Course Overview and Goals

Emphasizing critical inquiry and critical thinking, this course will explore the theories and definitions surrounding the term “information literacy.” Students will put this theory into practice by developing problem-solving skills that allow them to meet information needs throughout their lifetimes. Students will gain a better understanding of how information and knowledge function in society and will discover methods of finding, accessing, evaluating, and using different information sources in an effective and ethical manner.

Learning Outcomes

By the end of this course, students will be able to:

1. Describe information literacy and describe how it applies to different contexts
2. Understand how knowledge is produced in society and engage in their own knowledge production
3. Develop critical thinking skills that will enable them to analyze and evaluate sources
4. Create appropriate research questions to discover the most pertinent information in different research situations
5. Determine the most appropriate information sources for different contexts and access these sources
6. Evaluate information and information sources to meet different information needs
7. Use information to solve problems and understand current issues in society
8. Understand the ethical responsibilities of using information in print and online

Required Texts


Other readings available online or through UK’s Online Journals.

Grading Scale

<table>
<thead>
<tr>
<th>Points Total</th>
<th>Percentage of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Boards</td>
<td>120</td>
</tr>
<tr>
<td>Quizzes and Tests</td>
<td>400</td>
</tr>
<tr>
<td>Assignments</td>
<td>280</td>
</tr>
<tr>
<td>Exercises</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>1000</td>
</tr>
</tbody>
</table>
Assignments

Resource Review
Since evaluation of information is key to choosing the correct information to use, students will write a 2-3 page review of a resource of their choosing to determine its strengths and weaknesses and decide if it meets its audience’s needs (Learning Outcomes 3 and 6).

This assignment is worth 140 points or 14% of your final grade.

Annotated Bibliography
To become familiar with a wide variety of resources, students will write an annotated bibliography of ten sources for a topic chosen by the student (with instructor approval). The resources covered will be journals, monographs, and websites. Annotated bibliographies will include a summary of the resource and its usefulness to the project topic (Learning Outcomes 3, 4, 5, 6 and 8).

This assignment is worth 140 points or 14% of your final grade.

Discussion Board
Students will be required to participate in discussion on the Blackboard Discussion Board every week. Students must both post original comments and respond to their peers. Only students with thoughtful, original, and frequent posts will receive full points (Learning Outcomes 1, 2 and 7).

Each discussion board is worth 10 points or 1% of your grade, with potential for extra credit points. Discussion boards account for a total of 120 points or 12% of your final grade.

Quizzes and Exams
Quizzes will be given periodically to determine student comprehension of readings, discussions, and lectures. Students will also complete a final exam (All Learning Outcomes).

Two Quizzes will be given, with each quiz being valued at 100 points, or 10% of your grade. The two quizzes combine to account for 200 points or 20% of your final grade.

The Final Exam is worth 200 points and is also worth 20% of your final grade.

Exercises
Students will complete a variety of exercises throughout the semester that apply skills and concepts covered in the readings and lectures (All Learning Outcomes).

Each exercise is worth 20 points, or 2% of your grade. The ten exercises total 200 points or 20% of your grade.
Course Policies

Attendance and Participation

Though this is a distance learning course, we will rely heavily on class discussion as we discover methods of research and inquiry. You are expected to check the Blackboard site at least three times a week and to be prepared with questions and comments about the readings. Engaged and respectful discussion is necessary for success in this class.

An absence in this class is equivalent to a week of no activity on Blackboard.

Late Assignments

Assignment due dates are indicated on the daily schedule. Late assignments are not accepted unless arrangements have been made with the instructor prior to the due date.

Plagiarism

Part II of Student Rights and Responsibilities (6.3.1; online at http://www.uky.edu/StudentAffairs/Code/part2.html) states:

“All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else’s work, whether it be published article, chapter of a book, a paper from a friend or some file, or whatever. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student’s assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain.”

Make sure to properly cite in all your assignments using appropriate style. Plagiarized work may be given a zero. Repeat offenses will result in a failing grade for the course.

Posting to the Class Discussion Board

For the discussion board, make the content of the post recognizable through the subject line. For example, if you wanted to refer to a class reading, you could put the author and title of the article in the subject line. If you
have a question about a class policy or assignment, please post it in the “Questions and Comments” Section so others can see my response.

Netiquette

All class discussions should be respectful and intellectually stimulating. I don’t expect problems to occur in our discussions, but if someone attacks you on the discussion board, I would prefer that you allow me to handle the situation. If you must reply, do not attack the individual in turn.

Class Schedule

Learning does not always happen on schedule, and so changes may be made to meet the individual needs of the class. You will be responsible for checking the online syllabus and schedule before beginning your homework for any changes or updates. The “Tentative Schedule” is the place to check for updates – or the “Announcements” area when you login to Blackboard.

Email Policy

Please allow 24 hours for me to respond to your e-mail during the work week. On weekends, I will try to answer your e-mails, but I may not be able to do so until Monday. I ask that before you e-mail me with questions, please read your assignment information and syllabus carefully. If you have not heard from me within 24 hours, please send a follow-up e-mail or speak with me in person. You are encouraged to post in the “Assignment Questions” board; others may have similar questions (or answers).

Grading

All exercises and quizzes will be graded within a week of submission. Major assignments and exams will be graded within two weeks of submission.

Quizzes and Exams

Quizzes and exams will be given online through Blackboard’s test feature. These will be timed to approximate in-person exams.

