

## Course Information

### **LAR 101: Inquiry Seminar: Learning the Art of Inquiry**

SPRING TERM (MARCH 12-MAY 12)

3 Credit Hours

## Instructor Information

***April Paschall***

Doane University

## Contact Information

**Office:** (402) 826-6725

**Email Address:** april.paschall@doane.edu

**Phone:** (402) 968-0685 (texting is allowed before 10:00 p.m.)

## Communicating With the Instructor

This course uses a "three before me" policy in regards to student to faculty communications. When questions arise during the course of this class, please remember to check these three sources for an answer before asking me to reply to your individual questions:

1. Course syllabus
2. Announcements in Blackboard
3. The "Question Center" discussion board

This policy will help you in potentially identifying answers before I can get back to you and it also helps your instructor from answering similar questions or concerns multiple times.

If you cannot find an answer to your question, please first post your question to the "Question Center" discussion board. Here your question can be answered to the benefit of all students by either your fellow students who know the answer to your question or the instructor. You are encouraged to answer questions from other students in the discussion forum when you know the answer to a question in order to help provide timely assistance.

If you have questions of a personal nature such as relating a personal emergency, questioning a grade on an assignment, or something else that needs to be communicated privately, you are welcome to contact me via email or phone. My preference is that you will try to email me first. Please allow 24 hours for me to respond to emails.

If you have a question about the technology being used in the course, please contact the Doane University Help Desk for assistance (contact information is listed below ).

## Course Catalog Description

A course designed to introduce students to college-level writing, discussion, critical thinking, and critical reading. Faculty will choose a topic for each section in order to help students learn information research skills, to work collaboratively, and to gain an appreciation for interdisciplinary study and multiple perspectives. Each year, the instructors identify a guiding question, with related common student readings and experiences. Students will begin to engage in ongoing reflection about their educational experience.

## Course Prerequisite

None.

## Course Overview

Students will work to develop **INTELLECTUAL SKILLS**.

Students will learn to:

- engage in discovery;
- gather and evaluate facts and assumptions;
- support conclusions with relevant evidence; and
- practice effective communication.

This course addresses the learning outcomes related to creating a solid **ACADEMIC FOUNDATION** for students while preparing for a successful and enjoyable learning experience.

Specifically, students will:

- Understand the IMPORTANCE of a liberal education
- Engage in discovery of personal STRENGTHS & NEEDS
- Know how to NAVIGATE and USE resources available
- Create a sense of COMMUNITY

## Course Textbook and Materials

### Required

Hacker, D. & Sommers, N. (2014). A pocket style manual, 8th Ed., [Spiral Bound BUNDLE]. Bedford/St. Martin's. ISBN: 9781319153625. (This includes LaunchPad Solo for Readers & Writers (online) and is available at Doane's bookstore. It is the same price as the book alone.)

## Learning Objectives

### Course Objectives

At the completion of this course students will be able to:

1. Identify the value of a Doane liberal arts education
2. Utilize student support services and resources
3. Differentiate when and how to use the different types of college-level writing for assignments in future courses
4. Evaluate sources of information to discern credibility
5. Identify scholarly peer reviewed journal articles using the Doane library online database
6. Analyze personal strengths and needs as an adult student in the college environment.

## **Module Objectives**

### **Module 1: Orientation**

- Examine and discuss the elements of a liberal education
- Identify the anatomy of a Doane degree
- Discover Doane University History
- Distinguish the differences between Andragogy & Pedagogy
- Classify the types of student support services and resources at Doane
- Interpret when a student should utilize support services
- Reflect on past education in Personal Narrative assignment

### **Module 2: Writing Skills & Resources**

- Compare & Contrast Academic and Reflective Writing Structure
- Justify the use of Academic or Reflective Writing
- Evaluate Cronon article's Ten Qualities of a Liberally Educated Person
- Formulate a research question related to Caffeine use and human health

### **Module 3: Research Skills & Resources**

- Demonstrate how to navigate the Doane Library Databases
- Evaluate information using the CRAAP Test for credible sources
- Formulate a research question related to Caffeine use and human health
- Select Peer-reviewed Journal Articles related to research question

