Course Title:
Graduate Special Topics: Electronic Access to Research

Course Number:
GRAD 5990-801

Course Description:
GRAD 5990 is a special graduate course taught only to the members of the Organizational Leadership doctoral cohort program. It is taught by back-and-forth email correspondence between the instructor and each individual member of the cohort, supplemented, as needed and from time to time, with whole-class lessons and tutorials served up on the course’s web site.

Course Dates, Course Link:
Dates: September 1-December 31, 2012
Link: http://www.ou.edu/ap/grad5990/
Last day to enroll or drop without penalty: August 3, 2012

Site Director:
Rebecca Fussnecker. Phone: DSN 370-6687; CIV 06221-768118; DSN Fax (call first) 370-6687; CIV Fax: 06221-768945; E-mail: apeuprograms@ou.edu

Professor Contact Information:
Course Professor: Robert Swisher, Ph.D.
Mailing Address: School of Library and Information Studies
University of Oklahoma
501 W. Brooks
Norman, OK 73019
Telephone Number: (405) 360-3926
E-Mail: bswisher@ou.edu
Professor availability: The professor will be available via e-mail to students during the above listed Virtual Office Hours and other methods by arrangement.

Textbook(s) and Instructional Materials:
There is no text for this 1-credit course: Be sure to check the OU Desire 2 Learn (D2L) System for any materials for the course. Access D2L at http://learn.ou.edu; enter your OU NetID (4+4) and password, and select course to access material. Please contact your local Site Director if you require assistance.

OU E-Mail:
All official correspondence from distance learning instructors will be sent only to students’ ou.edu address.

Online Learning Resource Center:
The Online Learning Resource Center of the University of Oklahoma’s College of Arts and Sciences Online Program is here to serve you and assist you with any questions, problems, or concerns you may have. For assistance go to http://casweb.ou.edu/olr/ or contact us by telephone at: (405) 325-5854 or Email: casonline@ou.edu
Course Objectives:
GRAD 5990, in its 2 credits + 1 credit format, is intended to introduce the members of this doctoral cohort to the digital and online aspects of their coursework, their library research responsibilities, and the means and methods they will be using at a distance to communicate with their course colleagues, their instructors, their doctoral committee members, and the OU staff they will be dealing with. Most of the course’s 2-hour component is devoted to the theory and practice of finding, using, and reporting the scholarly research of the social and behavioral sciences—a fundamental underpinning of your doctoral class work and later dissertation research in the knowledge domain known as Organizational Leadership.

The course’s 1-hour concluding component is intended to allow you to search for, locate, and retrieve and literature that will serve your prospectus and dissertation research needs.

Course Outline:
This final 1 credit component of the course is my assistance and guidance for each of you, individually, in your search needs for both your prospectus and your dissertation research.

1. Prospectus literature review
2. Dissertation research (chapter 2: your review of the pertinent literature)

Grading: This is an S/U graded course.

NOTICE: Failure to meet assignment due dates could result in a grade of I (Incomplete) and may adversely impact Tuition Assistance and/or Financial Aid.

Policy for Late Work:
Please contact professor for his policy regarding late work.

Attendance Policy:
In addition to interaction via Desire2Learn and E-mail contact, students are required to contact the instructor via E-mail or telephone BEFORE the beginning of the course term for an initial briefing. Although physical class meetings are not part of this course, participation in all interactive, learning activities is required.

Student assignments and student/instructor communications will be conducted via Desire2Learn, although students may contact the instructor via telephone, postal mail, e-mail, or fax as needed

Incomplete Grade Policy:
A grade of “I” is not automatically assigned, but rather must be requested by the student by submitting to the instructor a “Petition for and Work to Remove an Incompleted Grade” form. An “I” can never be used in lieu of an “F” nor can an “I” be assigned because of excessive failure to participate in class activities.

Technical Support Information:
If you experience technical problems, contact Information Technology by visiting their website at: http://webapps.ou.edu/it/ or contacting them by telephone at: (405) 325-HELP (4357).

Procedures for Completion of Course Evaluation:
Upon completion of the course students should go to the Advanced Programs Distance Learning webpage and click on the applicable semester link under “Course Evaluations” which will direct them to the evaluation. The evaluation will take approximately five minutes to complete. Completion of the online evaluation is an important tool allowing Advanced Programs to gain information and student feedback for improvement of courses.

Your responses will be kept confidential. They will be reviewed by the department and only supplied to the professor once grades for the course have been submitted.
Important information you should know about online courses:

- To sign on to Desire2Learn (D2L), log in using your 4+4 and your OU network password (note that this is the same 4+4 and password that you use to access your OU email). Once you are logged in, please look for “My Courses,” locate your course and click on it. Remember to check your course site on D2L every day.

