SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: Research and Writing

CODE NO. : CMM135   **SEMESTER:** W

PROGRAM: Various Post-Secondary

AUTHOR: Language and Communication Department

DATE: Jan. 2011   **PREVIOUS OUTLINE DATED:** Jan. 2007

APPROVED: "Angelique Lemay"   Dec. 2010

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         CHAIR, COMMUNITY SERVICES   **DATE**

TOTAL CREDITS: 3

PREREQUISITE(S): none

HOURS/WEEK: 3

I. **COURSE DESCRIPTION:**

This course prepares students for the complex demands of academic research and writing in their program area. Students will be prepared to critically ask questions of reading and research; formulate hypotheses; conduct research using the library and identify further avenues of inquiry if necessary. To help students develop these skills, the course also teaches students the basic skills of analysis, interpretation, critical thinking and documentation. Required coursework will include the completion of written, researched documents.

II. **LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

1.   Produce research documents in a variety of formats (annotated bibliography, journal review, research essay or research report)

Potential Elements of the Performance:
- Identify the audience and purpose for the document
- Identify the uses and types of research documents
- Create accurate and specific research documents using various formats

2.   Critically read and analyze texts

Potential Elements of the Performance:
- Identify the nature of the information to be researched
- Examine, evaluate, select, and summarize information that is relevant, important, and useful for inclusion
- Draw conclusions about how the information can be used
- Check for accuracy and credibility of sources
- Evaluate for bias

3.   Engage in primary and secondary research

Potential Elements of the Performance:
- Locate information in the library effectively
- Use the databases effectively
- Distinguish primary and secondary sources
- Use primary and secondary sources correctly
- Use appropriate sources to support the document's purpose

4.　　Cite sources accurately and correctly using APA format

　　　Potential Elements of the Performance:
- 　　Cite internal sources correctly using APA documentation
- 　　Create a reference page correctly using APA documentation
- 　　Format the research document correctly using APA documentation
- 　　Use the APA documentation manual accurately
- 　　Employ consistent APA format to documents

5.　　Employ computers accurately and efficiently to produce research documents

　　　Potential Elements of the Performance:
- 　　Adjust and proofread for content
- 　　Incorporate appropriate graphics
- 　　Design clear, easily-read documents for specific audiences and purposes
- 　　Proofread and edit work for correctness using spell-check, thesaurus, grammar check, and peer editing

III.　　TOPICS:

1.　　Purpose of Research
2.　　Using the Library
3.　　Evaluating Sources
4.　　Using APA Publication Manual
5.　　Writing an Annotated Bibliography
6.　　Writing a Journal Review
7.　　Using APA Documentation　(internal citations, reference page, document formatting)
8.　　Writing a Short Research Paper

IV.　　REQUIRED RESOURCES/TEXTS/MATERIALS:

American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Gelfand, H., Walker, C. J., & the American Psychological Association. (2001). *Mastering APA Style: Student's workbook and training guide.* Washington, DC: The American Psychological Association.

V EVALUATION PROCESS/GRADING SYSTEM:
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1.	Using the APA Publication Manual – Test	25%
2.	Journal Review	10%
3.	Annotated Bibliography	15%
4.	In-Class Assignments	30%
5.	Short Research Paper	20%
		100%

Note: Some of the assignments completed **_may _** be in collaboration with program-related assignments.The professor reserves the right to adjust the course delivery as he/she deems necessary to meet the needs of students.

The following semester grades will be assigned to students in post-secondary courses:

Grade	Definition	Grade Point Equivalent
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

Note: For such reasons as program certification or program articulation, certain courses require minimums of greater than 50% and/or have mandatory components to achieve a passing grade.

It is also important to note, that the minimum overall GPA required in order to graduate from a Sault College program remains 2.0.

Students may be assigned an "F" grade early in the course for unsatisfactory performance.

VI.   SPECIAL NOTES:

Attendance:
Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Student Portal:
The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to https://my.saultcollege.ca.

The Addendum:
The provisions contained in the Addendum are located on the student portal. Students are responsible for becoming familiar with this information.