EPD 151 Technical Information Resources
Syllabus – Fall 2009

(Instructor name and contact Information)

(Graduate Assistant name and contact information)

Where: Online, in Learn@UW

When: MONDAY, October 26 - Sunday December 6

Important Notice: There are TWO REQUIRED IN-CLASS LABS, worth 6 points of your final grade:

MON 10/26, room 108 Wendt Library, 5:15 - 6:15 PM. Introduction to the Course

MON 11/9, room 108 Wendt Library, 5:15 - 6:15 PM. Round of Searching lab

Course Description:

Engineering Professional Development 151 is a single-credit course designed to give students a solid foundation in the research abilities important to their academic and professional success.

The class addresses technical information literacy on three basic levels:

- different literature types (such as journal articles, technical reports, patents, and standards)
- tools of access to these types of information (such as journal databases, MadCat, and the free internet)
- basic research skills required to use these modes of access effectively.

Focused attention upon the range of information types, tools, and skills will help students to foster a mature, critical understanding of the information you need to be powerful professionals.

Grading Policies & Requirements:

1. Required Readings: Course Content in Learn@UW, Units 1-9 (see calendar below). This includes any journal articles, tutorials, or other assigned readings linked from within the units.

2. Discussion Forum Participation: REQUIRED and worth 19% of your grade

Discussion Grading Policy:

Each discussion Unit is worth 2 points when the following 4 criteria are met:

1. You post to Discussion Part 1. (Your posts should be substantive).
2. You post to Discussion Part 2 (if there is a Part 2.)
3. Your Read at least 3/4 of all discussion postings. (We can see how much you have read.)
4. Your respond to any questions or corrections from us that are addressed to you personally. Make it a general practice to read all instructor posts.

Tip: *Plan to log onto discussion at least twice per content unit*: Post early, then log on again later to read class postings and make replies. Think of the discussion forum as your class attendance grade - - you will be learning from your interactions with each other and with the instructors. This is your opportunity to ask questions and make comments.

3. Nine quizzes (6 points each) = 54%

Quizzes are based on the course content readings. There are two quizzes per week, released one at a time in sync with the units. (We don't want you to take them all at once, or try to take them before reading course content). See calendar, below.

Quiz Grading Policy: Each quiz may be taken up to three (3) times. The highest score will be kept. Start them in time to re-take if necessary before the deadline.

4. Project: Round of Searching = 7 % (Due Thur 11/12/09) Most of this project will be done in the in-class lab session.

5. Project: Scavenger Hunt = 7 % (Due Mon 11/30/09)

6. Project: Annotated Bibliography = 7 % (Due Sunday 12/6/09) Pieces of this project will be collected throughout the course and compiled in RefWorks. Project Grading Policy: All assignments must be turned in complete and on time. Work may be submitted electronically in the drop box tool.

7. Extra Credit possibility = maximum of 5 pts. Arrange with instructor. Extra credit may not be substituted for missed quizzes.

Final Grading, will be based on the following:

- In Class Attendance: October 26: 3 points
- In Class Attendance: November 9: 3 points
- Discussion: 8 units (2 points each) + 1 unit (3 points): 19 points
- Quizzes: 9 quizzes (6 points each): 54 points
- Project Round of Searching: 7 points
- Project Scavenger Hunt: 7 points
- Project Annotated Bibliography: 7 points

A=94-100, AB=88-93, B=82-87, BC=76-81, C=70-75, D=60-69, F=<60

Success Tip: GET LOGGED IN, EARLY AND OFTEN.

Things happen fast in EPD 151. Due to the compressed time-frame of this class, it is important to hit the ground running. Set a timetable for yourselves that will get you into the habit of logging in regularly.

To Do Calendar/Checklist

WEEK ONE (Mon 10/26 - Mon 11/2)

Monday 10/26, 5:15 - 6:15 pm:
In-Class Session, Wendt Library room 108, Mandatory

- Read Unit 1 Content and Articles
- Due Thur 10/29 11:30pm: Unit 1 Discussion and Quiz

- Read Unit 2 Content and Tutorial
- Due Mon 11/2 11:30 pm: Unit 2 Discussion and Quiz

WEEK TWO (Mon 11/2 - Mon 11/9)

- Read Unit 3 Content and Tutorials
- Due Thur 11/5 11:30pm: Unit 3 Discussion and Quiz

- Read Unit 4 Content and Tutorials
- Due **Sunday 11/8 11:30pm:** Unit 4 Discussion and Quiz (in preparation for Monday's In-Class session)

WEEK THREE (Mon 11/9 - Mon 11/16)

Monday 11/9, 5:15 - 6:15 pm, In- Class Session, Wendt Library room 108, Mandatory

- Due Thurs 11/12 11:30pm: Round of Searching: Post to Dropbox
- Read Unit 5 Content and Tutorials
- Due Mon 11/16 11:30 pm: Unit 5 Discussion and Quiz

WEEK FOUR (Mon 11/16 - Mon 11/23)

- Read Unit 6 Content and Tutorials
- Due Thurs 11/19 11:30 pm: Unit 6 Discussion and Quiz

- Read Unit 7 Content and Tutorials

- Due Mon 11/23 11**:**30pm: Unit 7 Discussion
- Due Mon 11/23 11:30 pm: Unit 7 Quiz

WEEK FIVE (Mon 11/23 - Mon 11/30) Includes Thanksgiving

- Due Mon 11/30 11:30pm: Scavenger Hunt: Post to Dropbox

- Read Unit 8 Content and Tutorials
- Due Mon 11/30 11:30pm: Unit 8 Discussion and Quiz

WEEK SIX (Mon 11/30 - Sunday 12/6)

- Read Unit 9
- Due Thur 12/3 11:30pm: Unit 9 Discussion and Quiz

- Due Sunday 12/6 11:30pm: Annotated Bibliography