**Honors 1—Spring 2022 F2F (Section #53665)**

* **Tuesdays (8-8:50am) @ POR 4**

**Instructor: Deanna M. Garabedian, MA**

* Email: deanna.garabedian@reedleycollege.edu
* Office Hours:
  + M, T, W (11-12pm) via Zoom
  + M and W in person, as well
  + TH (10-12pm) via Zoom
* If you cannot meet during my regular office hours because of work, family, or class conflicts, please email me so that we can schedule a time that works for you.

**SYLLABUS: This entire syllabus is tentative--contents are subject to change at any time in order to create a positive learning environment.**

**REQUIRED TEXTS: Our class text is an OER text and will be provided.**

Textbook: Krause, Steven D. *The Process of Research Writing*.

Version 1.0. Eastern Michigan University, Spring 2007

<http://www.stevendkrause.com/tprw/>

**COURSE DESCRIPTION:**

This is an introductory research skills course designed to create culminating student project proposals based on areas of interest for submission for symposiums and other areas of research-based collaboration.

**You will conduct research:** In this class, you will conduct research by gathering, organizing, evaluating, integrating, documenting information.

**You will revise repeatedly:** Careful reading, revision, and discussion are integral activities in this class.

**STUDENT LEARNING OUTCOMES--assessed through signature assignments**: Upon completion of this course students will be able to:

* Demonstrate knowledge of research including, but not limited to: databases, journals, and periodicals
* Search and retrieve credible information using basic and advanced search methods
* Evaluate research and identify a source’s currency, bias, and accuracy
* Prepare a research proposal using appropriate and correct citation and form

**COURSE OBJECTIVES:** In the process of completing this course, students will:

* Learn skills to approach faculty or professionals for mentorship opportunities
* Understand and identify topics for research based assignments or projects
* Demonstrate knowledge of narrowing the focus of topics for researched based assignments or projects
* Evaluate information from academic sources

**COURSE POLICIES:**

**Your regular participation in class is essential:** Discussion board and online group opportunities are integral parts of this class. Each of you will undoubtedly become an important part of this class as you share your own perspective and unique experiences.

**You are expected to check email and Canvas daily:** In order to do your best and complete this course successfully, you are expected to check your email and Canvas daily for announcements, postings, and assignments information. Furthermore, you are expected to attend class each day, actively participate, and submit assignments on time.

**Communication:** At ANY TIME, you may email me directly [deanna.garabedian@reedleycollege.edu](mailto:deanna.garabedian@reedleycollege.edu) or send me a message through Canvas if you have any questions. My goal is to respond to you within 24 hours maximum. If I have not responded, PLEASE do not hesitate to email me again with a gentle reminder. **I will be offline throughout the weekends, so if you have a pressing matter, make certain to reach out with enough time that enables me to respond to you by Friday @ 5pm**.

* If family, work, or class obligations conflict with the M, T, W, TH office hours, please let me know, and we can do our best to schedule another time.
* Again, you can reach me by directly emailing me or by sending me a message through Canvas.
* DO NOT contact me through an individual Canvas assignment.

**Attendance and Drop Policy:** You will be required to engage regularly and weekly.

**THERE ARE THREE WAYS TO BE DROPPED FROM THIS COURSE!**

* **A) NO SHOW DROP**: If you do not attend class on the FIRST day of instruction, you will be dropped from this course.
* **B) INSTRUCTOR DROP:** You will be dropped after FOUR absences if these absences occur during the first half of the semester.
* **C) INSTRUCTOR DROP:** You will be dropped for inactivity, as well, if you earn FOUR zeros (even if you are attending class).

**Late Work Policy:** Consider the Magic Three Policy—I will accept up to three assignments late. Life happens. HOWEVER, please note the very specific parameters.

* You may submit 3assignments late provided that you reach out either ON THE DUE DATE or WITHIN 24 HOURS of the due date.
* Beyond the Magic Three and beyond the 24-hour grace period, late assignments will earn a zero.
* NOTE! It is imperative that you ALWAYS submit rough drafts as I will provide feedback whether you earn the points or not. This feedback is paramount to your opportunity to earn the best grade possible for your essays, which constitute 75% of your total grade.
* If you do not use ANY of your Magic Three passes, you will earn extra credit points that will be entered at the end of the semester.

**Document and Submission Policy:** Please submit documents either through Office 365 or MS Word.

**Academic Honesty:** I expect each of you to complete your own work. The official Reedley College policies apply to this class, as well. “Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.”

**Cheating**: Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another’s work, supplying one’s work to another, giving or receiving copies of examinations without an instructor’s permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

**Plagiarism**: Plagiarism is a specific form of cheating: the use of another’s words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights. Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on the particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

**Plagiarism in This Course:** Work submitted in this class must be your original creation. Plagiarism is the act of using another person’s words OR IDEAS as your own with no citation for his/her work. Cheating includes having anyone else complete your work for you or turning in a paper you have written for another class. Plagiarism will result in a grade of 0 (an F) for the assignment and possible disciplinary action with the Vice President of Student Affairs. Academic dishonesty is a cause for discipline under Board Policy 5410(c). BEWARE: If you choose to plagiarize, I will know. Students have tried and have been reported. You are better than plagiarism. Students that I never suspected have been chief offenders. When you plagiarize, you do not offend me. Instead, you offend yourself and waste the time of others. Please think seriously before you take this dishonest and useless approach. **Please respect yourself, feel confident in your abilities, and reach out of you need help!**

**Needs for Academic Accommodations:** If you have any pressing issues or accommodations that you need to discuss, please do not hesitate to email me right away! If you have a documented disability and wish to discuss specific academic accommodations, please do not hesitate to discuss this with me as soon as possible. If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

**Coursework:** All assignments in this class must adhere to proper MLA format. You are expected to complete the following assignments:

* Resume
* Mentorship Interview
* Annotated Bibliography
* Bibliography Presentation
* Limitations of Research
* Future of Project
* Various Discussion Boards

**English Department Student Error Statement:**

Your instructors at Reedley College want you to be successful in your classes and therefore request you submit your best work. Successful students in reading and writing classes make sure that they carefully address the prompt, proofread their writing, and follow MLA guidelines.

Please note that an instructor may choose to read only the first page or less of an assignment and return it to you with little or no feedback if the paper demonstrates lack of attention to correctness. This paper is also likely to receive a failing grade.

Successful students do the following:

* Follow their instructor’s instructions and pay close attention to the rubric requirements
* Seek assistance from the Reading and Writing Center, Tutorial Center, or Smarthinking
* Ask their instructor for guidance during his/her office hours
* Look for answers in an MLA handbook or online at the Purdue OWL website (https://owl.english.purdue.edu/owl/) DAYS BEFORE their paper is due

**Grading Policy:**

**A=89.5-100%**

**B=79.5-89.4%**

**C=69.5-79.4%**

**D=59.5-69.4%**

**F=59.4% and below**

**Instructor Contact:** Academia is a professional environment. Please make certain that all correspondence is professional without any text language emails. Thank you.

**Writing Help:** Please be sure to go to the Reedley College Academic Support Center course shell in Canvas and enroll in the “course” so that you can have access to online tutoring throughout the semester.

**Trouble with Web Access:** If you are having trouble accessing any of the material in this course or anything related, please reach out and email me immediately [deanna.garabedian@reedleycolege.edu](mailto:deanna.garabedian@reedleycolege.edu). I want to help you, and I do not want you to lose any valuable time!