CIS 182 Syllabus

Course Information
Course title: Research and the Internet
Course number: CIS 182TI
Course description: This course will allow students to discover various avenues of using the Internet for research for personal, professional and scholarly use. Research may include topics of educational research values for elementary and secondary education as well as higher education. Students may also discover effective methods of researching topics of general interest, including weather, travel, and merchandise.
Course dates: March 14, 2011 to May 12, 2011
Prerequisite(s): Sauk Valley Community College CIS 109 or consent of instructor

Textbooks

Course Requirements
Introduction: You will have the most success in this class if, in addition to reading the text and completing the directed exercises, you review the material in the Course Content folder, and complete and assess the homework before completing assignments and tests.
Requirements: Computer with connection to the Internet. Access to a Web browser such as Microsoft Internet Explorer, or Mozilla Firefox. Students are expected to take the initiative to become familiar with the Blackboard environment in which the course is hosted, and will be given materials to do so.

Course Outcomes
Upon completing the course, students will be able to: • Use various internet research tools, including search engines and directories • Discuss copyright and plagiarism issues • Use Boolean operators to narrow or expand internet searches • Conduct complex searches • Navigate and search internet subject guides • Find specialty information • Use Sauk Valley College online resources available through the Learning Resource Center

Assessment of Outcomes
Outcomes will be assessed through the use of objective quizzes, lab projects, case studies, and a final, comprehensive project incorporating material learned in class.

Coursework Policies
It is expected that work you submit is your own. Submitting the work of others, or getting substantial assistance on assignments or tests, is considered cheating. Students may be subject to a grade of zero on the suspect work, a grade of “F” for the course, referral to the college discipline committee, or other sanctions as outlined in the Student Code of Conduct (link supplied). http://www.svcc.edu/InfoMenu/about/policies/conduct.html Please familiarize yourself with these policies.

ASSIGNMENTS/TESTS: Assignments are due on or before the due date indicated. Quizzes and tests must be completed on or before the due date. Late submissions will not be accepted.

Expectations
There are activities and assignments due every week in this course. Therefore, you must log into the class 2-3 times per week to stay current. Students who have not logged in for 7 consecutive days risk being withdrawn from the course.

You may expect your instructor to respond to course email within 24 hours.

How Do I Get Help?
If you need help with Blackboard, you may:

• Send an email to support@svcc.edu
• Call the IT department Sauk Valley Community College. 815-288-5511, ext. 1-229

Please note that your instructor is not able to help you with the technical aspects of Blackboard.
Instructor Contact Information, Office Hours, Policies, Grading Scale

Instructor Information
Name: Val Wittman
Email: Blackboard e-mail preferred. (Secondary email: val.wittman@svcc.edu)
Office location: 2E15
Phone: 815-835-6388 or 815-288-5511 x388
Online: Contact me during online office hours by using the Who’s Online feature within Blackboard.

Office Hours

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<tr>
<th>Location</th>
<th>Day</th>
<th>Start</th>
<th>End</th>
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</thead>
<tbody>
<tr>
<td>2E15</td>
<td>Tuesday</td>
<td>9:00 AM</td>
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<tr>
<td>2E15</td>
<td>Tuesday</td>
<td>11:00 AM</td>
<td>12:30 PM</td>
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<tr>
<td>Online</td>
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<td>1:30 PM</td>
<td>3:00 PM</td>
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<td>2E15</td>
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<td>2E15</td>
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Policies

WITHDRAWING FROM CLASS: If you choose to withdraw from class, you must contact the instructor and complete the necessary paperwork provided by Admissions and Records. Failing to attend class, or failure to log in on a regular basis DOES NOT constitute student-initiated withdrawal, and a grade of “F” may be awarded. Exception: Failure to log in for one consecutive week PRIOR TO MID-TERM will result in instructor-initiated withdrawal. After mid-term, all withdrawals must be student-initiated and are subject to the approval of the instructor. Unless there are highly unusual circumstances, no withdraw slips will be accepted or signed after the college-established date of last withdraw.

METHOD OF EVALUATION: Sauk Valley Community College is an institution dedicated to continuous instructional improvement. As part of our assessment efforts, it is necessary for us to collect and analyze course-level data. Data drawn from students’ work for the purposes of institutional assessment will be collected and posted in aggregate, and will not identify individual students. Your continued support in our on-going effort to provide quality instructional services at SVCC is appreciated.

PRIVACY: The College policy on student records complies with the "Family Educational Rights and Privacy Act". This Act is designed to protect the privacy of education records, to establish the rights of students to inspect and review their education records, and to provide guidelines for correction of incorrect or misleading data through formal and informal hearings. A copy of the Act or questions concerning the Family Educational Rights and Privacy Act may be referred to the Dean of Student Services, Ext. 271.

DISABILITY: If you have a disability or suspect that you have one and want to request a classroom accommodation, it is your responsibility to inform your instructor. Reasonable accommodations will be made after verification from the Student Needs Coordinator's Office located in Room 1G4, or by calling extension 246.

GRADE OF INCOMPLETE: If a student is unable to complete the final exam requirements in the assigned time frame, it is his/her responsibility to inform the instructor prior to the scheduled examination time. When a student is unable to appear for a final exam and has properly informed his/her instructor, the student may be assigned an “I” as a grade in that course. An incomplete grade will be changed by the Office of Admissions and Records to an “F” after one semester if the required course work has not been completed.

Grading Scale

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<tr>
<th>Percentage</th>
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<tbody>
<tr>
<td>90-100</td>
<td>A</td>
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<tr>
<td>80-89.9</td>
<td>B</td>
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<tr>
<td>70-79.9</td>
<td>C</td>
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<tr>
<td>60-69.9</td>
<td>D</td>
</tr>
<tr>
<td>&lt;60</td>
<td>F</td>
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