ENG 307: INTRODUCTION TO RESEARCH AND DOCUMENTATION

Originator
rsagara

Justification / Rationale
I am updating this course as part of the periodic review and revision process.

Effective Term
Spring 2022

Credit Status
Noncredit

Subject
ENG - English

Course Number
307

Full Course Title
Introduction to Research and Documentation

Short Title
INTRO RESEARCH & DOC

Discipline

Disciplines List
English

Modality
Face-to-Face
100% Online
Hybrid

Catalog Description
This course provides an overview of academic research and source documentation, as they apply to writing tasks across the curriculum. Students learn what comprises the academic research process, how to use library-based databases to locate research sources, and how to document these sources using a standard academic documentation system, such as MLA. (Noncredit In-class Hours: 10)

Schedule Description
ENG 307 introduces students to academic research and source documentation.

Non-credit Hours
30

Lecture Units
0

Lab Units
0

In-class Hours
10

Out-of-class Hours
20

Total Course Units
0
Total Semester Hours
30

Override Description
noncredit course

Required Text and Other Instructional Materials

Resource Type
Book
Open Educational Resource
No

Formatting Style
MLA

Author
Hacker, Diana, and Nancy Sommers

Title
Rules for Writers, with 2020 APA Update

Edition
9th

City
Boston

Publisher
Bedford/Macmillan

Year
2020

College Level
Yes

Flesch-Kincaid Level
14

ISBN #
9781319367817

Class Size Maximum
25

Course Content
Learn and put into practice the academic research process.
Compose in-text citations and bibliographies in one or more academic citation styles, including MLA.

Course Objectives

	Objectives
Objective 1	Learn what comprises the academic research process, including formulating a research question and devising search terms and strategies.
Objective 2	Learn how to evaluate research sources for relevance and validity by recognizing the purpose(s) for researching a topic, by identifying an author's credentials and biases, and by identifying and analyzing the genre of individual research sources (e.g., an editorial vs. a research article).

Objective 3	Utilize a handbook to assist in composing source citations, both in-text and bibliographic, in a standard academic citation style, such as MLA.

Student Learning Outcomes

	Upon satisfactory completion of this course, students will be able to:
Outcome 1	Explain and execute the academic research process, including the use of library databases.
Outcome 2	Evaluate research sources for relevance and validity.
Outcome 3	Compose source citations (both in-text and bibliographic) in MLA (or another standard academic) style.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Demonstration, Repetition/Practice	Students will work on exercises related to academic research and source documentation.
Collaborative/Team	Students will participate in group discussions, activities, and assignments.
Technology-based instruction	Students will use library-based databases to gather research on a defined topic.
Participation	Students will participate in group and whole-class activities.
Lecture	Instructors will lecture on academic research and documentation.

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Written homework	Students will regularly complete homework assignments. (100% of homework assignments will be completed out of class, by definition.)	Out of Class Only
Mid-term and final evaluations	Students may complete a midterm and/or final examination on academic research and source documentation. (The percentage of in-class and out-of-class evaluations may vary, depending on instructor.)	In and Out of Class
Tests/Quizzes/Examinations	Students will complete short quizzes and tests, in order for the instructor to assess students' mastery of course content. (The percentage of in-class and out-of-class evaluations may vary, depending on instructor.)	In and Out of Class
Other	Out-of-class hours will be accounted for electronically through the learning management system.	Out of Class Only

Assignments

Other In-class Assignments
- Engage in mock research for the purpose of practicing the academic research process.
- Compose in-text and bibliographic citations in MLA (and possibly another) style.

Other Out-of-class Assignments
- Complete assigned research and documentation exercises.

Grade Methods
Pass/No Pass Only

Distance Education Checklist

Include the percentage of online and on-campus instruction you anticipate.

Online %

100

What will you be doing in the face-to-face sections of your course that necessitates a hybrid delivery vs a fully online delivery?

N/A (This course can be offered fully online. There is nothing that "necessitates a hybrid delivery," although the course may be offered as a hybrid class.)

Instructional Materials and Resources

If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?

Students will be using College of the Desert's library databases and tools, which we assume are designed for student data security.

If used, explain how specific materials and resources outside the LMS will be used to enhance student learning.

In order for students to learn how to engage in academic research, they need to use the library's academic research databases.

Effective Student/Faculty Contact

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

Within Course Management System:

Discussion forums with substantive instructor participation
Online quizzes and examinations
Regular virtual office hours
Timely feedback and return of student work as specified in the syllabus
Weekly announcements

External to Course Management System:

Direct e-mail
Posted audio/video (including YouTube, 3cmediasolutions, etc.)
Synchronous audio/video
Telephone contact/voicemail

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.

Students will regularly and frequently complete assignments in discussion forums and/or groups, and they will regularly and frequently submit written assignments, so they will receive regular and frequent feedback from the instructor on these assignments.

If interacting with students outside the LMS, explain how additional interactions with students outside the LMS will enhance student learning.

N/A

Other Information

MIS Course Data

CIP Code

23.0101 - English Language and Literature, General.

TOP Code

150100 - English

SAM Code

E - Non-Occupational

Basic Skills Status

Basic Skills

Prior College Level

One level below transfer

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Other Non-credit Enhanced Funding

Approved Special Class

Not special class

Noncredit Category

Elem/Secondary Basic Skills

Funding Agency Category

Not Applicable

Program Status

Program Applicable

Transfer Status

Not transferable

General Education Status

Y = Not applicable

Support Course Status

N = Course is not a support course

Allow Audit

No

Repeatability

Yes

Repeatability Limit

NC

Repeat Type

Noncredit

Justification

This course is meant to supplement students' development of academic English skills. As such, students may repeat this course as often as they deem necessary.

Materials Fee

No

Additional Fees?

No

Files Uploaded

Attach relevant documents (example: Advisory Committee or Department Minutes)

CO Approval Letter-ENG 307 0709_2021.pdf

Approvals

Curriculum Committee Approval Date

04/15/2021

Academic Senate Approval Date

04/22/2021

Board of Trustees Approval Date

05/21/2021

Chancellor's Office Approval Date
07/09/2021

Course Control Number
CCC000625985

Programs referencing this course
Research Argument Certificate of Competency (http://catalog.collegeofthedesert.eduundefined/?key=158)