

COURSE SYLLABUS
AGRI 3000 (AGRI 4990) - Discovering and Utilizing Ideas and Information
Fall 2007

Instructor Information:

Instructor: Dr. Christine Boggs

Phone: 307.766.4238 (1.800.448.7801)

E-mail: cboggs@uwyo.edu

Office: Wyoming Hall 315

AIM/iChat Name: boggsarosnet

Skype Name: boggsarosa

Gmail: boggsarosa

Office Hours: Wednesday 6-8pm and by appointment (via instant messaging or using ClassLive)

Contacting the instructor:

Please try to reach me by email or instant messaging first. I am online frequently during the day. I will make every effort to respond to your email within 48 hours. However, if a phone call is essential, contact me by phone: 307.766.4238. If I am going to be unavailable, I will let you know.

Prerequisites: Junior Standing, WA course

Course Description:

This is a 3-credit course that provides the framework for effective learning in the degree program for the Bachelor of Applied Science. Learning in this area guides you to accessing, evaluating, and utilizing information and ideas; communicating information and ideas effectively and responsibly; civic engagement for individual, organizational and community problem-solving; and applying new skills, knowledge, and perspectives in a contemporary society.

Course Objectives:

Upon successfully completing the course, you should:

- Develop academic writing skills through four mediums: online discussion, weekly assignments, journal and research paper with accurate referencing.
- Demonstrate proper use of online research resources including UW's online library, journal indexes and appropriate web references.
- Critically evaluate sources of information and apply information towards academic research.
- Produce thesis-governed writing that demonstrates critical thought, adequate evidence and appropriate style for respective fields.
- Learn writing and research skills that will contribute to your success in college and in your professional field.
- Understand the meaning and value of academic honesty and how to contribute to scholarly dialogue in a positive manner.
- Acquire knowledge and information about Organizational Leadership and the career options associated with the Bachelor's of Applied Science degree.

Course Requirements/Assignments:

The major assignment for this class will be a research paper. The paper will be written throughout the semester with due dates for each part of the paper approximately every 2 weeks. This pacing will aid in the completion of the research paper. In addition to the assignments associated with the research paper there will be weekly assignments including topics that will assist you in the completion of the research paper. There will also be assignments which address other important topics to help you succeed in college and become a professional in your chosen field. Following is the breakdown of points for the course.

Assignment	Due Date	Number of Points Per Assignment	Total Points
Online Discussions	Every Week (nothing due Thanksgiving Break)	10	140
Weekly Assignments	Every Week (nothing due Thanksgiving Break)	10	140
Journal	Every Week (starting the second week, nothing due Thanksgiving Break)	10	130
<i>Draft: Research Question</i>	<i>September 4</i>	<i>25</i>	<i>25</i>
Research Question	September 11	50	50
<i>Draft: Preliminary Research</i>	<i>September 18</i>	<i>15</i>	<i>15</i>
Preliminary Research	September 25	35	35
<i>Draft: Prospectus</i>	<i>October 2</i>	<i>25</i>	<i>25</i>
Prospectus	October 9	50	50
<i>Draft: Annotated Bibliography</i>	<i>October 16</i>	<i>25</i>	<i>25</i>
Annotated Bibliography	October 23	50	50
<i>Draft: Outline/Story Board/1st Draft</i>	<i>October 30</i>	<i>27</i>	<i>27</i>
Outline/Story Board/1 st Draft	November 6	63	63
<i>Draft: 2nd Draft</i>	<i>November 13</i>	<i>30</i>	<i>30</i>
2 nd Draft	November 27	70	70
Writing Conference with Instructor	To be scheduled	50	50
<i>Draft: Final Draft</i>	<i>December 4</i>	<i>25</i>	<i>25</i>
Final Draft	December 14	50	50

Online Discussions:

Online discussions are an essential part of the learning activity in this course. Student participation is vital to the success of this course, even more so than a face-to-face class. Therefore, it is an important part of the grade. Plan to log in approximately 3 times a week (3 hours/week for a 3 credit course.)

Every week there will be a discussion pertaining to some aspect of the class, every student is expected to participate in these discussions. The course is set up in 2 week blocks to allow for

enough time for students to post their initial thoughts and respond to other students. Students are evaluated according to the quality of their initial post and the quality/frequency of interactions with other students. Therefore in order to earn full points students need to post an initial thought or assignment within the first week of the unit, and respond to other students by the end of the second week. Waiting until the final due date to post an initial contribution and or responses creates a barrier to learning for you and your classmates and will lead to loss of points. Participation in the online discussions will be graded on quality of postings, not number of postings. In addition to posting your own thoughts on each discussion you will also be required to respond in a thoughtful, constructive manner to at least one of your classmate's postings.

