INSC 102 Technologies for Information Retrieval Spring 2017

Instructor: Dr. Frances Bachstein
Office: Hoskins Building 5-C (Gothic building across from the entrance to the Hill, down the grand staircase and to the right then an immediate left-Outer door is keypad locked so knock loudly-or better yet-email me that you are coming)
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I. COURSE DESCRIPTION

This course is designed for undergraduate students who wish to gain a fundamental understanding of information technology concepts, computer functionality (in both hardware and software), usage of the Internet, influences of technology in society, plus recent challenges and developments in this area. You will explore the role of computer literacy in today's world, different components of the computer, user experience in computer interaction, and learn more about topics such as using search engines efficiently, the process of database management, aspects of computer and information security, and different kinds of communication and data storage devices.

II. COURSE OBJECTIVES

Upon satisfactory completion of the course, students will be able to demonstrate a basic understanding of: Computer system components and hardware • Operating systems and application software • Communication networks and databases • Programming languages and program development • Web 2.0 and best practices for searching the Internet III.

REQUIRED READINGS Textbook Articles/excerpts Vermaat, M. E., Sebok, S. L. & Freund, S. M. (2016). Discovering Computers © 2016 (Shelly Cashman) 1st Edition. Boston, MA: Course Technology, Cengage Learning. ISBN- 13: 978-1305391857 ISBN-10: 1305391853 Short readings will be assigned throughout the semester.

III. STUDENT EVALUATION

Item	% of total grade	Points
Online Quizzes (5)	20%	100 (20 each)
Face to Face Meetings (2)	4%	20 (10 each)
Final Project (1)	26%	130
Thought Questions (5)	20%	100 (20 each)
Attendance & Participation	10%	50
Final Exam (Online)	20%	100
Total	**100%**	**500**

Grade	Percentage
A	94-100%
A-	88-93%
B+	85-87%
B	82-84%
B-	78-81%
C+	75-77%
C	68-74%
D	59-67%
F	0-58%

Online Quizzes
There are five online quizzes, which are posted and taken on Canvas. They usually cover the material discussed in lecture from the previous week, but I reserve the right to ask content questions over the all the material covered in class.

Face to Face Meetings
The purpose of the Face to Face meetings is for me to get to know you all better, and for you to put a face to the disembodied voice of the lectures. ☺ These meetings will occur at my office in Hoskins. Hoskins is the old library (from the 1930s-1970s). It now houses the ROTC. Enter in the door that faces Cumberland and the light to the Hill. Go down the first staircase to the left and through the gothic doors. Veer to the right then make an immediate left. My office number is 5-C. I will post signs so you know you are on the right track. I know it is a bit remote to most of campus, but it is where you can find me most of the time.

Thought Questions
There are five online thought questions, which are posted under the discussion tab on Canvas. These questions are more in depth than just a regurgitation of the material. The questions are a culmination of your personal knowledge and experience, and the material covered in class. I do not have a word count or sentence requirement. Sufficiently answer the question. The caveat to this more freeform of expression is that I can tell when very little thought is given to the task, so do not abuse the latitude given.

Attendance and Participation
Attendance is mandatory. I can view when you watch lectures, so I am aware if you are participating in class. The classes are twice a week and no more than 75 minutes (Like a normal Tuesday/ Thursday class). This is an asynchronous class, so watching the lectures can fit to your schedule, but I strongly encourage creating a time and place to watch the lectures.

Final Exam
There is a cumulative final exam that is a mixture of short answer, multiple choice, essay etc. (More to come later in the semester)

Final Project
The final project is a choice of several prompts. (More to come later in the semester)

IV. ACADEMIC INTEGRITY

Please refer to *Hilltopics Student Handbook*. It can be accessed at:
http://web.utk.edu/~homepage/hilltopics or a print copy obtained in Student Services or the Registrar's office.

"*The responsibility for learning is an individual matter. 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 all work presented be the student's own work, not only on tests, but in themes, papers, homework, and class presentation.*"

Cheating, plagiarism, providing unauthorized help and other acts of dishonesty violate the rule of academic honesty; the offender will be subject to penalties as set forth in *Hilltopics.* The instructor reserves the right to use plagiarism detection software, such as Turn It In.

