



## Syllabus: USAS 121D, Advanced Online Research

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**Advanced Online Research** is a one-credit distance course, using Web-based readings, study guides, tests and other online assignments. The Internet is our classroom and provides the basis for the materials we cover. We use a secure course Web site to communicate and distribute online assignments.

The **four week** course is offered during fall, winter and spring quarters. It begins on Monday of the fourth week of the quarter and runs through the seventh week. No meetings are required.

Please read this page carefully for important information about the course and the secure course Web site. You may wish to print it for future reference.

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## Course Goals

In this course students will:

1. Examine advanced Web search tools and practice effective techniques for using them.
2. Study and use various article databases to which the library subscribes and provides access.
3. Study and use a cadre of important research sources in a topical area of interest to the student. Topical areas currently include: business, education, health, humanities, life sciences, science/technology, social sciences, visual and performing arts.

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## Student Requirements

Because of the unique nature of this online course, students **MUST** have:

1. Successfully completed the **pre-requisite course**, USAS 120D: Internet Tools and Research Techniques. Advanced Online Research assignments presume a familiarity with basic web searching tools and techniques.
2. Regular access to an Internet-connected computer with a **Web browser** (compatible with Carmen, the OSU course management software), either at home or on campus. See [Carmen: Information for Students](#) for details.
3. A **commitment** to read your OSU e-mail and visit the course Web site at least 3 times per

week.

You may also want to look at [Are You Ready for Online Courses?](#). These characteristics will help you in online courses at Ohio State.

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## Course Materials

All readings and assignments for this course are linked to the secure course Web site. There is no required textbook.

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## Assignments

All assignments are found on the secure course Web site. Each week, new assignments will become available for completion.

Because we are compressing a ten week course into four weeks, students should expect to spend between 5 - 8 hours each week completing assignments.

### Required Readings:

Specific readings will be assigned each week. Online articles related to the instructional theme for each week are linked to each assignment page.

### Tests:

Readings are accompanied by online tests, which will also be assigned on a weekly basis. These tests are scored automatically, so you will know your grade immediately. You may take tests **only once**, so be sure to read the articles carefully before taking the associated tests.

### Study Guides and Worksheets:

The next weekly task will involve review of sources described in online study guides and completion of online worksheets, which provide practice using these sources. The worksheets are completed and submitted using the Web browser. They are also scored automatically, like the tests. You can submit each worksheet once.

### Case Study Assignments:

Finally, during each of the first three weeks of the course, students will complete a case study assignment that involves use of selected sources from the online study guides. These assignments are open-ended (not multiple-choice) and are graded individually by course instructors.

### Capstone Exercise:

During the fourth week of class, you will complete this online assignment requiring you to use a variety of the tools introduced throughout the course to research a specific topic. This assignment will be graded by course instructors.

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## Grading Scale

Students **MUST** complete all required assignments. There is a **PENALTY** for failing to meet this requirement: 20 points may be deducted from the point totals of students who do not complete **ALL** of the required assignments.

Points are awarded on the following basis:

**13 Required Assignments = 200 points**

1. 6 online tests associated with weekly readings, 10 points each = 60 points maximum
2. 3 online worksheets, 10 points each = 30 points maximum
3. 3 case studies, 20 points each = 60 points maximum
4. Capstone exercise = 50 points maximum

Students must complete all required assignments.

**Extra-Credit = 10 points:**

Students will have the opportunity to participate in online discussion of any one of 4 readings to earn 10 points of extra credit. This is available any time during the **first two weeks** of class. This is the **only** opportunity for extra credit.

The course grade is based on the total point value accumulated for completing assignments. The chart below shows letter grades, associated point values and percentages.

