Undergraduate Research Methods: Learning the Basics and What Practices Work Best for You
University Studies for Freshmen • UNIV 1301 • Spring 2020
CRN 26388 • TR 3:00 p.m. – 4:20 p.m. • COTT 207

Instructor: Jalaine Weller, M.A.
Office Hours: Mondays 12:00 to 1:00 p.m.
            Wednesdays 9:00 to 10:00 a.m.
            Thursdays 10:00 a.m. to 12:00 p.m.
Office Location: UGLC 206
Office Phone Number: (915) 747 – 8439
Email: jnweller@utep.edu (preferred contact method)
Do not email me via Blackboard or via
@miners.utep.edu.

Peer Leader: María Luisa Sosa Salgado
Office Hours: Tuesdays and Thursdays
            1:30 to 2:50 p.m.
Office Location: UGLC 212
Office Phone Number: (915) 747 – 6144
Email: mlsosasalga@miners.utep.edu

Librarian: Joy Urbina
Office Location: University Library
Office Phone Number: (915) 747 – 5066
Email: jurbina4@utep.edu
To set up an appointment, please use the
link: http://utep.libcal.com/appointments/joy

Advisor: Larry Morgan
Office Location: AAC
Office Phone Number: (915) 747 – 5046
Email: lsmorgan@utep.edu

Course Description

Research skills are essential to students' success in higher education. This university seminar course will seek to fill the gaps that may exist in entering students' research skills as well as teach them about the research resources available to them as a UTEP/university student. Thematically-speaking, this course has two primary goals: (1) to teach students how to research by providing concrete opportunities to practice research and (2) to help students determine which research strategies are most effective for their individual learning styles, academic disciplines, career goals, and lifestyles.

In order to promote an ethos of personal accountability, community responsibility, and professional leadership within and beyond the classroom, students will conduct research on a relevant controversial issue facing today's local, national, and/or global communities. Early in the semester, the class will conduct a group brainstorming session to determine some of the most pressing controversies we face as members of today's society. This will afford students the opportunity to propose topics rooted in their civic interests, community involvement, cultural histories, academic disciplines, career interests, etc.

Initially, research and reflection will be conducted on a more individual basis to help students learn more about who they are as students of higher education and to encourage active engagement as an entering UTEP student. This stage will focus on the minute building blocks of research practices and strategies. Additionally, objective research and analysis will be encouraged. Later, students will form small groups to finalize their research process through group dialogue, analysis, synthesis, and multimodal presentation. This stage will focus on research synthesis, developing informed arguments, and preparing a persuasive multimodal capstone project.

Course Goals for University 1301

In UNIV 1301, entering students will build on their talents, skills, and experiences to successfully transition to UTEP. UNIV 1301 will support students' leadership development, academic excellence, and campus and community engagement, paving the way to success in their educational and professional pursuits.
Goal 1. Students will develop and apply elements of leadership through effective individual participation and meaningful team collaboration to empower them to be agents of change.
Goal 2. Students will examine the roles and responsibilities crucial for their success in college.
Goal 3. Students will identify, assess, and build on their strengths and experiences to develop academic and transitional strategies necessary for their success in their academic, career, and life goals.
Goal 4. Students will engage in research and critical thinking activities that demonstrate their ability to effectively integrate their learning within, across, and beyond academic settings.
Goal 5. Students will engage in campus and community activities to increase their sense of academic and social belonging.

Required Texts and Readings
1. Readings distributed via Blackboard/online. These are labeled as (BB) on the course calendar.

Materials and Practices Necessary to Succeed in this Course
1. Access to your my.utep account, your UTEP student email account, and our course Blackboard shell.
   a. Check your UTEP student email account and our Blackboard shell *daily* to remain up-to-date with any important information, posts, announcements, etc.
2. Access to your Microsoft Office 365 One Drive account, especially Sway.
3. Please bring a mobile device to each class session, such as a laptop or tablet, to assist you with in-class work.
4. A calendar/planner/organizer of some kind to plan ahead for your readings, assignments, exams, and activities for this and other courses.