### **Module 4: Managing It All**

- Differentiate between successful and unsuccessful use of time
- Integrate time management skills into weekly planning
- Formulate SMART goals to complete course writing assignments
- Recommend ways to balance school, work, and personal life to classmates

### **Module 5: Strengths & Styles**

- Examine personality style and learning styles
- Discuss how personality and learning styles can be utilized in class
- Evaluate strengths & styles related to Cronon's Qualities of a Liberally Educated Person
- Formulate a personal mission statement based on goals & strengths

### **Module 6: Academic & Career Planning**

- Evaluate the importance of academic advising to student success
- Plan & prepare for academic advising appointment
- Consider and discuss the worth of early career planning in college

### **Module 7: Check-In & Work Week**

- Reflect upon success of appointment with Academic Advisor
- Assess progress in writing assignments and communicate to instructor

### **Module 8: Wrap-Up & Next Steps**

- Anticipate the next steps in the Doane degree path
- Gauge the use of strengths & styles in LAR 101
- Recommend success strategies for future LAR 101 students
- Synthesize scholarly journal articles into APA research paper
- Integrate Doane Core Connections, Cronon's Qualities, and individual strengths & experiences to critically reflect on value of a liberal education

# Course Requirements

## Attendance Policy

You should plan to work on this course everyday. This means that you absolutely **must have a reliable and consistent internet connection** throughout the duration of the course. This is a condensed, fast-pace, course. It is advised to stay on top of the course content as the weekly content builds upon the previous week and it is extremely difficult to catch up once behind.

## Online Course

This is an online course and therefore there will not be any face-to-face class sessions. All assignments and course interactions will utilize internet technologies.

## Computer Requirements

This course requires that you have access to a computer that can access the internet. You will need to have access to, and be able to use, the following software packages:

- A web browser (Chrome or Mozilla Firefox)
- Adobe Acrobat Reader (free)
- Adobe Flash Player (free)
- Microsoft Word

You are responsible for having a reliable computer and internet connection throughout the course. Your computer should come with a camera and/or you need to have a camera on your phone (for self-introductions, presentations, digital meetings, and other activities).

## Email and Internet

You must have an active Doane University e-mail account and access to the Internet. *All instructor correspondence will be sent to your Doane University e-mail account.* Please plan on checking your Doane Gmail account regularly for course related messages.

This course uses Blackboard for the facilitation of communications between faculty and students, submission of assignments, and posting of grades. The Blackboard Course Site can be accessed at <http://bb2.doane.edu>

## Campus Network or Blackboard Outage

When access to Blackboard is not available for an extended period of time (greater than one entire evening - 6pm till 11pm) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by midnight).

## Attendance/Participation

*Preparation* for class means reading the assigned readings & reviewing all information required for that week. *Attendance* in an online course means logging into Blackboard on a regular basis and *participating* in all of activities that are posted in the course.

## Studying and Preparation Time

The course requires you to spend time preparing and completing assignments. A three-credit course, online or on-campus, requires 144 hours of student work. Therefore, students can expect to spend

around 18 hours a week in a Doane online course preparing for and actively participating in this 8-week format.

### **Late or Missed Assignments**

ALL assignments must be finished and turned in to complete the course. Unless the instructor is notified BEFORE the assignment is due with extenuating circumstances, NO late assignments will be accepted.

### **Submitting Assignments**

All assignments, unless otherwise announced by the instructor, MUST be submitted via Blackboard. Each assignment will have a designated place to submit the assignment.

### **Drop and Add dates**

If you feel it is necessary to withdraw from the course, please contact your advisor for full details on the types of withdrawals that are available and their procedures.

### **Subject to change notice**

All material, assignments, and deadlines are subject to change with prior notice. It is your responsibility to stay in touch with your instructor, review the course site regularly, or communicate with other students, to adjust as needed if assignments or due dates change.

