

APPLICATION FOR NEW COURSE

1. Submitted by College of _____ Date 9-15-06

Department/Division offering course Discovery Seminar Program

2. Proposed designation and Bulletin description of this course

a. Prefix and Number DSP 200 001 b. Title* General Research Skills; subtitle required.

*NOTE: If the title is longer than 24 characters (including spaces), write A sensible title (not exceeding 24 characters) for use on transcripts

c. Lecture/Discussion hours per week 3 d. Laboratory hours per week

e. Studio hours per week f. Credits 3

g. Course description

Course provides the basic skills required to conduct research and other scholarly activities.

h. Prerequisites (if any)

All students must be actively engaged (for an average of at least 10hrs/wk) in a research or other scholarly activity under the mentorship of a UK faculty member through the UK Undergraduate Research Program (UKURP).

i. May be repeated to a maximum of _____ (if applicable)

4. To be cross-listed as

Prefix and Number Signature, Chairman, cross-listing department

5. Effective Date Spring 2007 (semester and year)

6. Course to be offered [] Fall [x] Spring [] Summer

7. Will the course be offered each year? [x] Yes [] No (Explain if not annually)

8. Why is this course needed?

We are placing ever-increasing emphasis on engaging undergraduates in research and no similar course exists.

9. a. By whom will the course be taught? Robert Tannenbaum

b. Are facilities for teaching the course now available? [x] Yes [] No If not, what plans have been made for providing them?

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10. What enrollment may be reasonably anticipated? 15 - 25 per year
11. Will this course serve students in the Department primarily? Yes No
- Will it be of service to a significant number of students outside the Department?
If so, explain. Yes No
-

Will the course serve as a University Studies Program course? Yes No

If yes, under what Area? varies, depending on the field of research in which the student is engaged.

12. Check the category most applicable to this course
- traditional; offered in corresponding departments elsewhere;
 - relatively new, now being widely established
 - not yet to be found in many (or any) other universities
13. Is this course applicable to the requirements for at least one degree or certificate at the University of Kentucky? Yes No
14. Is this course part of a proposed new program:
If yes, which? Yes No
-
15. Will adding this course change the degree requirements in one or more programs?
If yes, explain the change(s) below (NOTE - If "yes," a program change form must also be submitted.) Yes No
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16. Attach a list of the major teaching objectives of the proposed course and outline and/or reference list to be used.
18. If the course is 400G or 500 level, include syllabi or course statement showing differentiation for undergraduate and graduate students in assignments, grading criteria, and grading scales. Check here if 400G-500.
19. Within the Department, who should be contacted for further information about the proposed course?

Name Robert Tannenbaum Phone Extension 7-5644

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Signatures of Approval:

_____	<i>Jenna M. Belding</i>
Date of Approval by Department Faculty	Reported by Department Chair
_____	_____
Date of Approval by College Faculty	Reported by College Dean
<i>October 10, 2006</i>	<i>D. Kraemer</i>
*Date of Approval by Undergraduate Council	Reported by Undergraduate Council Chair
_____	_____
*Date of Approval by Graduate Council	Reported by Graduate Council Chair
_____	_____
*Date of Approval by Health Care Colleges Council (HCCC)	Reported by HCCC Chair
_____	_____
*Date of Approval by Senate Council	Reported by Senate Council Office
_____	_____
*Date of Approval by University Senate	Reported by Senate Council Office

*If applicable, as provided by the Rules of the University Senate

University of Kentucky

UK 100.005

Research Skills Orientation

Spring, 2006

Tuesdays 4—5:30 pm

Classroom Building Room 204

Dr. Robert S. Tannenbaum
Associate Director, Undergraduate Education
Adjunct Professor, Instructional Systems Design
114 Bowman Hall
Office hours: Thursday 3–4 pm, and by appointment
257 – 5644 voice
257-8734 fax
rst@uky.edu

Course Description

This course is designed to provide students with the basic skills required to conduct research and other scholarly activities. All students in the course must be actively engaged (for an average of at least 10 hours per week) in a research or other scholarly project under the mentorship of a University of Kentucky faculty member through the UK Undergraduate Research Program (UKURP). The course includes discussions and readings regarding the various aspects of research and scholarly inquiry methodology, as well as writing assignments related to scholarly activities. Students will develop or strengthen their skills with word processing, graphics input and processing, and presentations. Students will keep an electronic journal, both to strengthen their word processing skills and to reflect on the material covered in the seminar. Students will complete practical assignments during the semester. The final project will provide students with an opportunity to write a publishable abstract of their mentored research.