Grading Distribution and Assignments

Important Notes about Assignments
1. Assignment instructions are on Blackboard (BB) and due dates are listed on the course calendar.
2. Late work will be accepted only for assignments marked by an asterisk (*). No other late work will be accepted—no exceptions. Follow carefully and abide by the course calendar and reading schedule.
   a. If an assignment is not submitted by the deadline, a grade of zero will be assigned.
   b. *For assignments marked with an asterisk (*) only, the following late work policy applies:*
      i. The assignment will be accepted within a 48-hour grace period, but with a 10% point reduction in the assignment grade.
      ii. No work will be accepted beyond the 48-hour grace period. No exceptions. After the grace period expires, a grade of zero will be assigned.
3. Failure to complete and submit the (1) *Final Group Advocacy Project (Sway)* and/or to participate in the (2) *Final Group Advocacy Project Presentation* will result in an F for the course. No exceptions.

Extra Credit
Each student will be given the opportunity to revise and resubmit one of the research or argumentation related course assignments. This opportunity applies only to assignment modules (5) Research Source Analyses and (6) Argumentation.
   a) This resubmission must be completed within one week of receiving the final grade. Prior to resubmission, the student is required to initiate and schedule a conference with the instructor. At said conference, the resubmission opportunity will be discussed and parameters will be set. The student will then be allowed to resubmit the assignment by the established deadline for a re-grading by the instructor (not the Peer Leader).
   b) Such a resubmission will allow the student to receive up to one letter grade higher than the original grade. For example, if a student received a C on the initial submission, he or she may receive up to a B on the resubmission. If a student did not submit an assignment they cannot “revise and resubmit” it for extra credit.

*Other opportunities for extra credit may or may not be provided by the instructor as the semester progresses. Such opportunities will be defined when they arise.*
Grade Distribution
Students can earn up to a total of 1,000 points for the course as a whole:

900-1,000+ = A       800-899 = B       700-799 = C       600-699 = D       <599 = F

Major Course Modules and Assignments: 1,000 points total

1. Library Modules and Sessions 140 points
   a) Online Library Modules & Quizzes (3) 10 points x 3 = 30 points
   b) Library Scavenger Hunt* 50 points
   c) Library Sessions & Assignments (4) 15 points x 4 = 60 points

2. Career and Resume Module 140 points
   a) Choices 360 30 points
   b) Professional Email 25 points
   c) Resume Worksheet 25 points
   d) Resume Reviewed by Career Center 10 points
   e) Resume with STAR Statements 50 points

3. Two UTEP Event Reflections* (2 x 30 points each) 60 points

4. Conferences with Teaching Team 60 points
   f) Two Conferences with Peer Leader (2) 15 points x 2 = 30 points
   g) Conference with Instructor 30 points

5. Research Source Analyses 120 points
   a) Newspaper Research and Analysis* 30 points
   b) Scholarly Article Research and Analysis* 30 points
   c) Website (.org/.edu/.gov) Research and Analysis* 30 points
   d) Opposing Viewpoint Source Research and Analysis* 30 points

6. Argumentation Module 60 points
   a) Thesis Discussion* 30 points
   b) Refutation Discussion* 30 points

7. Advocacy Group Project Planning 60 points
   c) Group Project Contract 20 points
   d) Group Project Progress Report 20 points
   e) Group Project Evaluation 20 points

8. Final Group Advocacy Multimodal Project (Sway) 150 points

9. Final Group Advocacy Project Presentation 50 points

10. End-of-Semester Student Feedback Survey 10 points

11. Participation: Both in class and online (BB) 150 points
    Including, but not limited to: attendance, classroom participation, pre-class reading and preparation, reading reflections, class prep questions/brainstorming, pop or planned quizzes, journal entries—in class or via Blackboard, class discussions—in person or via Blackboard.
**Project Format**
Expect to turn in all work via Blackboard unless instructed otherwise.

