment is designed to use a specific tool to identify relevant materials or to make critical judgments as to the relevance, reliability, and importance of different materials.

Grading Policy and Scale, Make-up Policy, Late Work:

The skills taught in this course represent a minimum level of competence needed to function effectively in a library and a web environment. Among your assignments, you will be required to develop an annotated bibliography and a research paper outline. Additionally, there will be quizzes throughout the term.

Assignment	Points Possible
Week 1 Assignment	20
Week 2 Assignment	20
Week 3 Assignment	20
Week 4 Assignment	10
Week 5 Assignment	30

Total Pts. Possible 100

Each assignment has a due date that is specified on the course calendar. One point will be deducted from the assignment grade for each day that it is late. Assignments will be due by 11:59PM on the designated day. Note that the first four assignments are due on Sunday, but Assignment 5 is due on Friday. Students may work ahead on assignments if they wish.

Course Timeline (Schedule of Assignments/Assessments/Presentations)

1. Week 1 – Getting Started
 - a. Read the syllabus
 - i. Complete Scavenger Hunt Quiz (Under Getting Started)
 - b. Complete Assignment #1 (Under Assignments)
 - i. Submit your research topic through Blackboard
2. Week 2 – Using Library online catalog
 - a. Read Powerpoint presentation
 - b. Use the library link to access the Library Catalog
 - c. Complete Assignment #2 and submit to Blackboard
3. Week 3 – Using Library Databases
 - a. Read Powerpoint Presentation
 - b. Review all reading materials
 - c. Use the link to access Library Database
 - d. Complete Assignment #3 and submit through Blackboard
4. Week 4 – Avoiding Plagiarism
 - a. Read Powerpoint Presentation
 - b. Review all reading materials
 - c. Complete and submit Plagiarism quiz
5. Week 5 – Annotated Bibliography and APA Format
 - a. Read Powerpoints
 - b. Review all reading materials
 - c. Complete and submit Assignment 5

Accessibility/Accommodations:

Concord University is committed to responding to the needs of students with disabilities as defined by the Americans with Disabilities Act. Please inform your instructor at the beginning of the class semester if you have a disability and are requesting accommodations. It is your responsibility to self-disclose that you are requesting accommodations. The University and instructor will provide you with a reasonable accommodation. You should register with CU's Disability Services Office, located in the Athens campus Jerry and Jean Beasley Student Center, Bottom Floor, across from the Campus Post Office. The Disability Services Office phone is 304-384-6086 or you can email the Director, Nancy Ellison, at nellison@concord.edu for assistance.

Academic Dishonesty

Academic dishonesty is morally unacceptable as well as destructive to the learning and teaching atmosphere. Academic dishonesty includes the giving or receiving of improper help on examinations or assignments, falsifying documents, and plagiarism (the act of stealing and using, as one's own, the ideas or the expression of the ideas of another). Such dishonesty can lead to a variety of penalties — including but not limited to failure of assignment, failure of course, loss of institutional privileges, or dismissal from the University. (See University Catalog Academic Policies and Procedures.)

Concord University Honor Code

A Concord University Honor Code was approved by students, staff, faculty, administration, and the CU Board of Governors. The Code states:

"As a member of the Concord University Community I will act with honesty and integrity in accordance with our fundamental principles and I will respect myself and others while challenging them to do the same."

The Honor Code is intended to unite the Concord community behind a culture of honesty, integrity, and civility.

Class/Online Attendance Policy

Regular class attendance is part of a student's academic obligation at Concord. Irregular attendance may affect academic performance adversely and is detrimental to the atmosphere of a class. (See University Catalog Academic Policies and Procedures.)

Emergency Alert System

In an effort to increase safety and security on our campus, Concord University encourages everyone to register for instant text message alerts. Alerts will only be used for security and safety notices. All students, faculty, and staff are eligible to receive text message alerts on their cell phones or email alerts. Please contact the IT Help Desk for further assistance (304-384-5291).

Emergency Information

Emergency/courtesy telephones are located at the main entrance of each residence hall and at various other locations on campus. Emergency telephones can be identified by the flashing blue light and will provide the user with a direct link to Public Safety at the press of a button. To report an on-campus emergency, call 304-384-5357 or 911. The Office of Public Safety is located on the bottom floor of the Rahall Technology Center. For further emergency information go to:
<http://www.concord.edu/administration/office-public-safety>.

Inclement Weather Policy

As a general policy, the University will remain in normal operations during adverse weather conditions. In the event of severe weather conditions, the following may occur:

University Closure

No students or employees are to report.

Classes Cancelled

Students do NOT report BUT employees are expected to report to work at their normal time.

Operating on an Inclement Weather Delay

Under this schedule, all 8 a.m. classes will start at 10 a.m. Students and faculty will follow the Inclement Weather Schedule. (See <http://www.concord.edu/emergency-alerts> for Athens/Beckley Inclement Weather Schedules.)

**Announcements invoking the late schedule or other options referenced above are aired on area radio and television stations and are sent as text and email messages to those enrolled for this service.*

Student Conduct

In classrooms, online, laboratories, and during any activities that are part of course requirements, students are expected to observe reasonable rules of conduct.

Sexual Harassment & Assault

Federal law, Title IX, and Concord University policy prohibits discrimination, harassment, and violence based on sex and gender (Including sexual harassment, sexual assault, domestic/dating violence, stalking, sexual exploitation, and retaliation). If you or someone you know has been harassed or assaulted, you can receive confidential counseling support through the Concord University Counseling Center (304-384-5290). Alleged Violations can be reported non-confidentially to the Concord University Title IX Coordinator at 304-384-6327 or titleix@concord.edu. Reports to Campus Security can be made at (304-384-5357). As an employee at Concord University, I am a mandatory reporter which means I must report any sexual misconduct I am made aware of. This includes verbal or written (such as in an assignment) disclosures of sexual harassment or sexual assault.

Technology Services

Contact the CU Help Desk at extension 5291 from campus or 304-384-5291 off campus. You may also e-mail cuhelpdesk@concord.edu.

Syllabus Disclaimer

"This syllabus is subject to change based on the needs of the class. Please check it regularly."

Miscellaneous (for example):

Helpful Website:

www.socialworkers.org

www.naswwv.org

<http://www.library.uiuc.edu/edx/elecswrk.htm>

<http://owl.english.purdue.edu/>

<http://www.cswe.org/>