- Students enrolled in online courses may be required to take the CAS student orientation in Desire 2 Learn. To take the orientation, sign-on to D2L and then click on “Self Registration” at the top left corner of the page. Information about and instructions for the orientation can be found at http://casweb.ou.edu/olr/public/students/orientation.htm

- If the course is using a course website, you will find a link for the website on the first page of this syllabus. Please click on this link to start your course.

- If you need to drop or withdraw from a course, please contact your Site Director. You can drop a course without a penalty up to the add/drop date. You can drop a course after the add/drop date through the first day of class with a penalty. There will be a 25% penalty if you drop 16-29 days before the start of class, 50% penalty if you drop between 15 days before and the start of the class, or 100% penalty if you drop on the first day of class or later.

- After the class has started, you can only withdraw from the course with the professor’s permission; you will not receive a refund for your tuition. You can only drop without a penalty after the add/drop date by providing proper documentation and receiving approval from the Advanced Programs Theater Director. Provide this documentation to your Site Director.
POLICIES AND NOTICES

Attendance/Grade Policy

Note: Attendance/absences do not apply to online courses. However, participation in all course activities is extremely important to student success in online courses.

Attendance and participation in interaction, individual assignments, group exercises, simulations, role playing, etc. are valuable aspects of any course because much of the learning comes from discussions in class with other students. It is expected that you attend all classes and be on time except for excused emergencies.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. Unavoidable personal emergencies, including (but not limited to) serious illness; delays in getting to class because of accidents, etc.; deaths and funerals, and hazardous road conditions will be excused.

If you are obtaining financial assistance (TA, STAP, FA, VA, Scholarship, etc.) to pay all or part of your tuition cost, you must follow your funding agency/institution’s policy regarding “I” (Incomplete) grades unless the timeline is longer than what the University policy allows then you must adhere to the University policy.

Students who receive Financial Aid must resolve/complete any “I” (Incomplete) grades by the end of the term or he/she may be placed on “financial aid probation.” If the “I” grade is not resolved/completed by the end of the following term, the student’s Financial Aid may be suspended make the student ineligible for further Financial Aid.

Students are responsible for meeting the guidelines of Tuition Assistance and Veterans Assistance. See the education counselor at your local education center for a complete description of your TA or VA requirements.

Academic Honesty

Honesty is a fundamental precept in all academic activities and … [you] have a special obligation to observe the highest standards of honesty. Academic misconduct in any form is inimical to the purposes and functions of the University and is therefore unacceptable and is rigorously proscribed. Academic misconduct includes:

cheating (using unauthorized materials, information, or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement; assisting others in any such act; or attempting to engage in such acts.

All acts of academic misconduct will be reported and adjudicated as prescribed by the student code of the University of Oklahoma. All students should review the “Student’s Guide to Academic Integrity” found at http://www.ou.edu/provost/integrity

Accommodation Statement

The College of Continuing Education [Advanced Programs] is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your OU Site Director.

Course Policies

Advanced Programs policy is to order books in paperback if available. Courses, dates, and professors are subject to change. Please check with your OU Site Director. Students should retain a copy of any assignments that are mailed to the professor for the course.

Copyright

Any and all course materials, syllabus, lessons, lectures, etc. are the property of professor teaching the course and the Board of Regents of the University of Oklahoma and are protected under applicable copyright.

For more information about Advanced Programs, visit our website at: http://www.goou.ou.edu/
INSTRUCTOR VITA
Robert Swisher, Ph.D.

Education
- 1966 Indiana University, AB, History
- 1968 Indiana University, MLS, Library Science
- 1975 Indiana University, Ph.D., Library and Information Science

Current Positions
- Advanced Programs Professor since 1993
- Professor Emeritus, School of Library and Information Studies, University of Oklahoma, 2004

Representative Publications and Presentations

Books:

Book Chapters:
- “A Study of the Use of Compressed Video Instruction for Distance Education at the University of Oklahoma School of Library and Information Studies.” by Haynes, Kathleen J. M., & Swisher, R.

Research Articles:

Other Articles:

Proceedings:
Research Reports:
- “Supporting the Research and Informational Needs of Distance Education Students at the University of Oklahoma: A Report to Advanced Programs and the Department of Human Relations,” Dr. Robert Swisher, Norman, OK, May 1996, 39 pp.

Other Publications:

Representative Honors and Awards Received
- Oklahoma Library Association, Distinguished Service Award, 1996
- Oklahoma Library Association, Special Meritorious Service Award, 1995
- University of Oklahoma, Associates’ Distinguished Lecturer Award, 1986-87
- University of Oklahoma, Associates’ Distinguished Lecturer Award, 1985-86