APA format will be required for all major written assignments. For more information on this style, you may visit:
1. The Purdue OWL website: [https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)
2. UTEP University Writing Center: [https://www.utep.edu/uwc/](https://www.utep.edu/uwc/)

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**Course Policies**

**Classroom Etiquette**
1. Please stay on task and participate during class. Discussion is vital to this course and you will be expected to participate.
2. Please do not check email, work on assignments for other classes, or unnecessarily surf the web during class.
3. Please turn off all cell phone ringer notification sounds. I understand the need to text once or twice during class, but please do not carry on a conversation via your cell phone during class. If use of your phone becomes excessive or distracting to others, or myself, I will ask you to turn it off.
4. Please do not listen to music during class and/or sit with headphones on or earbuds in.
5. The instructor reserves the right to ask a student to leave the classroom at any time if that student acts in a way the instructor deems disruptive, disrespectful, or inappropriate. That student will be counted absent for the day.

**Online, Blackboard, Email, etc. Netiquette**
1. Always consider your audience and be respectful of those included. Remember that members of the class and the instructor may read any posting.
2. Respect and courtesy must be extended both to classmates and to the instructor at all times. No harassment or inappropriate postings will be tolerated.
3. When reacting to a peer’s posting, please address the ideas—not the person. Post only what anyone would comfortably state in a face-to-face situation.
4. Blackboard is not a public internet venue; all postings should be considered private and confidential. Whatever is posted on/in these online spaces is intended for classmates and the instructor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space. If students wish to do so, they have the ethical obligation to first request the permission of the writer(s).
5. If inappropriate online postings or harassment become an issue, the instructor reserves the right to take disciplinary actions through the University system.

**Attendance**
Students must attend, arrive on time, and actively participate in all class sessions, including library sessions, workshops, and sessions led by guest speakers, etc. throughout the semester.
1. Unavoidable absences due to illness or emergency that are properly documented may or may not be excused at the discretion of the instructor (not the Peer Leader). Job interviews, medical, dental, or other appointments during class time will not be excused. Absences due to UTEP sanctioned activities, such as traveling with a team or attending an academic conference, will be excused. For any absence to be eligible to be excused, proper official documentation must be provided the class session prior to or immediately after the missed class.
2. Being more than 15 minutes late or leaving class more than 15 minutes early twice equals one absence.
3. Leaving the room excessively (for example, during every class or twice during one class) counts as an absence.
4. If you are absent, you are still responsible for everything that is covered in class and you must comply with all due dates. I encourage you to get in touch with a classmate or your Peer Leader to discuss the content you missed.
5. If you accumulate three (3) unexcused absences you must meet with the instructor to explain why you are missing class.
6. If you have accumulated four (4) unexcused absences (the equivalent of two weeks of class) before April 3, you will be dropped by the instructor with a W.
After April 3, the accumulation of 4 unexcused absences will result in a final grade of an F.

7. If you would like to drop a class, you must first meet with your Advisor for approval before dropping the class.

8. Please be aware of the six-course drop limit. According to the Texas Education Code, "all first-year students enrolled for the first time at any Texas public college or university are limited to six drops during their academic career. This includes student and faculty initiated drops and courses dropped at other Texas public institutions. This policy does not apply to courses dropped prior to census day or to complete withdrawals." Thus, be sure to start your college experience on the right track by attending class regularly.

Technology
This course makes heavy use of technology and multimedia. It is strongly recommended that students have access to the Internet from home and are comfortable using a computer. If a student does not have access, he/she can get free access through the University. A great deal of work will be done online, and not having access to a computer will not be an excuse for incomplete or late assignments.

If home access is not possible, arrangements can be made to use a computer regularly on campus in order to complete the work. Student computer labs are available across campus. Schedule information can be found via the following website: https://www.utep.edu/technologysupport/ServiceCatalog/COMP_ComputerPrintingLabs.html

Technology problems are not an excuse for work that is late or missing. Students need to get into the habit of completing assignments for this course well before the due date to allow time for dealing with technology problems. Expect that at some time, the network will be down, computers will go on the fritz, or some other small catastrophe will occur. If students are prepared ahead of time, they can go to plan B.

Instructions for Accessing Your Course Online: Students must have a UTEP email ID and password before they can access Blackboard. UTEP automatically generates an e-mail ID for students when they are entered into the system. Any questions or problems can be directed to Technology Support at (915) 747 – 4357 (HELP).

Important Note about the Syllabus
The instructor reserves the right to edit, rearrange, add or subtract, or otherwise change course assignments, point distribution, and required readings at any point in the semester. Students will be notified of such changes in a timely manner.

