University of Kentucky
School of Information Science (SIS)

ICT 311 Introduction to Information Science
Section 201
Online
New Content Posted Every Wednesday
All assignments due on Tuesdays at 11:59 pm

Primary Instructor: Dr. Fátima Espinoza Vásquez
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Location: 316 Lucille Little Fine Arts Library.

COURSE DESCRIPTION

This course introduces theoretical and foundational concepts in information science and situates information in various contexts through which it has been circulated, conceptualized, and used. Students will learn fundamental approaches to understanding relationships across technology, people, and society. Emphases include technologies, classification, information transfer, format, use, and definitions of information and "information age."

Student Learning Outcomes

After completing this course, the student will be able to:
1. Draw connections between contemporary information communication technologies and their historical foundations.
2. Articulate ways in which theoretical and conceptual principles and techniques function in information science and technology.
3. Describe social, political, and cultural aspects of information and technology.
4. Use a digital platform to compose, organize, and disseminate written work.
5. Communicate orally in formal and informal contexts.

TEACHING APPROACH

This class is designed using a constructivist approach, meaning that students have an active role in their learning. They will participate in setting goals, contextualizing theories using their own experiences, collaborating in classroom activities and projects. Please note that because I adapt my teaching techniques to the course content, delivery method, and individual student learning styles, this syllabus might be subject to change. Whenever it does, students will be notified, and the new version will be posted on CANVAS.

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Required Materials

All readings will be listed on the course schedule and will be available online or through Canvas, UK's Online Journals or UK Libraries.

Technology Requirements

Students will need an internet-ready (wi-fi enabled or cellular data connection) computer. Students must have access to Canvas through their UK ID to successfully complete this course. Students are encouraged to download the Canvas app to their mobile devices. Students may also need access to Zoom (which they should already have with their link blue user name and password. Students are required to have a webcam and microphone.

Grading Parameters

> Weekly Activities, Participation, and Assignments 70%
> Big Papers and Projects 30%

Grading Scale

> 95% – 100% = A (Exceptional Achievement)
> 80% – 94% = B (High Achievement)
> 70% – 79% = C (Average Achievement)
> 60% – 69% = D (Below Average)
> 0% – 59% = E (Failing)

COURSE FORMAT AND STRUCTURE

Over the course of the semester we will cover a new topic every week. Activities and assignments will be scheduled weekly according to the topic.

Assignments and Activities

Students will complete a variety of exercises for each module. These assignments/exercises apply skills, concepts and processes covered in the readings and class materials.
Type of assignments:
1. Short Discussions
2. Video Presentations
3. Debates
4. Podcasts
5. Collaborative eBooks
6. Peer-Reviews
7. Research Papers

Detailed instructions will be posted on Canvas one week before the assignment deadline. **All assignments are due on Tuesdays at 11:59.**

Assignments Format

All homework must include your name, instructors' names, the course and section, and the date. When submitting assignments on Canvas, make sure to give your work a document name to indicate what the item is. For example, you may title your assignment "lastname_impact." You are responsible for keeping back-up (I recommend several) copies of all your work since electronic texts can be lost. All assignments must be written in Standard English with correct grammar, spelling, and punctuation. Assignments are to be completed solely by the individual. I recommend using the UK Writing Center https://uky.mywconline.com

Tentative Schedule

Week #	Month	Date	Topic
1	August	22	Introductions
2		29	Information, Data, Knowledge?
3	September	5	Information and Humans
4		12	Information Behavior
5		19	Information Need and Seeking
6		26	Information Use and Transfer
7	October	3	Information Literacy
8		10	Information and Organizations
9		17	Information Storage and Processing
		24	THANKSGIVING BREAK
10		31	Information Retrieval
11	November	7	Information Systems
12		14	Information Visualizations
13		21	Information and Society
14		28	Information Policy
15	December	5	Final Project
16		12	Final Project

Self-Discipline

You are responsible for completing readings, turning in assignments and participating regularly. This course requires heavy digital interaction (ex. Readings, turning in assignments, lecture polls, etc.) so you should not wait until the last minute to complete readings or submit assignments since technological issues can and will occur.