Submission of Assignments

All homework must include your name, my name, the course, and the date within the document. When submitting assignments on Blackboard, make sure to give your work a document name to indicate what the item is. For example, you may title your resource review “Your Last Name Resource Review.” You are responsible for keeping back-up (I recommend several) copies of all your work since electronic texts can be lost. You can store documents on the Cloud via Dropbox, Google Drive, your UK Student Locker via sweb.uky.edu, or on a flash drive.

Course Format

The course will be split into Modules that will last from Wednesday at 12:00 am until Tuesday at 11:59 pm. Each Module will contain readings and may also contain tutorials and lectures that you must view, exercises, quizzes and/or tests. Go to “Course Modules” on Blackboard for details. You will be expected to complete all required readings and assignments during the Module time frame. You will also be expected to respond to the Discussion Board questions for the Module and respond to a peer within this time frame. You should be posting three days a week to the Discussion Board. Click on “Start Here” in the Blackboard course for more information about the format.
Self-Discipline

Distance learning courses require self-discipline and patience. Since technological issues can and will occur, do not wait until the last minute to work on your assignments. Schedule time to check Blackboard three times a week and to spend a few hours a week on course work for this class; you will be required to write a lot.

Office Hours

Office hours are by appointment. Please email me at Christine.illichmann@uky.edu or message me via Skype at illichmann3 to schedule an appointment.

Reference Librarians

The reference librarians on the 2nd floor, North Wing of W.T. Young Library are more than happy to help you with your research for this class and any class you have. Please feel free to visit, call, e-mail, or chat with them, unless your assignment requests that you do not seek their assistance. See the Libraries’ Homepage for more information.

Academic Ombud

Lee A. Edgerton, the Academic Ombud will assist you with a variety of issues, including grade disputes. He is in 109 Bradley Hall and his number is 859-257-3737. You can e-mail him at ombud@uky.edu.

Disability Services

If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation that details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu.

My Duties

My goal is to make you more sophisticated thinkers and researchers. Don’t hesitate to come to me for help.

I also have a duty to never discriminate based on race, ethnicity, religion, gender expression, sexual orientation, creed, background, or any belief or value. I hope that you will help me in creating a class environment where everyone feels free to share his or her thoughts.

Technology Requirements

To test your browser’s compatibility with Blackboard, please visit http://wiki.uky.edu/blackboard/Wiki%20Pages/Browser%20Eye%20Chart.aspx

All students should have access to a computer with a secure Internet connection, Adobe Acrobat Reader, and word processing software that allows them to save files as .doc, .docx, or .rtf files. I cannot view .pages files, so Mac users will need to save their assignments in a different format. Microsoft Office and other software is available from https://download.uky.edu/.

For more on technical requirements, visit the Distance Learning website’s Technical Requirements and Recommendations.

Please let me know when you are having technical issues first. For more assistance, contact the following:
Information Technology Customer Service Center (UKIT) at 859-257-1300
Help Desk at 218-HELP (4357)
Distance Learning Programs Office at 257-3377
Center for the Enhancement of Teaching and Learning at 257-8272

Library Services

Distance Learning Services
Carla Cantagallo, DL Librarian
Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
Email: dllservice@email.uky.edu
DL Interlibrary Loan Service

Semester Schedule
The semester schedule can be found on the following page. This is subject to change at my discretion.
<table>
<thead>
<tr>
<th>Dates</th>
<th>Topics</th>
<th>Exercises/Quizzes/Etc.</th>
</tr>
</thead>
</table>
| June 6-12  | Module 1  
What is information literacy?  
Module 2  
Critical Thinking and Thinking Logically | Ex 1: Information Needs in Your Classes  
Ex 2: The Fake Paper                                      |
| June 13-19 | Module 3  
The Production of Information and Knowledge  
Module 4  
The Organization of Information | Ex 3: What do you believe?  
Ex 4: Nonfiction Classification Systems  
Quiz One                                                   |
| June 20-26 | Module 5  
Determining Topics and Asking Research Questions  
Module 6  
Finding and Evaluating Information in Books                  | Ex 5: Narrowing Your Topic and Asking Questions              |
| June 27-July 3 | Module 7  
Finding and Evaluating information in Journals  
Module 8  
Finding and Evaluating Other Library Resources: Government Documents, Dissertations, and Theses | Ex 6: Databases and Journals  
Quiz Two and course check-in                                 |
| July 4-10  | Module 9  
Finding and Evaluating Information Online  
Module 10  
Finding Human Resources                                  | Resource Review Due  
Ex 7: Fact-finding from an expert                           |
| July 11-17 | Module 11  
Using Information to Solve Problems  
Module 12                                                    | Ex 8: Solving a Problem                                      |
<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 18-24</td>
<td>The Ethical Use of Sources</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Module 13 News and Mass Media</td>
<td>Ex 9: Plagiarism Cases Ex 10: Current Events and the Mass Media</td>
</tr>
<tr>
<td></td>
<td>Module 14 Web 2.0 and Privacy Issues</td>
<td></td>
</tr>
<tr>
<td>July 25-Aug 1</td>
<td>Module 15 Information Seeking and Knowledge Creation as Life-Long Habits</td>
<td>Annotated Bibliography Due Final Exam and Course Evaluation</td>
</tr>
<tr>
<td></td>
<td>Module 16 Final Exam and Course Evaluation</td>
<td></td>
</tr>
</tbody>
</table>