Please keep in mind that this syllabus is a provisional guide for the course. Therefore, it is subject to changes at any time. Be sure to check your UTEP email and Blackboard accounts regularly for notification of such changes. Such changes will always be announced in class. An in-class announcement is guaranteed; however, online notification is not guaranteed.
# Course Calendar

Tuesdays & Thursdays 3:00 p.m. – 4:20 p.m.

This calendar provides an overview of the topics we will cover this semester, due dates for most assignments, reading assignments (more of which will be assigned/announced), and notes regarding meeting locations, class activities, and University holidays/deadlines. This calendar is tentative and remains subject to change at the instructor’s discretion.

Anything listed as **DUE** is due by **2:00 p.m.** on the date listed. Anything submitted after 2:00 p.m. on that day will be considered late.

**READINGS** must be completed prior to the start of class on the day they are listed. Some readings remain to be determined/assigned. In the case that a specific reading is not listed below, the specific reading(s) will be announced no later than the class session immediately preceding the class session for which the reading(s) must be completed.

Reading Key: *Borders* = *Borders* textbook; *CoR* = *The Craft of Research*; *BB* = posted on Blackboard

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<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Readings/Assignments Due</th>
<th>Notes</th>
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<tbody>
<tr>
<td><strong>WEEK ONE</strong></td>
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<tr>
<td>T 1/21</td>
<td>Introduction to Course</td>
<td>READ: Syllabus</td>
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<td></td>
<td>READ: <em>Borders</em> pgs. 53 – 68</td>
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<td>READ: <em>CoR</em> pgs. 9 – 15</td>
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<td>TR 1/23</td>
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<tr>
<td><strong>WEEK TWO</strong></td>
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<tr>
<td>T 1/28</td>
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<td>READ: <em>CoR</em> pgs. 33 – 48</td>
<td>More information to come about what is due</td>
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<tr>
<td>TR 1/30</td>
<td>Library Session #1</td>
<td>READ/View: ALL content in Library Modules A, B, &amp; C</td>
<td>Meet in Library 204A</td>
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<td></td>
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<td>DUE: Library Quizzes A, B, &amp; C</td>
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<td><strong>WEEK THREE</strong></td>
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<td>T 2/4</td>
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<td>DUE: Library Scavenger Hunt</td>
<td>(Feb. 5 is Census Day)</td>
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<td>TR 2/6</td>
<td>Library Session #2</td>
<td>DUE: Choices 360</td>
<td>Meet in Library 204A</td>
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<td><em>Feb. 6: Business &amp; Liberal Arts Career Fair</em></td>
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<td><em>Feb. 7: Engineering &amp; Science Career EXPO</em></td>
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<td><strong>WEEK FOUR</strong></td>
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<td>T 2/11</td>
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<td>DUE: Conference #1 with PL</td>
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<td>TR 2/13</td>
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<td>DUE: Professional Email</td>
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<td><strong>WEEK FIVE</strong></td>
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<td>T 2/18</td>
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<td>DUE: Resume Worksheet</td>
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<td>TR 2/20</td>
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<td>Journal Entry</td>
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<td><strong>WEEK SIX</strong></td>
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<tr>
<td>T 2/25</td>
<td>Library Session #3</td>
<td>DUE: Scholarly Article Research and Analysis</td>
<td>Meet in Library 204A</td>
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<td>TR 2/27</td>
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<td>WEEK SEVEN</td>
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<td>T 3/3</td>
<td>DUE: Newspaper Research and Analysis</td>
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<td>TR 3/5</td>
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<td>WEEK EIGHT</td>
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<tr>
<td>T 3/10</td>
<td>DUE: Website Research and Analysis</td>
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<td>TR 3/12</td>
<td>DUE: Conference with Instructor</td>
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<td>SPRING BREAK</td>
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<td>WEEK NINE</td>
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<td>T 3/24</td>
<td>Library Session #4 DUE: UTEP Event Reflection #1 Meet in Library 204A</td>
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<td>TR 3/26</td>
<td>DUE: Resume with STAR Statements March 27: Cesar Chavez Holiday</td>
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<td>WEEK TEN</td>
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<td>T 3/31</td>
<td>DUE: Thesis Discussion</td>
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<td>TR 4/2</td>
<td>DUE: Resume with STAR Statements April 3: Drop Deadline</td>
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<td>WEEK ELEVEN</td>
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<td>T 4/7</td>
<td>DUE: Opposing Viewpoint Source Research and Analysis</td>
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<td>TR 4/9</td>
<td>DUE: Group Project Contract April 10: Spring Study Day</td>
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<td>WEEK TWELVE</td>
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<td>T 4/14</td>
<td>DUE: Refutation Discussion</td>
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<td>TR 4/16</td>
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<td>WEEK THIRTEEN</td>
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<td>T 4/21</td>
<td>DUE: Conference #2 with PL</td>
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<td>TR 4/23</td>
<td>DUE: Group Project Progress Report</td>
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<td>WEEK FOURTEEN</td>
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<td>T 4/28</td>
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<tr>
<td>TR 4/30</td>
<td>DUE: UTEP Event Reflection #2</td>
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<td>WEEK FIFTEEN</td>
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<tr>
<td>T 5/5</td>
<td>Public Speaking; Course Reflections DUE: Final Group Advocacy Multimodal Project (Sway) No late work accepted for the final project. Anyone who does not submit the final group project will receive an F in the course.</td>
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<tr>
<td>TR 5/7</td>
<td>Group Presentations DUE: Final Group Advocacy Project Presentation Anyone who does not attend and participate will receive an F in the course.</td>
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<td>WEEK SIXTEEN</td>
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<td>Finals Week Final Day/Time TBA DUE: Group Project Evaluation DUE: End-of-Semester Student Feedback Survey</td>
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**Student Conduct:** [From the Handbook of Operating Procedures: Student Affairs]: Each student is responsible for compliance with the provisions of the Regents Rules and Regulations, which are available at [http://www.utsystem.edu/bor/rules/homepage.htm](http://www.utsystem.edu/bor/rules/homepage.htm).