Class Schedule and Attendance

You will be responsible for checking the online syllabus and schedule before beginning your homework for any changes or updates.

This class is asynchronous, which means we will not meet face to face and you will work on your own schedule, however you must adhere to the class assignment and activities deadlines.

Learning does not always happen on schedule, and so the syllabus and schedule may change or we may make changes to meet individual needs. So, check Canvas **every day** for class updates or additional information. All announcements and information about the class will be posted there. There will be activities EVERY WEEK.

Excused Absences

Students need to notify the professor of absences prior to class when possible. Students have up-to one (1) week following an excused absence to provide appropriate documentation. Senate Rules 5.2.4.2 defines the following as acceptable reasons for excused absences:

(a) Serious illness,

(b) Illness or death of family member

(c) University-related trips,

(d) major religious holidays, and

(e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Excuses for university-sponsored activities must be made prior to such absence. Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Two weeks prior to the absence is reasonable, but should not be given any later. Information regarding major religious holidays may be obtained through the Ombud (859-257-3737, http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php.

Verification of Absences

Acceptable verification for excused absences due to illness includes documentation from a medical professional (must include medical professional's contact information) with date of service and any restrictions or time off explicitly stated, Tier 2 emails from University Health Services (for limited absences), or Tier 3 documents from University Health Services for extended absences (must specifically identify date range for absence). Tier 1 documents provided by University Health Services will only be accepted for up-to 2 absences (non-consecutive days). Tier 1 documents will not be accepted on exam days.

Late Work

Late work submitted within 24 hours will receive a 20% penalty. Late work submitted within 48 hours will receive a 30% penalty, and late work received before 72 hours will receive 40% off. No late work is accepted after 3 days. Late work will only be accepted for assignments and needs to be negotiated with the instructor. Classroom activities will not be accepted late due to intendance.

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. Plagiarized work may be given a zero. Repeat offenses will result in a failing grade for the course.

E-mail Policy

Preferred method of communication: Canvas message
Secondary: Email fatima.espinoza@uky.edu
Please allow 24 hours for your instructor to respond to your e-mail during the school week. On weekends, responses may not be made until Monday. I ask that before you e-mail with questions, please read your assignment information and syllabus carefully. If you have not heard from your instructor within 24 hours, please send a follow-up e-mail or speak with me in person.
I also ask that you adhere to the following rules when sending an email.

Always	Example
Include what your class and email is specifically regarding in the subject line.	Subject: Team project question
Include an appropriate salutation. Begin with a greeting and address your professor by her appropriate title and last name.	Good afternoon, Professor Espinoza, Or Hello, Dr. Espinoza
Include an appropriate signature with your full name, class code and section	Jane Doe IST150 Section 001
Use standard punctuation, capitalization, spelling and grammar.	Instead of writing "idk what 2 rite about in my paper can you help??" try something more like, "I am writing to ask about the topics you suggested in class yesterday"

Office Hours

I will be available to speak with you in my office, 316 Little Library, during office hours <u>by appointment only</u>. Please email me to make an appointment. Appointments should be made at least one day in advance.

Questions

If students have questions of a personal nature regarding grades, attendance or other issues, the classroom or email is not the appropriate platform for that discussion. <u>Students should contact the instructor to schedule an appointment to discuss.</u>

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

Dr. Joe McGillis, the Academic Ombud will assist you with a variety of issues, including grade disputes. She is in 109 Bradley Hall and her number is 859-257-3737. You can e-mail her 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.

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GENERAL COURSE POLICIES

Policies concerning academic integrity, excused absences, incompletes, and academic accommodations due to disability are available online at:
https://ci.uky.edu/sis/sites/default/files/policies.pdf