Group Etiquette:

People want fair, honest feedback. Critique is a necessary part of group discussion, as is praise. Before sending a response to another's submission, be sure you can discuss the reasons for your response concretely and specifically as well as professionally and politely. The learning process in this course depends on both writing and critiquing. Make sure you include both examples of what you liked about another's submission, as well as what they can do to improve it. In addition please remember that we are working in a virtual environment where we cannot see body language to give us clues to intentions. In this environment it is possible to post or email something meant as a joke but is taken seriously and can seriously hurt people. Please guard against unintentional insults, or insults of any kind! We all will learn better in a professional, respectful and safe environment.

Computer mediated communication:

- General questions and suggestions should be posted within the threaded discussions within the course FAQ. Students can benefit from each other's questions, answers, and suggestions.
- It helps if you put the following in the subject line of your email: "AGRI 3000" so I can make your emails messages a priority out of the numerous emails received daily.
- Personal questions and problems that are not appropriate for the group to receive can be emailed directly to the instructor.
- The following web sites have information about flaming and other Netiquette guidelines. <http://www.albion.com/netiquette/corerules.html> or <http://www.dtcc.edu/cs/rfc1855.html>

Weekly Assignments:

Weekly assignments will be given to help you learn the information and skills necessary to be successful in this class as well as the rest of your academic career. The skills learned in this class will also be extremely helpful in your professional career. This ability to research and critically evaluate information and present it in writing are essential skills for many professions. The assignments will vary in topic but will be applicable to the objectives of the course or directly to assisting you in the completion of your research paper.

Journal:

In addition to note-taking, it is often helpful to regularly record your responses and thoughts in a more permanent place that is yours to consult. By developing a habit of reading and writing in conjunction, both skills will improve. Each week as you develop your skills you will keep a short journal of your progress and thoughts. This journal should also be used as an aid for you in your research. This journal should be a help to you, it's not written so that I can check your

information, research nor even grammar. It is for you to keep a record of your learning and research to help you complete the assignments and you may use it again in other classes. Each weekly journal will be worth 10 points. I will also occasionally post a question or topic for you to examine in your journal.

Research paper:

The purpose of this assignment is to teach you the process of researching a question and then writing about your findings. Consequently the **process** is more important than the product. By focusing on the process you will be sure to create a high quality product, thus the final paper itself is worth less points. In addition each step in the process has a bonus chance. You will turn in a draft of the assignment that will not be graded but will be critically evaluated for quality and returned to you. You can either re-write the assignment and turn it in for the final grading on the due date or you can just turn in the document you originally submitted for grading. This is designed to give you a chance to learn the process with a “safety net”.

Below are short definitions of the sections of the research paper, more detailed descriptions of each section of the paper will be in a separate document.

- Research Question – Read Introduction, Genre and Topic from OWL (Online Writing Lab from Purdue University) website and try to find a question that is relevant to your interests and/or your job. Be creative and try to find something that might be directly useful/interesting to you. This part of the assignment will just be to try to find a topic you are excited to work with.
- Preliminary Research – Read Scope from OWL Website and do some preliminary research to narrow your question. This purpose of this part is to narrow the chosen area of study to something that might be manageable.
- Prospectus – Read Thesis or Question from OWL website and create your thesis or research question. The prospectus will be a short paper where you detail your research question and show some of the research you have completed.
- Annotated Bibliography – Read “Research” from OWL website and start your research into your topic. This is where you will find articles, books, websites, etc. that will help you address your written Thesis. You will then choose 5 useful references and prepare an Annotated Bibliography using the guidelines located at:
<http://www.library.cornell.edu/olinuris/ref/research/skill28.htm>
- Outline/Story Board/ Rough Draft – Read “Outline” from OWL website and create an outline or a rough draft for your paper. You will take all the information that you have read and taken notes on and try to create a plan. This plan can come in whatever form you prefer, outline, story board or even an extremely rough draft of the paper.
- First Draft – Read “First Draft” from OWL website and write your first draft of the paper. You will write the paper and turn it in for feedback before the final draft.
- Writing Conference – Each student in the class will schedule a time to meet with me individually to “discuss”, using tools located within the eCollege course shell, the rough draft of the paper.
- Final Draft – Read “Revisions and Proofreads” from OWL website and write your final draft. Using the information provided by the instructor you will polish your final paper.

