University of Kentucky

School of Information Science (SIS)

IS/ICT 201, Section 201 General Information Sources, Spring 2016

Instructor: Dr. C. Sean Burns
Office Address: 327 Little Library Building
Email: sean.burns@uky.edu
Office Phone: 859-218-2296

Office Hours: Wednesday and Thursday: 2 - 4 PM or by appointment.

During the week, the Instructor will respond to emails within 24 hours. During weekends, the Instructor will respond to emails by Monday.

Class Information: Online class; no scheduled meetings.

Course Description

Information professionals play a major role in the information life cycle by facilitating the process of finding what others have created and accumulated. Their role is: to amass collections of information resources; to develop services to help people identify and articulate their information needs; and to enable people to find, evaluate, and use items of relevance. This course provides students with a basic understanding of the information environment, as well as an understanding of the differences in the information behavior, needs, and uses of various user groups. Upon completion of this course, students will be able to critically evaluate and employ information sources in different formats, and be able to communicate with users to identify and address their information needs.

Student Learning Outcomes

After completing this course, students will be able to:

- define information behavior and understand its importance to information services;
- retrieve and evaluate information (Program Learning Outcome);
    - solve information questions with a variety of resources;
- demonstrate best practices related to processing information (Program Learning Outcome);
    - identify, evaluate, collect, and curate appropriate information resources for

different information needs.

Required Texts

No required textbooks.

Readings: Required readings are listed at the end of the syllabus following the course schedule.

Course Activities and Assignments

This course is taught as an online/distance education course via Canvas. It is expected that students will devote a considerable amount of time outside the formal class to study materials covered as well as become acquainted with the information sources and services covered here.

Class Assignments: Assignments constitute 50% of the student's grade. There are five assignments in this course. A description of each assignment will be posted on Canvas at least three weeks before it is due.

Class Quizzes: Quizzes constitute 25% of the student's grade. There are fourteen short quizzes in this course. Each quiz is based on the weekly topic, lecture, and readings.

Class Participation: Class participation constitutes 25% of the student's grade. Students are expected to complete weekly exercises and readings and write short discussion responses. Instructions will be posted on Canvas.

Activities	Weight	Due Dates
Information Behavior Journal I	5%	1/31
Annotated *Webliography*	10%	3/27
Identifying and Evaluating Information	10%	4/10
Describing Information	10%	4/17
Collecting and Curating Information	10%	4/24
Information Behavior Journal II	5%	4/29
Quizzes	25%	Weekly
Participation	25%	Weekly

Course Grading

Grading Scale (No rounding)

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

Participation: Class participation constitutes 25% of the student's grade. Students are expected to complete weekly exercises and readings and write short discussion responses. Instructions will be posted on Canvas.

Final Exam Information: There is no final exam in this course.

Mid-term Grade: Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (http://www.uky.edu/registrar/content/academic-calendar).

Course Policies

Submission of Assignments

Course assignments will be uploaded via Canvas. Assignments are due by midnight of the due date noted on each assignment.

Late Work: There are no deductions for submitting assignments, quizzes, or discussion posts after the due date. Instead, students who submit assignments or discussion posts (but not quizzes) by the due date will receive one extra point for the assignment. Any assignment not submitted by the last day of classes will receive a grade of 0 (no submissions accepted during finals week).

Excused Absences

Students need to notify the professor of absences prior to class when possible. S.R. 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.

In the case of an excused absence, students have one week to make up missed assignments.

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. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

Verification of Absences

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request "appropriate verification" when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

Academic Integrity

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: http://www.uky.edu/Ombud. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of Student Rights and Responsibilities (available online http://www.uky.edu/StudentAffairs/Code/part2.html) states that 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 the question of plagiarism involving their own 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 acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. 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 of information, the student must carefully acknowledge exactly what, where and how he/she 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 (Section 6.3.1).

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Accommodations Due to Disability

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

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 respectable of others, and focus on producing above quality work.

Tentative Course Schedule

Week	Dates	Topic
1	01/13–01/17	Introduction to Course: Syllabus Review
		Module 1: Information Behavior
2	01/19–01/24	Information Behavior, Needs, Uses
3	01/25–01/31	Searching and Identifying Information
		Module 2: Information Sources
4	02/01–02/07	Bibliographic and Encyclopedic Sources
5	02/08–02/14	Ready Reference and Dictionary Sources
6	02/15–02/21	Scholarly and Health Sources
7	02/22–02/28	Law/Legal and Business Sources
	02/29–03/6	Geographic and Biographic Sources
9	03/07–03/13	Government and Archival Sources
	03/14–03/20	Spring Break
10	03/21–03/27	News, Data, Scientific, and Graphical Sources
		Module 3: Information Services
11	03/28–04/03	Evaluating Information
12	04/04–04/10	Describing Information
13	04/11–04/17	Collecting Information
14	04/18–04/24	Curating Information
15	04/25–04/29	Information Access
	04/29	Last day of class; all work due