Objectives for Students

By the completion of the seminar, students should be able to:

- Demonstrate skill in writing research reports, abstracts, and related materials
- Demonstrate skill in using electronic and library resources for research purposes
- Demonstrate knowledge of ethical issues related to research and scholarly inquiry
- Demonstrate knowledge of funding mechanisms for research and scholarly inquiry
- Demonstrate technical skills related to the particular research or scholarly inquiry in which they are involved
- Demonstrate knowledge of administrative aspects of research or scholarly inquiry

Reading Assignments

Reading assignments will be made from several sources during the course. The primary source will be the course textbook:

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research* (second edition). Chicago: The University of Chicago Press, 2003.

It is your responsibility to do all of the assigned reading *before* the class meetings at which it will be discussed. I will not be lecturing on the material or repeating details. We will be discussing the concepts and their implications. In order for you to take an active and meaningful part in the discussion, you must have read and understood the material first. You should note, as explained below, that a large portion of your grade depends upon your active participation in and contribution to these discussions. You will be expected to comment critically on the readings in your journal, and these comments will count as part of your participation grade.

Even if you already have an e-mail account with another service provider, you must have a UK U-Connect e-mail account for e-mail and electronic submission of assignments. You can obtain your account on-line at any student computing laboratory on campus. You are responsible for checking your e-mail on a regular basis. A communication from me via e-mail will be considered the same as one delivered orally or in writing in class. That is, you are expected to have read what has been transmitted and taken the necessary action. I will be happy to send mail to you at both your original account and your UK account, if that is more convenient for you, but you must have the UK account because some providers either will not accept or may modify attachments, both to and from your account.

Assignments

You will be required to keep a journal throughout the semester. The journal will include two parts: 1) your critical reviews of the readings, discussions, and exercises for each week, and 2) your personal thoughts, beliefs, and feelings regarding the issues under discussion each week. Your journal will be graded as part of your participation grade each week. Part 1 will be graded for its content; part 2 will be graded with regard to the thoughtfulness and logic that you apply to expressing your thoughts, beliefs, and feelings, but not the actual philosophical or educational positions that you espouse. Because it is a *journal*, you will be expected to keep it as a cumulative file in a Microsoft Word document. That is, each week you will append the two entries for that week after the entries from the previous week(s). You will then send me the entire journal electronically, as an attachment to an e-mail message. In this way, it will be easy for you and me to refer to your previous entries and build upon them.

Journal entries are due to me electronically by 8 AM on the Monday following the week for that entry — e.g., the entry for the week of January 30 – February 3 is due to me by 8 AM on Monday, February 6.

Once, at the end of the semester, you will be required to make a presentation to the class regarding your research and to lead the resulting discussion. This assignment is designed to help you to gain the experience of presenting your findings after doing some independent reading and research on the subject and to lead the class in considering critically one example of research. You will be expected to meet with me at least once prior to your class presentation to review your findings, your plans for the class presentation, and your preparation for leading the discussion.

There will be two written assignments during the semester designed to give you some practical experience with the material under discussion. There will be a final assignment for the course designed to provide the opportunity for you to integrate the material from the entire course and apply it to the research in which you are engaged. The final assignment will consist of writing an abstract of your research, suitable for publication in *Kaleidoscope*, the University of Kentucky Journal of Undergraduate Scholarship. The best abstracts will be published in Volume 5 of *Kaleidoscope*.

I offer you the opportunity to submit draft versions of your written assignments to me for suggestions to improve them. I will be happy to review a draft, if you give me at least 4-5 days before it is due. That way I can go over it and return it in time for you to be able to revise it before the submission deadline. If you feel it would be helpful, especially for your final assignment, I am willing to review a draft more than once.

