

Syllabus

What to Expect in INCO1548-30

Course Description

This 8-week course gives you a basic introduction to doing research—you'll learn how to find information and what to do with it once you've found it. We will explore a number of different sources of information, including books, websites, periodicals and databases. Along the way we will discuss plagiarism and copyright law as well as evaluating sources for bias, factual errors and clarity. Finally, INCO1548 will teach you to cite your sources in formal MLA style.

Contact Your Instructor

- By mail at 8301 Ming Ave. Bakersfield, CA 93311
- By phone at 661-871-1415
- By email at heddy@taft.org
- Office hours: Mondays 2-4pm. Other times by appointment.

Student Learning Outcomes

By the end of the course, a successful student should be able to:

- Find sources of information for research papers
- Evaluate sources for bias, quality and factual accuracy
- Avoid both plagiarism and copyright violation when writing a research paper
- Cite sources in proper MLA bibliographic style
- Edit research papers for accuracy, precision and elegance of language

You Will Need:

Modern Language Association of America. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: Modern Language Association of America, 2009. Print.

Note that this is NOT the small green Trimmer guide. This is the complete *MLA Handbook*, with the dark blue cover. Be sure to purchase it—it will serve you well for years.

Course Calendar

- Week 1: Getting Started
- Week 2: Plagiarism, Copyright Violation and MLA Style
- Week 3: Websites
- Week 4: Periodicals
- Week 5: Databases

- Week 6: Using Your Library
- Week 7: Editing
- Week 8: Final Project Due

Due Dates:

- Assignment 1 and Quiz 1: Tuesday, Sept. 1, 2009
- Assignment 2 and Quiz 2: Tuesday, Sept. 8, 2009 (Be sure to make allowance for holiday if mailing assignment)
- Assignment 3 and Quiz 3: Tuesday, Sept. 15, 2009
- Assignment 4 and Quiz 4: Tuesday, Sept. 22, 2009
- Assignment 5 and Quiz 5: Tuesday, Sept. 29, 2009
- Assignment 6 and Quiz 6: Tuesday, Oct. 6, 2009
- **Assignment 7 and Quiz 7: Tuesday, Oct. 13, 2009**
- **Final Project: Thursday, Oct. 15, 2009**

Success Strategies

- Hand in all assignments.
- Stick with the schedule.
- Communicate with your instructor.

Academic Honesty and Personal Integrity

Thinking is the most important part of doing research. That means, above all, that you need to be able to think for yourself. Don't copy other people's work or plagiarize your sources. **If you are caught cheating, you will receive a zero on the relevant work.**

Grades

Assignments are 45% of the final grade.

Quizzes are 25% of the final grade.

The final project is 30% of the final grade.

A: 90-100%

B: 80-89%

C: 70-79%

D: 60-69%

F: Below 60%