

Program: Mental Retardation Counsellor

Course Title: Research Seminar

Course Number MRC 213

Instructor: Karen Cameron

PART I

Course Philosophy

"A close searching" of written materials which involves not only a studious inquiry into the subject, but also a critical examination, assessment, and interpretation of the materials found, is a necessary component in the H.R-C, program. After college, the methods used in writing the research paper v/ill continue to serve in the professions, and in the civic and social activities they will pursue. Fact finding, v/ith its analysis and reporting, is so important an aspect of our present-day civilization that every educated person must be prepared to undertake it.

PART II

Course Goals

This course is designed to give students the opportunity to confront and investigate some of the current issues in the field of mental retardation. This course v/ill be conducted on an individu assignment basis for research topics allowing for diversified intere to be pursued.

PART III

Terminal/Behavioural Objectives

On successful completion of the Research Seminar course the student must be able to do the following;

- A. Identify and utilize proper and efficient research procedures in completing his/her assignment*
- B. Isolate a problem which relates .to the mentally retarded and research it.
- C. Discover and make use of all the resources of a library in gathering materials on a specific subject as well as his ingenuity in finding other sources yielding additional informat:
- D. Select from the material available those facts and ideas that are immediately pertinent to his topic.

- E. Organize and document his/her information properly; and write it clearly, logically, effectively, and correctly with respect to grammar, spelling and punctuation.
- F, Work through a project to completion using the teacher only for guidance and a resource.

PART IV

Syllabus

Unit I - Topic Selection (1st through 2nd week)

- a. Suggestions for topics
- b. How to narrow the topic

Unit IX - Collecting Material {3rd through 5th week)

- a. Using the library
- b. Library visitation - the information desk, the reference room, the card catalogue, periodical indexes, professional journals
- c. Evaluating source materials
- d. Additional references

Unit III - Planning the paper (6 through 8th week)

- a. Exploratory reading
- b. Making a preliminary bibliography .
- c. Forms for bibliography cards
- d- Outlining
 - 1. Taking stock
 - 2. Organizing your material
- e. Notetaking
- f. Individual meetings are assigned

Unit IV - Writing the paper (9 through 10th week)

- 2. Audience and attitude
- b. Purpose and tone
- c. Writing the first draft
 - 1. Paragraph development - unity, coherence, emphasis, variety, diction, transitional expressions
- d. Footnotes
- e. Diction
 - 1. abbreviations
 - 2. numbers
 - 3. plurals
 - 4. quotations
 - 5. division of words at ends of lines

Unit V - Revising the first draft (11 through 12th week)

Unit VI - Writing the final copy (Format) (13th week)

i* paper - Use typing paper 8¹/₂ X 11 inches. The paper must be typed. Be sure that the ribbon is new or nearly new and that the type is clean. * Use a carbon paper - two copies of the paper must be submitted

^* Margins - Leave a margin of 1¹/₂ inches on the left and 1 inch on the other three sides of the paper, except on the first page, which should have a margin of 2 inches at the top to allow space for the title.

Unit VII - Research papers are read by students and discussed (14 and 15th week)

Spacing - Double space the text if you typewrite. Single space long prose quotations, poetry and footnotes. Never put a subheading at the foot of a page unless there is a space beneath it for at least one line of text.

title - Drop down 2 inches on the first page and centre the title in capital letters throughout.

pagination Place the page number at the top of the sheet, except on the first page where the number should be centered at the foot of the sheet.

footnotes - Footnote numbers should follow each other in numerical order on the page. Indicate a footnote with a raised numeral placed at the end of the matter it supports, letting it follow any mark of punctuation. Footnotes may be listed on a page at the end of the paper.

7. bibliography Begin the bibliography on a new page dropping down from the top about 1¹/₂ inches and centering the heading. Assemble the bibliography in alphabetical order according to the last names of the authors. A work for which no author is given is alphabetized according to the first word of the title (disregarding "A", "An", or "The")

outline - If an outline is required to accompany the paper, type it on a separate page. Centre the heading OUTLINE about 1¹/₂ inches from the top of the page.

introduction Include an introduction to give a brief overview and purpose of the paper.

10. title page - Type the title of the paper slightly above the center of the page, using capital letters throughout and double spacing if two lines are necessary. Type your name, the course number and date, each on a separate line on the lower right hand corner.
11. summary
12. proofreading
13. corrections

*** ASSIGNMENTS DUE -

February 4 - Topics are defined and submitted on a 3 X 5 inch index card for approval

March 10 - An outline is presented which includes the framework of the paper, subtitles and a bibliography

April 7 - The FINAL PAPER IS DUE. A minimum of twenty pages is required with at least five references.

PART V

Methodology

Learning will be facilitated by lectures, class discussions, observations and student involvement in seminar research and presentation in which the above topics will be examined and procedures defined. Individual meetings will be assigned to the students to discuss and analyze their individual projects with the instructor.

PART VI

Evaluation of the Research Paper

Format of the Research Paper - 30%

A well written paper will fulfill the areas discussed in Units I through VI. The paper will include the criteria discussed in Unit VI with 4 points being given to each of the following: the title page, introduction or overview, table of contents and summary. The bibliography and footnotes will be given 7 points each. Total: 30 points.

Content of the Research Paper - 70%

Does the work deal directly with the topic or merely touch the fringe?

Is the author's point of view impartial and objective?

Are there more statements of fact than of opinion?

Are the opinions expressed the logical conclusions of the evidence presented?

Does the support for opinions come from known, reliable authorities?

Are statements substantiated whenever necessary by footnote references?

Were all possible sources utilized?

Is the paper content written correctly, clearly, forcefully expressed, well organized and effective?

Total: 70 points

Total: 100 points

A grade of A, B, C, or R will be awarded.