Reading/ Required Texts:

Hamid, S. (2007). Writing a Research Paper.

<http://owl.english.purdue.edu/workshops/hypertext/ResearchW/index.html>

Leslie F. Stebbins. Student Guide to Research in the Digital Age. Westport, Connecticut: Libraries Unlimited. 2006.

Additional/Optional Resources:

- Diana Hacker. A Writer's Reference.
- UW Writing Center <http://uwadmnweb.uwyo.edu/ctl/writing%5Fcenter/>
- UW Libraries <http://www-lib.uwyo.edu/>

Grading Standards:

Late Work:

This course is paced. That means that course units become available on a specified date and all work is due on a specified date. Please be respectful of the instructor and your fellow students. In an online class late work on your part may negatively impact the ability of your classmates to complete their weekly work. Thus procrastinating does not just make your life more difficult it makes everyone's more difficult. Life happens and if you have circumstances that will force you to get behind in the class they will be considered on a case-by-case basis.

Deadlines:

Odd things happen in cyberspace: emails get lost; servers disconnect suddenly; logins are impossible. Don't wait until the last minute to get things done. Allow time to meet deadlines. Reply and check for replies on emails sent and received, as well as your contributions to the required assignments.

Safeguards/Technical Support:

Back up every piece of work you do on disk and make a hard copy. If you experience computer difficulties, you are responsible for solving the technical problems.

Remember you have 24 hour-technical support with eCollege. Help Desk is an available link within in the course. They ask for approximately a 4-hour turn around time for requests.

In case you cannot get into the course the email address is helpdesk@ecampus.uwyo.edu . As a second alternative, there is also a toll free number to call the help desk: 1-800-448-7801. Ask for "online" and then "tech support" - the Outreach School then transfers you to eCollege. And, of course you can always call the eCollege Help Desk directly at 303-873-0005.

Feel free to call the Outreach School at 1-800-778-4801 to solve general problems with registration, payment, textbook orders, and other course management problems. Outreach students can use this number to transfer to other departments on campus as needed.

Academic Honesty:

Representing the work of others as your own constitutes academic dishonesty and is strictly forbidden in this course. The official University definition of academic dishonesty is: *An act is academically dishonest when it is an act attempted or performed which misrepresents one's involvement in an academic task in any way, or permits another student to misrepresent the latter's involvement in an academic task by assisting in the misrepresentation.* Further information and some specific examples of academic dishonesty can be found at:

<http://uwadmnweb.uwyo.edu/legal/Uniregs/ur802.htm>. All sources (whether printed or verbal) used in assignments and projects, including those located on the WEB, need to be correctly cited. If you use 5 or more words from a source just as they are used in the source, you need to put those words in quotation marks and cite the source. It is better to not use quotes, but rather paraphrase and cite the source. If necessary, we will use electronic means to detect plagiarism. Students involved in any form of academic dishonesty can as a minimum, receive an automatic “F” in this course.

Non- Discrimination Statement

A campus environment characterized by diversity, free inquiry, free expression has always been a top priority of the University of Wyoming. Civil discourse is an essential aspect of the search for and transmission of knowledge. Words and actions that promote and encourage self-worth, respect and dignity are consistent with the university's mission. Conversely, words or actions that reflect prejudice, stereotypes and discrimination are antithetical to the mission of the university and will not be tolerated. Specifically, racist and other discriminatory or harassing conduct based on gender, color, disability, sexual orientation, religious preference, national origin, ancestry or age impair and disrupt legitimate university functions. Every effort, within the context and protection of the First Amendment rights, will be expended to eliminate such conduct from the campus community. Teaching students to live productively in a multicultural/multiethnic society is a process that must take place within a constructive and harmonious environment. It is the obligation of the faculty, staff, students and the administration of the University of Wyoming to provide this environment.

It is the policy of the University to accommodate students with disabilities, pursuant to federal and state law. Any student who needs accommodation because of a disability should inform the instructor at the beginning of the course. Students with disabilities who seek accommodations must contact Student Educational Opportunity Services, Knight Hall room 330, at 766-6189.

The instructor may make changes to the syllabus as the course proceeds. If necessary, these changes will be posted on the course homepage.