Grade	Points	Percent
A	185 - 200 points and above	93 percent and above
A-	179 - 184 points	90 - 92 percent
B+	173 - 178 points	87 - 89 percent
B	165 - 172 points	83 - 86 percent
B-	159 - 164 points	80 - 82 percent
C+	153 - 158 points	77 - 79 percent
C	145 - 152 points	73 - 76 percent
C-	139 - 144 points	70 - 72 percent
D+	133 - 138 points	67 - 69 percent
D	120 - 132 points	60 - 66 percent
E	119 points and below	59 percent and below

## Secure Course Web Site

This course uses software called **Carmen**, which is also used by many other courses at Ohio State. To connect to the USAS 121 secure course Web site, you must first connect to the computer running Carmen, then identify yourself (login) by supplying your OSU Internet username and password. If you are listed on the roster for a course, you will be permitted to view it.

### Logging In to Carmen:

1. **Go to the Carmen Login page**  
Type this address in the browser location space and press ENTER or RETURN:  
<http://carmen.osu.edu>
2. **Type your OSU Internet user name:** lastname.#
3. **Type your OSU Internet password** (the one you use for OSU e-mail, Web registration, etc.).
4. **View your personal Carmen home page.** All of your OSU courses that use Carmen will be listed.
5. **Course link**  
Click on the title, USAS 121, Advanced Online Research, to view the course home page. You may need to click on the plus sign (+) next to the current quarter to expand the listing and see your courses.

## Help with Carmen Log-in Problems

For help with login problems, contact the OSU Technology Support Center:

- Call 614-688-HELP (4357): weekdays between 7 am and 10 pm and on Sundays between 4pm and 10pm.
- Fill out the Carmen Help Form: <http://8help.osu.edu/forms/carmenhelp.php>

## Course Web Site Organization

The secure course Web site includes the following major sections:

<b>Course Home</b>	This is the first page you will view after clicking on the course title in Carmen. It includes news and announcements as well as a course calendar.
<b>Content</b>	This major section of the course site includes general course information (including the course syllabus) and links to all course assignments. There is a separate section for each of the four weeks.
<b>Discussions</b>	This link provides access to the course discussion forums, which may be read by everyone enrolled in the class.
<b>Grades</b>	This is a complete list of your grades on all assignments.
<b>Glossary</b>	Here you can browse a dictionary of key technical terms used in the course readings and also search for particular words.
<b>Classlist</b>	You will go here to communicate with instructors and other students using e-mail or the paging (instant messaging) tool.

## Academic Integrity

The instructors expect each student to act with integrity and honesty. Students are expected to submit their own work on all assignments in this course. Ohio State University has an established Code of Student Conduct, which all students are expected to be familiar with. Any violations will be dealt with in accordance with established procedures. This means that an offense will be reported to

the University Committee on Academic Misconduct for investigation and disposal. Penalties range from an "E" in the course to dismissal from the University.

More information:

- [Definition of Academic Misconduct](#)
  - [Code of Student Conduct](#)
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## Communication Policy

The course discussion forums are for course-related purposes only. Personal conversations not related to this course should be conducted privately. Failure to observe this policy may result in disciplinary action.

All electronic communications conducted in the course of this class are bound by the same principles of respect, professionalism, and concern as any other interactions in the University's classrooms or offices.

Derogatory or inappropriate comments regarding race, gender, age, religion or sexual orientation are unacceptable and subject to disciplinary action, as they would be if they occurred in the physical classroom

If you feel that these principles have been compromised in some way, please discuss this directly with the instructor.

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## Getting Help

Frequently asked questions and answers (also called a FAQ) are available on the course Web site. Look here first if you don't understand something.

Effective communication is critical to success in an online class. You will be responsible for initiating contact and for being persistent when you need additional help.

If the FAQ doesn't provide the help you need, you may:

1. Send e-mail to the instructor.
2. You can also telephone the instructor.
3. See the instructor (or the teaching assistant working with your instructor). Drop in during their office hours or make an appointment for one-to-one help with the course.

Specific information on how to contact the instructor for your section is available on the course Web site.

Students who feel they may need an accommodation based on the impact of a disability should contact the instructor as soon as possible. We rely on the Office for Disability Services for assistance in verifying the need for accommodations and developing accommodation strategies. If you have not previously contacted the Office for Disability Services, we encourage you to do so:

- Telephone: 614-292-3307
  - TDD: 614-292-0901
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