

ICT 315-001: Human Relations and Technology

T/Th 11:00-12:15

312 LCLI

Instructor: Dr. Jessalyn Vallade

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Office Hours: Tuesday & Thursday 8:30am-10:30am OR by appointment

COURSE DESCRIPTION

With so many technologies in use today, information can often fail to effectively reach those who need it. In this course, students will focus on the importance of taking a human-centered approach to best identify and meet individuals' and groups' information needs. Human Relations and Technology focuses on engaging critical thinking skills to effectively tailor and disseminate information to people both within and outside of the IT industry. Through analysis and design, students will be asked to address multiple real-world situations with a specific focus on connecting to humans through (and often in spite of) technology.

COURSE OBJECTIVES:

1. Identify, analyze, and adapt to various information needs.
2. Identify and explain problematic uses of technology and/or breakdowns in information.
3. Develop human-centered and technology-based solutions.
4. Effectively present technology-based information using multiple forms of media.

Required Materials

All assigned reading will be provided for students in Canvas or distributed in class.

COURSE POLICIES

Attendance and Participation

This class will be almost exclusively discussion- and project-based, with very little lecturing from me. As such, much of our class time will be devoted to discussion, analysis, and practice engaging in competent communication with each other; as such, it is vital that you attend class regularly. There is no textbook for this course, and though you will be expected to complete assigned reading throughout the semester, the majority of content will be presented in class. Additionally, the focus of this course is on application, which will require your active participation during class time. **This is a baseline expectation.**

If you are absent on a day when an assignment is due, you will be allowed to submit or make-up that work only if the absence is officially excused. You will be asked to provide official written documentation for excused absences the class period that you return to class. If you do not turn in the written documentation on time, the absence will be counted as unexcused. Please see the definition of excused absences in the next section. If you know ahead of time that you will be

absent from class without an excused absence, please discuss this with your instructor and turn in any assignments ahead of time. Excuses for university-sponsored activities must be made prior to such absences. No make-up work is available for in-class exercises or workshops unless approved in advance by your instructor.

If a student needs to isolate or self-quarantine due to COVID, they should contact UKHealth Corps ahealthcorps@uky.edu or 859-218-SAFE for additional guidance and wellness support. Your instructor can confirm if you are working with UK Health Corps and mark your absence(s) as excused. In order to meet federal regulations, the instructor will monitor student participation in this class through attendance or assignments. *Students who miss class periods or assignments during the first two weeks of the semester may be dropped from the course.* If you will be missing a class period or will not be submitting some assignment during that period, it is your responsibility to notify the instructor, even if the absence or missed assignment is not excused under university rules.

Note: Please reference the definition of excused absence in current edition of Students Rights and Responsibilities or on the web at <http://www.uky.edu/StudentAffairs/Code/>. For any emergency situation that arises, e-mail your instructor as soon as you know about the situation.

Mask Policy

All individuals, regardless of vaccination status, must wear masks in indoor spaces on campus where people gather—including, but not limited to, classrooms, the Gatton Student Center, shared office spaces, recreational facilities, hallways, and common spaces like the lobby of a residence hall. If UK-approved masks are not worn over the nose and mouth, **students will be asked to leave the classroom and may be reported to the Office of Student Conduct.** Visit the Spring 2022 Guidebook for more information about all campus policies.

Civility and Professionalism

Students must learn to meet the standards of professional behavior and treat each other with respect. Critical inquiry is important, but attacking other persons, verbally or otherwise, is not accepted. Students must learn to receive and act on constructive criticism, be reliable and responsible, polite and respectful of others, and focus on producing high quality work.

Late/Make-up Work

You will receive **ZERO** points for assignments submitted after the scheduled due date. There are no make-up assignments, no extensions, and no partial credit without an official excuse or extenuating circumstances. If there are extenuating circumstances that will prevent you from completing course work, then you are expected to negotiate when the make-up work is due with your instructor, which may include earlier due dates or later due dates. “Extenuating circumstances” will be considered on a case-by-case basis.

E-mail Policy

Throughout the semester, you will receive e-mails from me with updates and reminders. You are expected to regularly check your official UKY e-mail address – if information is sent to you via email and you do not read it in time to adjust accordingly, this is not the fault of your instructor.

Email is the best and preferred way to reach me. I will be checking it frequently throughout the business day (i.e., Monday-Friday 9:00am-5:00pm). **Please note that I practice email-free evenings and weekends.** I will not be on email 24/7 and will not expect you to be, either! Please send all email correspondence to the email address provided above, and put ICT 315 in the subject line each time. *Please allow 24 hours for a response to your e-mail.* If you have not heard back within 24 hours, send a polite and professional follow-up email.

Additionally, use your emails as an opportunity to practice professional communication. All emails must include an appropriate greeting (e.g., “Hello, Dr. Vallade,” “Hi, Dr. V,” etc.), a message including full sentences, professional language, correct spelling, grammar, and capitalization, and an appropriate closing. If your email does not include these components, I may choose not to respond. Writing emails to your friends/family can be informal, but when you are writing emails to your instructors, professors and potential employers, they should be well written with as few mistakes as possible. Additionally, *if you email me with a question that could be easily answered by checking our Canvas site, I may choose not to respond.*

Canvas

Things may come up or change during the semester, which means that the weekly schedule may change as well. Any changes will be posted as an Announcement in Canvas and discussed in class. You will be responsible for checking Canvas and your email before beginning your homework for each week for any changes or updates. All assignments will be posted in Canvas.

