Course number & Name: RR320, Internet Research Techniques for RR
Credit hours: 4 Quarter Hours
Method of Delivery: eLearning

Course Description: The student will learn the most effective Internet research techniques in order to gather pertinent information and terminology as specified for each concentration in NCRA CASE's *General Requirements and Minimum Standards* Captioning and CART Standards Options and common judicial terms. The student will learn to prioritize the most valuable and trustworthy sites on the Web while avoiding disreputable sites and untrustworthy material in order to best facilitate the writing required for each realtime reporting career field.

Prerequisite: CIS114: Computer Usage

Materials needed for this course: Web Browser, Adobe Reader

Topics:
1. The Basics - Internet Terminology and Concepts
2. Framing Your Search Strategy
3. General Search Tools
4. Specialized Research Tools
5. Government Resources - U.S. & International
6. Public Records
7. News Resources Online
8. Business Resources
9. International Research
10. Evaluating Accuracy, Credibility, and Authority
11. Professional Research
12. Privacy and Protection Online

Learning Objectives: Upon completion of this course, the student will be able to:
1. Demonstrate knowledge of the basics of using the Internet for effective searches by taking a written test.
2. Organize effective search strategies.
3. Differentiate between search engines, subject directories, and focused crawlers.
4. Differentiate between free and fee-based search tools.
5. Explore sources for researching general subjects and tracking government activities.
6. Differentiate between government records and public records.
7. Compare and contrast various types of news resources.
8. Analyze ways to manage information on the Internet.
9. Evaluate the accuracy, credibility, and authority of Internet resources.
10. Demonstrate search strategies by finding information (general and specific terminology) concerning topics for each concentration with special emphasis on local and national news, weather, sports, home shopping, and a sample teleconference.
11. Identify major privacy and security threats, as well as protective devices and methods.

Midstate Grading scale:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

Midstate Plagiarism Policy:
Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success:
The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 217 (in person); (309) 692-4092, extension 2170 (phone); studentsuccess@midstate.edu (email).

Instructor Information:
Name: Jane Bradbury
Office: Library
Office Hours: Monday Noon – 1:00PM
Phone: (309)692-4092 Extension 4030
Email: jbradbury@midstate.edu

Policies and Procedures:
All written assignments are due at 8:00AM, one week after they are assigned, unless otherwise noted. Late work will be accepted up to 2 weeks late with a 10% penalty assessed for each week that the material is past due. ***No work from the first 6 weeks of the course will be accepted after midterm***.

Participation Requirements:

Methods of evaluating student performance:
The objectives of this course will be measured against the student's performance on (1) weekly assignments, (2) participation in discussion forums, and a (3) final research exam that will include both questions from the course lectures and construction of search queries using the tools from the course. The grades earned will constitute the student's final grade for the course.

Course Grading Scale:
Final grades for this class will be determined on a percentage basis as follows:

   Participation in Discussion Forums: 20%
   Weekly Research Assignments: 50%
   Midterm: 15%
   Final Examination: 15%

Assignments and topics may be adjusted but will be posted each week.

Week 1 (August 20-26):

Topic:
Introduction to course
Internet Terminology and Concepts

Assignments:
- Read course syllabus
- Read Week 1 Lecture
- Read *Lifewire* article with internet terms
- Watch 2 YouTube videos (15.5 minutes for both)
- Participate in discussion forum
- Complete Week 1 Assignment Questions

Week 2 (August 27-September 3): *Extended because of Labor Day*

Topic:
How Google Works, Limiters, Cool Tools, and Boolean Operators

Assignments:
- Read Week 2 Lectures – Part I and II
- Watch 3 YouTube videos
- Read 2 articles (How Google Works & Best Search Engines)
- Complete Week 2 Assignment Questions

Week 3 (September 4-9*):*

Topic:
Midstate Resources, LibGuides (vetted), Types of (serial) Publications,
Open Access

Assignments:
- Read Week 3 Introduction
- Watch Week 3 Lecture
- Review types of periodicals document
- Watch 2 YouTube videos (Open Access Explained & How Google Makes Improvements)
- Participate in discussion forum
- Complete Week 3 Assignment Questions

Week 4 (September 10-16):

Topic:
Directories and Reference Resources (vocabulary)
Evaluating Websites

Assignments:
- Read Week 4 Lecture Parts I & II
- Watch YouTube Video: Website Evaluation
- Participate in discussion forum
- Review document: Reference Material and Language
- Complete weekly questions and research assigned

Week 5 (September 17-23):

Topic:
Understanding domains and their application to search strategies ~ site:
Restricted Domains

Assignments:
- Watch Week 5 Lecture
- Participate in discussion forum (If you wanted to get it from the horse's mouth, how would you find out what Prime Minister May said…)
- Complete weekly questions and research assigned

Week 6 (September 24-30):
Midterm Exam

Week 7 (October 1-7):

Topic:
What is the deep web? When and how to access it.
(Subject directories, databases, etc.)

Assignments:
- Read Week 7 Lecture
- Participate in discussion forum
- Complete weekly questions and research assigned

Week 8 (October 8-14):

Topics:
Government resources
(Including health)

Assignments:
- Read Week 8 Lecture
- Participate in discussion forum
- Complete weekly questions and research assigned

Week 9 (October 15-21):

Topic:
News Sources

Assignments:
- Read Week 9 Lecture
- Participate in discussion forum
- Complete weekly questions and research assigned

Week 10 (October 22-28):

Topic:
News Sources Continued
Public Records

Assignments:
- Read Week 10 Lecture

- Participate in discussion forum
- Complete weekly questions and research assigned

Week 11 (October 29-November 4):

Topic:
Privacy and Protection Online

Assignments:
- Read Week 11 Lecture
- Participate in discussion forum
- Complete weekly questions and research assigned

Week 12 (November 5-11):

Final Exam