

Information Sciences 557 – User Instruction

Instructor: **Margaret Casado**
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Office hours by appointment

GA: **Rhonda Clossum**

Time and Place: Wednesdays, 6:30-9:10, EDT
Bailey Education Complex 116
Also available online
(Web-based course – requires access to a pc)

Catalog description: Theory, strategy, design, and practice in providing instructional services and technology for end users of information and information systems. Includes practical experience.

Text (Optional): Esther Grassian and Joan Kaplowitz. **Information Literacy Instruction, Theory and Practice**, New York, Neal-Schuman Publishers, 2001.

Note: Other readings will be assigned throughout the semester.

Grades: 90 - 100 = A
85 - 89 = B+
80 - 84 = B
75 - 79 = C+

Assignments:	Lead discussion on article	15%
	Evaluations of teaching sessions	20%
	Critiques of online tutorials	20%
	Report on product for use in instruction	10%
	Teaching unit	25%
	Participation and class activities (including discussion boards)	10%

Submit work to the class digital dropbox in Online@ UT.

Attendance: Attendance is expected. Participation in class discussions and activities is a vital part of learning and thus a part of your grade. You are responsible for any information covered whether you attend class or not.

Incompletes: An incomplete will be granted only under special circumstances and only if a substantial amount of the coursework has already been successfully completed.

Academic Integrity:
(from Hilltopics)

Study, preparation and presentation should involve at all times the student's own work, unless it has been clearly specified that work is to be a team effort. Academic honesty requires that the student present his or her own work in all academic projects, including tests, papers, homework,

and class presentation. When incorporating the work of other scholars and writers into a project, the student must accurately cite the source of that work. (p. 40)

The Honor Statement (signed when applying to the University acknowledging affirmation):
An essential feature of The University of Tennessee is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity. (p. 11)

Plagiarism is using the intellectual property or product of someone else without giving proper credit. The undocumented use of someone else's words or ideas in any medium of communication (unless such information is recognized as common knowledge) is a serious offense, subject to disciplinary action that may include failure in a course and/or dismissal from the University. Specific examples of plagiarism are:

1. Copying without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source;
2. Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge);
3. Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge);
4. Collaborating on a graded assignment without the instructor's approval;
5. Submitting work, either in whole or in part, created by a professional service and used without attribution (e.g., paper, speech, bibliography, or photograph).

See: http://dos.utk.edu/files/hilltopics_08-09.pdf

Disabilities: Please contact the Office of Disability Services at 2227 Dunford Hall (865-974-6087) if you need course adaptations or accommodations. They will help you register for services. Please also let me know if you have a disability that interferes with your learning.

And quite simply, let me know if you have any difficulties.