All written assignments must be submitted in electronic form, via e-mail. The written portions of all assignments must be completed in Microsoft Word (available in the student labs) and included as an attachment to the e-mail. If you have to use another application program in the completion of an assignment, it is your responsibility to ensure that the submitted project is readable by me on my computer. You may submit a paper copy of an assignment to ensure that it is readable and/or to include any special materials (e.g., a photocopy of a relevant document that is not readily available electronically).

Grading

Unless otherwise explicitly stated by me, all work must be the *original* product of your efforts, and all materials quoted from others must be properly credited. You should refer to the *Students Rights and Responsibilities* code (especially section 6.3.0) for a discussion of the University's policies regarding academic integrity. The code can be found on-line at: <http://www.uky.edu/StudentAffairs/Code/>.

Excused absences will be granted only for the reasons listed in the *Students Rights and Responsibilities* code (section 5.2.4.2). For excused absences, you will be given an opportunity to earn participation credit for the missed class(es). For an unexcused absence, you will lose all participation points for that class.

Grading will be based on active participation in the course and on the quality of the assignments you complete. You will be awarded up to a maximum of 10 points for participation in and contribution to each of the first seven meetings of the class, for a total of 70 possible points for the semester.

Your journal entries for each week will be awarded up to a maximum of 10 points each week for each pair of entries, for a total of 80 possible points for the semester. Journal entries are due to me electronically by 8 AM on the Monday following the week of the entry; late entries will be penalized 2 points for each day or part thereof that they are late.

There will be two written assignments during the semester. Approximately every month there will be a written assignment due at the beginning of the class meeting. In addition, one of your assignments will be your presentation to the class. Each written assignment will be graded and awarded points, up to a maximum of 30 points per assignment. Your class presentation assignment will be graded and awarded points up to a maximum of 40 points. The maximum total points for all three assignments is 100. There will be a final project based on your research that will be worth a maximum of 100 points. The final project assignment is a publishable abstract of your research project. The final project is designed to help you integrate all of the elements covered in the course. The final project must be completed on time; if it is late, it will not receive credit. The maximum total points available during the semester is 350.

	% of your grade	Total points available
Class participation (biweekly)	20.0%	70
Journal (biweekly)	22.8%	80
Assignments (three)	28.6%	100
<u>Final project</u>	<u>28.6%</u>	<u>100</u>
Total	100%	350

Grades will be awarded as follows:

A	= 90% or better	= 315 - 350 points
B	= 80 - 89%	= 280 - 314 points
C	= 70 - 79%	= 245 - 279 points
D	= 65 - 69%	= 227 - 244 points
E	= less than 65%	= 0 - 226 points

Schedule

Written assignments (other than journals) are due electronically at the beginning of class on the day indicated; assignments may be submitted early. Late regular assignments will lose 5 points per day or part thereof; late final projects will lose full credit.

- 1/17 Introduction; class expectations; definitions of terms; word processing and e-mail skills required to prepare and submit journals
- 1/23 **First journal entry due**
- 1/24 Scientific and technical writing. Reading: Booth, pp. 1-33.
- 1/30 **Second journal entry due**
- 2/7 Web and library use. Reading: Booth, pp. 75-107, 297-315.
- 2/13 **Third journal entry due**
- 2/28 Grants and grant acquisition. Reading: AMSTEMM proposal. **Assignment 1 due**
- 3/6 **Fourth journal entry due**
- 3/14 **Spring Break — No Class**
- 3/21 Ethics, copyright, and other legal concerns. Reading: Booth, pp. 241-262, 285-288.
- 3/27 **Fifth journal entry due**
- 4/4 Funding and administration. Reading: AMSTEMM budget. **Assignment 2 due**
- 4/10 **Sixth journal entry due**
- 4/11 Technical writing skills. Reading: Booth: pp. 109-240.
- 4/17 **Seventh journal entry due**
- 4/18 Revising your abstract; Presentation of final projects. Reading: Booth pp. 263-282.
- 4/24 **Eighth journal entry due**
- 4/25 Presentation of final projects, to be held as part of the campus-wide Showcase of Undergraduate Scholars. **Final project due to me electronically by 5:30 PM**