**Academic Integrity:** UTEP prides itself on its standards of academic excellence. In all matters of intellectual pursuit, UTEP faculty and students must strive to achieve excellence based on the quality of work produced by the individual. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Any form of academic dishonesty is an affront to the pursuit of knowledge and jeopardizes the quality of the degree awarded to all graduates of UTEP. It is imperative, therefore, that the members of this academic community understand the regulations pertaining to academic integrity and that all faculty insist on adherence to these standards. Any student who commits an act of academic dishonesty is subject to discipline. Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, and any act designed to give unfair advantage to a student or the attempt to commit such acts. Proven violations of the detailed regulations, as printed in the Handbook of Operating Procedures (HOP), and available in the Office of the Dean of Students and on the homepage of the Dean of Students at [https://www.utep.edu/student-affairs/osccr/student-conduct/academic-integrity.html](https://www.utep.edu/student-affairs/osccr/student-conduct/academic-integrity.html), may result in sanctions ranging from disciplinary probation, to a failing grade on the work in question, to a failing grade in the course, to suspension or dismissal, among others.

**Copyright and Fair Use:** UTEP requires all members of its community to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. UTEP will neither protect nor defend you, nor assume any responsibility for student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies.

**Group Assignments:** Group work is a common practice within academic and workplace projects. Group assignments are valuable because they help students work together for a common goal. Students who are not doing their group work can be voted off of their groups and will have to complete the project on their own.

**ADA:** The Americans with Disabilities Act requires that reasonable accommodations be provided for students with physical, sensory, cognitive, systemic, learning, and psychiatric disabilities. If you suspect that you have a disability and need an accommodation, please contact the Center for Accommodations and Support Services (CASS) at 747-5148 or cass@utep.edu. The CASS is located in Room 106, Union East Bldg. Students are responsible for presenting the instructor any CASS accommodation letters and instructions.

**UTEP Final Exam Policy:** [From the Undergraduate Catalog]: Exemption from final examinations cannot be given. Final examinations are scheduled to be two hours, forty-five (45) minutes in length and take place during the final examination period. It is the policy of the University not to administer a second final examination in a course. It is also University policy that students shall not have more than two final examinations in a single day. In the unlikely event that the examination schedule results in a student having three final examinations on a single day, the faculty member upon the request of the student shall reschedule the second of that student’s three examinations.