COLLEGE OF THE DESERT

Course Outline of Record

1. Course Code: ENG-307
2.   a. Long Course Title: Introduction to Research and Documentation
      b. Short Course Title: INTRO RESEARCH & DOC
3.   a. Catalog Course Description:

    This course provides an overview of academic research and source documentation, as they apply to writing tasks across the curriculum. Students learn what comprises the academic research process, how to use library-based databases to locate research sources, and how to document these sources using a standard academic documentation system, such as MLA.

      b. Class Schedule Course Description:

    ENG 307 introduces students to academic research and source documentation.

      c. Semester Cycle (*if applicable*): *N/A*
      d. Name of Approved Program(s):
   - NEW CERTIFICATE IN PROGRESS Certificate of Completion
4. Total Units: 0   Total Semester Hrs: 8.00

      Lecture Units: 0   Semester Lecture Hrs: 8.00

      Lab Units: 0   Semester Lab Hrs: 0

         Class Size Maximum: 29   Allow Audit: No

         Repeatability Noncredit - Unlimited

         Justification 0
5. Prerequisite or Corequisite Courses or Advisories:

   Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm1-A)

   N/A
6. Textbooks, Required Reading or Software: *(List in APA or MLA format.)*

      a. Bullock, R., M. Brody, and F. Weinberg (2014). *The Little Seagull Handbook with Exercises* (2nd/e). Norton.

      College Level: Yes

      Flesch-Kincaid reading level: *N/A*
7. Entrance Skills: *Before entering the course students must be able:*

8. Course Content and Scope:

   ### Lecture:

-    Learn and put into practice the academic research process
-    Compose in-text citations and bibliographies in one or more academic citation styles, including MLA

   Lab: *(if the "Lab Hours" is greater than zero this is required)*

9. Course Student Learning Outcomes:

   1.

   Demonstrate an understanding of the academic research process and of library-based databases

   2.

   Evaluate research sources for relevance and validity

   3.

   Compose source citations (both in-text and bibliographic) in MLA (or another standard academic) style

10. Course Objectives: *Upon completion of this course, students will be able to:*

    a. Learn what comprises the academic research process, including formulating a research question and devising search terms and strategies

    b. Learn how to evaluate research sources for relevance and validity by recognizing the purpose(s) for researching a topic, by identifying an author's credentials and biases, and by identifying and analyzing the genre of individual research sources (e.g., an editorial vs. a research article)

    c. Utilize a handbook to assist in composing source citations, both in-text and bibliographic, in a standard academic citation style, such as MLA

11. Methods of Instruction: *(Integration: Elements should validate parallel course outline elements)*
    a. Activity
    b. Collaborative/Team
    c. Demonstration, Repetition/Practice
    d. Discussion
    e. Lecture
    f. Participation
    g. Technology-based instruction

12. Assignments: *(List samples of specific activities/assignments students are expected to complete both in and outside of class.)*
    In Class Hours: 8.00
    Outside Class Hours: 16.00

    a. In-class Assignments
        - Engage in mock research for the purpose of practicing the academic research process
        - Compose in-text and bibliographic citations in MLA (and possibly another) style

    b. Out-of-class Assignments
        - Complete assigned research and documentation exercises

13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*
    - Written homework
    - Group activity participation/observation
    - True/false/multiple choice examinations
    - Mid-term and final evaluations
    - Student participation/contribution

14. Methods of Evaluating: Additional Assessment Information:

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*
    PO-BS Reading and Writing Skills
    Type structured texts in a variety of written forms according to purpose and audience.
    Apply English conventions of grammar, mechanics, usage, punctuation, and format according to course intensity.
    Summarize written texts with ability to differentiate fact from opinion.
    IO - Critical Thinking and Communication
    Apply standard conventions in grammar, mechanics, usage and punctuation.
    Conduct research, gather and evaluate appropriate information, organize evidence into oral and written presentation, using proper MLA, APA, and other discipline-specific formats to cite sources.

16. Comparable Transfer Course

ENG 307-Introduction to Research and Documentation

University System	Campus	Course Number	Course Title	Catalog Year

17. Special Materials and/or Equipment Required of Students:

18. Materials Fees: ☐ Required Material?

Material or Item	**Cost Per Unit**	**Total Cost**

19. Provide Reasons for the Substantial Modifications or New Course:

This course is the first in a two-course sequence that comprises the Research and Argument Certificate of Completion. The Research and Argument Certificate of Completion explores the basic elements of academic research and argumentative writing. The courses in this certificate prepare students for the rigors of academic research and argumentative writing that are expected in courses across the curriculum.

20.   a. Cross-Listed Course *(Enter Course Code)*: *N/A*
       b. Replacement Course *(Enter original Course Code)*: *N/A*

21. Grading Method *(choose one)*: Pass/No Pass Only

22. MIS Course Data Elements
    a. Course Control Number [CB00]: CCC000580634
    b. T.O.P. Code [CB03]: 150100.00 - English
    c. Credit Status [CB04]: N - Noncredit
    d. Course Transfer Status [CB05]: C = Non-Transferable
    e. Basic Skills Status [CB08]: 1B = Course is a basic skills course
    f. Vocational Status [CB09]: Not Occupational
    g. Course Classification [CB11]: K - Other Noncredit Enhanced Funding
    h. Special Class Status [CB13]: N - Not Special
    i. Course CAN Code [CB14]: *N/A*
    j. Course Prior to College Level [CB21]: A = 1 Level Below
    k. Course Noncredit Category [CB22]: C - Elementary and Secondary Basic Skills
    l. Funding Agency Category [CB23]: Y = Not Applicable
    m. Program Status [CB24]: 1 = Program Applicable
Name of Approved Program *(if program-applicable)*: NEW CERTIFICATE IN PROGRESS
Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)

23. Enrollment - Estimate Enrollment
First Year: 50
Third Year: 100

24. Resources - Faculty - Discipline and Other Qualifications:
    a. Sufficient Faculty Resources: Yes
    b. If No, list number of FTE needed to offer this course: *N/A*

25. Additional Equipment and/or Supplies Needed and Source of Funding.
N/A

26. Additional Construction or Modification of Existing Classroom Space Needed. *(Explain:)*
N/A

27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES
Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

28. Originator Reid Sagara   Origination Date 10/17/16