### **Academic Integrity**

Doane University expects and requires all its students to act with honesty and integrity, and respect the rights of others in carrying out all academic assignments. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means, is manifested in various measures. Gehring, et al, (1986) suggests that four categories of academic dishonesty exist<sup>1</sup>:

- a. Cheating
- b. Fabrication
- c. Facilitating academic dishonesty
- d. Plagiarism

For more information on academic integrity, please visit the website:

<http://catalog.doane.edu/content.php?catoid=4&navoid=191>

## **Course Grading**

### **Grades, Grading Scale, Feedback**

Assignment of letter grades is based on a percentage of points earned. The letter grade will correspond with the following percentages achieved. All course requirements must be completed before a grade is assigned.

A	100 – 90
B	89 – 80
C	79 – 70
D	69 – 60
F	59 and below

## LAR 101 Points Values for Assignments

								TOTALS
Week 1	DB: Self Intro	WebQuest	Liberal Arts Quiz	Andragogy/Pedagogy Scenarios	Trivia Game	Doane Shield	Personal Narrative	
	25	15	15	40	15	15	140	265
Week 2	DB	DB	Assignment Compare/Contrast	Research Question	Reflection Journal			
	25	25	30	30	25			135
Week 3	DB	Information Literacy Pre/Post	Scholarly Journal Assignment					
	25	25	100					150
Week 4	DB	Covey Grid	SMART Goals Assignment	Reflection Journal				
	25	40	60	25				150
Week 5	DB	Strength/Styles Assessments	Mission Statement	Strength/Styles Paper				
	25	25	50	100				200
Week 6	DB	Advisor Meeting Planner	Resume	Reflection Journal				
	25	50	100	25				200
Week 7	Instructor Meeting/Paper	Reflection Journal						
	100	50						150
Week 8	DB	Critical Thinking Paper	Cronon Reflection Paper	Reflection Journal				
	25	400	300	25				750
								2000

## Feedback

Please allow 3-5 days for feedback on assignments. This timeframe is dependent upon the level of detail that I provide and the number of students in the course. I expect you to read my feedback and make changes if needed. If you do not know how to look at feedback using the My Grades tool in Blackboard, please notify me immediately.

## How to Succeed in this Course

- Check your Doane email regularly
- Log in to the course web site daily
- Communicate with your instructor
- Create a study schedule so that you don't fall behind on assignments

## Accessibility Statement

In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, professional disability specialists and support staff at Doane University facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities. Doane University staff coordinate transition from high schools and community colleges, in-service training for faculty and staff, resolution of accessibility issues, community outreach, and collaboration between all Doane University regarding disability policies, procedures, and accommodations.

## Accessibility Services

Doane University Access/Services for Students with Disabilities

<http://www.doane.edu/disability-services>

Contact Person: Tere Francis Phone: 402.466.4774 Email: [terese.francis@doane.edu](mailto:terese.francis@doane.edu)

## Academic Support

Contact Person: Tere Francis Phone: 402.466.4774 Email: [terese.francis@doane.edu](mailto:terese.francis@doane.edu)

## Student Services

<http://www.doane.edu/gps/student-services>

## Student Conduct Statement

Students are required to adhere to the behavior standards listed in **Doane University Policy Manual**

Appropriate classroom behavior is defined by the instructor. This includes the number and length of individual messages online. Course discussion messages should remain focused on the assigned discussion topics. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion. Inappropriate discussion board messages may be deleted if an instructor feels it is necessary. Students will be notified privately that their posting was inappropriate.

Student access to the course Send Email feature may be limited or removed if an instructor feels that students are sending inappropriate electronic messages to other students in the course.

## **Technical Support Contact Information**

For technical assistance 24 hours a day, 7 days a week, please contact the Doane University Technology Office Help Desk:

Phone: 402-826-8411

Email: [helpdesk@doane.edu](mailto:helpdesk@doane.edu)

Web: <http://www.doane.edu>

## **Instructional Technology Accessibility and Privacy Policies**

<http://www.doane.edu/instructional-design-services/policies>

## **Syllabus Disclaimer**

The instructor views the course syllabus as an educational contract between the instructor and students. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. The instructor reserves the right to make changes to the syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes via email or in the course site Announcements. Please remember to check your Doane University email and the course site Announcements often.