



SYLLABUS

Course Title	Inquiry Seminar
Course Number	LAR 101-ONL
Number of Credits	3 semester credits
Course Dates	8/12/19 - 10/12/19
Instructor	April Paschall
Email Address	april.paschall@doane.edu
Office Hours/Availability	Virtual Office Hours: You can reach me most anytime during the day via email. Texting/calling is available between 8:00 a.m. and 8:00 p.m.
Phone Number	(402) 968-0685 (Cell) If you call my cell and I don't answer, please leave a message and I will return your call.
Textbook Information: (e.g. title, edition, publisher, ISBN)	Hacker, D. & Sommers, N. (2018). A pocket style manual, 8th Ed. Bedford/St. Martin's. ISBN: 9781319057404.
Additional Course Materials	N/A
Course 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.
Foundational Area of Knowledge	Foundational Area of Knowledge: Liberal Arts Studies Students will work to: ● engage in discovery; ● gather and evaluate facts and assumptions; ● support conclusions with relevant evidence; and practice effective communication. Program Outcomes a. Develop critical and analytical thinking skills b. Develop oral and written communications skills c. Obtain a strong liberal arts component to balance the technical knowledge I have acquired
Course Learning Outcomes/Objectives	<u>At the completion of this course students will be able to:</u> 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. <u>BIG IDEA:</u> This course addresses the learning outcomes related to creating a solid <u>ACADEMIC FOUNDATION</u> 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
Technology Requirements	https://www.doane.edu/faq/minimum-computer-requirements

Course Schedule

Week	Assignments	Due Date
Week 1 ORIENTATION	Discussion Boards: - DB: Self-Introduction Assignments: - Liberal Education Quiz - WebQuest - Personal Narrative - Doane Trivia Game - Doane Shield Diagram - Andragogy/Pedagogy Scenarios	Post Intro Video by Tuesday at midnight Reply to 2 classmates by Thursday at midnight All Assignments Due by Sunday at midnight.
Week 2 WRITING SKILLS & RESOURCES	Discussion Boards: - DB: Research Question Development Assignment - DB: Cronon Article Break Down Assignments - Research Question Submission - Hypothetical Assignment Compare & Contrast - Reflection Journal	Individual Post Due Friday at midnight Response Posts Due Sunday at midnight All Assignments Due by Sunday at midnight
Week 3 RESEARCH SKILLS & RESOURCES	Discussion Boards: - DB: CRAAP Test Results Assignments: - Info Literacy Pre-Quiz - Scholarly Journal Assignment - Info Literacy Post-Quiz	Initial Post Due Friday at midnight Response Posts Due Sunday at midnight <u>Pre-Quiz Required to open weekly content</u> All Other Assignments Sunday at midnight
Week 4 MANAGING IT ALL	Discussion Boards: - DB: Work-Family-School Balance Assignments: - Covey's Time Management Grid Assignment - Reflection Journal - SMART Goal Assignment	Initial Post Due Friday at midnight Response Posts Due Sunday at midnight Complete Covey's Grid by Thursday at midnight All Other Assignments due Sunday at midnight
Week 5 STRENGTHS & STYLES	Discussion Boards: - DB: Personality & Learning Styles Assignments: - Keirsey Type Sorter 16 Personalities Inventory - Learning Styles Inventory - Personal Mission Statement - Strength & Style Paper	Initial Post Due Friday at midnight Response Posts Due Sunday at midnight Complete the 3 Assessments by Tuesday at midnight All Other Assignments Due Sunday at midnight
Week 6 ACADEMIC & CAREER PLANNING	Discussion Boards: - DB: Career Planning Assignments: - Planning Sheet for Advising Appointment - Resume Assignment - Reflection Journal	Initial Post Due Friday at midnight Response Posts Due Sunday at midnight Planning Sheet <u>STEP ONE</u> Due Thursday at midnight, <u>STEP TWO</u> Due Sunday at midnight All Other Assignments Due Sunday at midnight
Week 7 CHECK IN & WORK-WEEK	Assignments: - Discussion with Instructor or Reflection Assignment - Advisor Meeting Reflection Journal	All Assignments Due Sunday at midnight (Discussion Option must be completed by 8 p.m.)
Week 8 WRAP-UP & NEXT STEPS	Discussion Boards: - DB: Note to New Doane Student Assignment Assignments: - Reflection Journal - Cronon Reflection Paper - Critical Thinking Paper	Initial Post Due Friday at midnight Response Posts Due Sunday at midnight All Assignments Due Sunday at midnight