All of your work in this class must be submitted in Canvas, unless otherwise instructed. You are responsible for keeping back-up (I recommend several) copies of all your work since electronic texts can be lost. The assignment should be attached in a word file (.doc or .docx only), unless otherwise instructed. You **MUST** confirm that the assignment was submitted and that it will open through the Canvas application. **Any file that is attached, but unable to be opened, will be treated as if it were not submitted. All assignments are due by the time specified in Canvas.**

Learning in the Time of COVID-19

Although this is a rigorous academic course and I have high expectations for what I know you can accomplish, I am also aware that we are living through an unprecedented time with the ongoing global COVID-19 pandemic. My intention is that we move through this course with care and compassion for ourselves and our community. If you are struggling at any point during the semester, do not hesitate to reach out to me. Please keep in mind that your professors may also face hardship during the semester; I ask that you also extend us flexibility and grace as we navigate this situation together.

For more information, please visit the University of Kentucky’s [Learn Anywhere](#) website where you can access information about various support services (wellness, technical, academic, advising, student services, online course tips) available to help during this time.

Grading Policy

I do not GIVE grades. Instead, you EARN grades. I also cannot and do not grade effort; I grade product. Therefore, do not ask me to bump a grade, to give you an extra opportunity to earn

points, or to change a grade. I give partial credit when possible and use standard mathematical rounding rules. For example, if you earn a 79.4%, then your grade is a 79%. If you earn a 79.5%, then your grade is an 80%. This is non-negotiable.

Additionally, I operate with the 24/7 rule. This means that, once you receive a graded assignment back, you must wait at least 24 hours to discuss it with me. I am more than happy to discuss grades with you, but ask that you take the time to thoroughly review the feedback provided beforehand and carefully compare your work with the assignment requirements and grading rubric. You must also come and talk to me within one week (7 days) of receiving the grade. Once that one-week period has passed, the grade will not be changed under any circumstances. *Please note: when you come to discuss a grade, make sure you have prepared a thoughtful justification for why you deserve a different grade than you received.*

Grading Scale

Please take note that average work warrants a grade of a C. High quality work (i.e., above average) will earn you a B, and only exceptional work will result in an A.

Percentage	Grade	Achievement Level
90-100%	A	<i>Exceptional</i>
80-89%	B	<i>High</i>
70-79%	C	<i>Average</i>
60-69%	D	<i>Below Average</i>
0-59%	E	<i>Failing</i>

Mid-term Grade: Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/Registrar/AcademicCalendar.htm>)

Diversity, Equity, & Inclusion

The University of Kentucky is committed to our core values of diversity and inclusion, mutual respect and human dignity, and a sense of community ([Governing Regulations XIV](#)). We acknowledge and respect the seen and unseen diverse identities and experiences of all members of the university community (<https://www.uky.edu/regs/gr14>). These identities include but are not limited to those based on race, ethnicity, gender identity and expressions, ideas and perspectives, religious and cultural beliefs, sexual orientation, national origin, age, ability, and socioeconomic status. We are committed to equity and justice and providing a learning and engaging community in which every member is engaged, heard, and valued.

We strive to rectify and change behavior that is inconsistent with our principles and commitment to diversity, equity, and inclusion. If students encounter such behavior in a course, they are encouraged to speak with the instructor of record and/or the [Office of Institutional Equity and Equal Opportunity](#). Students may also contact a faculty member within the department, program director, the director of undergraduate or graduate studies, the department chair, any college administrator, or the dean. All of these individuals are mandatory reporters under University policies.

I am, personally, committed to creating an inclusive and caring classroom community. If you experience any behavior or treatment, from your classmates or myself, that you feel inhibits this goal, I sincerely hope that you will reach out and let me know.

UNIVERSITY POLICIES

ACADEMIC POLICIES

Please access and familiarize yourself with UK's [Academic Policy Statements](#), established in the *University Senate Rules*. For the purposes of brevity, I have not included these statements in full here, but I will expect that you have familiarized yourself with them and I will hold you to these standards (as you should hold me to them in return). These statements include policies related to:

- Excused absences,
- Religious observances,
- Verification of absences,
- Make-up work,
- Excused absences for military duties,
- Unexcused absences,
- Prep week and reading days,
- Accommodation due to disability, and
- Non-discrimination statement and Title IX information

ACADEMIC INTEGRITY

Please also read and familiarize yourself with UK's [Academic Offenses Rules](#). In a nutshell: **Students shall not plagiarize, cheat, or falsify or misuse academic records.** Procedural information (i.e., what happens if you violate these policies) can be found on the [University Ombud's website](#).

Please note that, whether or not you choose to read these policies in full, you will be held to these standards and subject to these penalties.