Grading Assessments

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/Style s 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
							Grand Total	2000
	200	Discussion Board	150	Reflection Journals				
	560	Activities	1090	Assignments				

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.

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, 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 Monday-Friday and 48 hours on the weekend.

If you have a question about the technology being used in the course, please contact the Doane University Help Desk for assistance.

Phone: 402-826-8411

Email: helpdesk@doane.edu

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

Computer Requirements

Minimum computer requirements for the successful use of Blackboard:

http://www.doane.edu/about-doane/offices/its/help-and-support#min_requirements

Minimum computer requirements for success in this course:

- Reliable computer and internet connection
- A web browser (Chrome or Mozilla Firefox)
- Adobe Acrobat Reader (free)
- Adobe Flash Player (free)
- Word processing software—Microsoft Word or Google Docs
- Webcam and mic

You are responsible for having a reliable computer and internet connection throughout the course.

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>

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.

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).

Grade Scale

A+ = 97-100% A = 94-96% A- = 90-93% B+ = 87-89% B = 84-86% B- = 80-83%
C+ = 77-79% C = 74-76% C- = 70-73% D+ = 67-69% D = 64-66% D- = 60-63%
F= 59% or below

Participation Policy	Regular engagement is expected for on-line courses. Participation in class discussions (discussion boards) is an integral part of your grade. <i>Preparation</i> for class means reading the assigned readings & reviewing all information required for that week. <i>Attendance</i> in an online course means logging into the Blackboard and on a regular basis and <i>participating</i> in all of the activities that are posted in the course. 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-paced, 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.
Study Time/Participation	Expectation of the amount of time the course requires students to spend preparing and completing assignments. Typically, students could expect to spend approximately 12 hours a week preparing for and actively participating in this 8-week 3 credit hour course. This actual time for study varies depending on students' backgrounds. 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

Late Work	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.
Communication Policy including Assignment 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.
Academic Integrity Policy	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 defined in four categories: Cheating - "Intentionally using or attempting to use unauthorized information or study aids in an academic exercise." Fabrication - "Intentional and unauthorized falsification of invention or any information or citation in an academic exercise." Facilitating Academic Dishonesty - "Intentionally or knowingly helping or attempting to help another to commit an act of dishonesty," and/or coercing others to do the same. Plagiarism - "Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise," in both oral and written projects. Gehring, D., Nuss, E.M., & Pavela, G. (1986). Issues and perspectives on academic integrity. Columbus, OH: National Association of Student Personnel Administrators For more information on the sanctions for academic dishonesty, please visit the website: https://catalog.doane.edu/content.php?catoid=16&navoid=1333
Academic Support	Please contact academicsupport@doane.edu https://www.doane.edu/graduate-and-adult/academic-support
Disability Services	https://www.doane.edu/disability-services Doane University supports reasonable accommodations to allow participation by individuals with disabilities. Any request for accommodation must be initiated by the student as soon as possible. Each student receiving accommodations is responsible for his or her educational and personal needs while enrolled at Doane University.
Military Services	https://www.doane.edu/graduate-and-adult/military
Anti-Harassment Policy	http://catalog.doane.edu/content.php?catoid=5&navoid=452

Grade Appeal Process	http://catalog.doane.edu/content.php?catoid=5&navoid=238
Credit Hour Definition	Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.
Syllabus Changes	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.