V. COURSE COMMUNICATIONS

To take this course, you must have access to a computer with high speed Internet access, and you must use a UTK email account. You may use your own personal computer, or you may use the computers available in the various campus libraries or computer labs.

The Online @ UT program, also known as Canvas, is used for many course management tasks. We will use interactive tools such as the Discussion Boards. Relevant information and each week's requirements will be posted under the appropriate tab. You will be able to access all lectures and PowerPoint slides by clicking on the Lectures (audio) and Lectures (PowerPoint) tab. There will be a link to the course recording. Canvas is available at http://online.utk.edu. Canvas is the software used to deliver distance education (DE) courses at UT. Each class session, entitled Session 1, Session 2, etc. Zoom is the software that will be utilized to deliver lectures and will be available as an audio recording, illustrated by PowerPoint slides or other visual aids for each lecture I will provide you with the link/number to view the recording.

*****CONTACTING THE INSTRUCTOR*****

The best way to contact me is through email. My email is fbachste@utk.edu. My office phone is 974-7814. I check my email at least once a day; usually more often, and I will respond to your email as quickly as possible, most likely within 24 hours. If you are ever unsure of an assignment or want clarification, please ask, but please do not wait until the last minute that an assignment is due and expect an immediate response.

VI. ADULT DISTANCE EDUCATION

Success Guidelines for Students Accept that you must be more self-reliant in an ADE class: Although students are always responsible for knowing everything in the syllabus and complying with the requirements of the course, this is especially true for ADE. Try to manage your time well and let me know if you have any questions or are confused about an assignment or topic. Keep up with the weekly schedule, because the schedule is flexible, it may be tempting to wait to do the readings or listen to the lecture. It is difficult to catch up once you get behind and it is impossible to be engaged in the weekly discussions, or successfully answer quiz questions. This class requires consistent work - the workload should be easily manageable as long as you do not

neglect lectures and assignments. Be fully engaged in the opportunities to interact with your fellow students and the instructor.

VII. DISABILITIES
Please contact the Office of Disability Services at 915 Volunteer Blvd/100 Dunford Hall, Knoxville, TN 37996- telephone number (865) 974-6087 – email: ods@utk.edu - if you need course adaptations or accommodations. They will work with you to arrive at the appropriate program and register you for services. Please let me know if you need to talk about solutions - I am happy to be of assistance.

VIII. CCI DIVERSITY STATEMENT
(College of Communication and Information Bylaws, Section II-C) The College of Communication and Information recognizes that a college diverse in its people, curricula, scholarship, research, and creative activities expands opportunities for intellectual inquiry and engagement, helps students develop critical thinking skills, and prepares students for social and civic responsibilities. All members of the University of Tennessee benefit from diversity. The quality of learning, research, scholarship and creative activities are enhanced by a climate of inclusion, of understanding, and of appreciation of differences and the full range of human experience. As a result, the College is committed to diversity and equal opportunity and it recognizes that it must represent the diversity inherent in American society. The College is acutely aware that diversity and fairness are foundations that unite the College's faculty, staff, students, and the larger communication and information community (see http://www.cci.utk.edu/diversity-statement for CCI's full Diversity Statement).

Class Cancellation Policy
Class will not be held if the University of Tennessee is officially closed (check the University homepage, www.utk.edu, for confirmation of the status of University operations). If the class is cancelled due to University closure, or for any other reason, notification will be placed on Canvas and distributed via email. The instructor reserves the right to cancel class for whatever reason. In the event of cancellation, students are required to keep up with all course readings.

IX. STUDENT RESPONSIBILITIES
• Do all assigned readings prior to each class lecture. For the lecture, I'll assume you know the information that's in the readings, and I'll build upon that information.

• Complete all assignments and submit them on time, using the format and procedure specified.

• Check your e-mail and Canvas regularly. I'll use the Canvas Grade Center to return assignments and make clarifications, and email to solicit student input. Canvas will also be used for announcements, the discussion board and other interactive activities.

• Complete all weekly assignments. Each week you will have a Thought Question, and some weeks there will be other assignments due. These tasks are relatively simple to complete, but are designed to help you keep up with the class work. They are explained in more detail on Canvas.

• Participate actively in the class by giving your best effort to the interactive activities using the discussion board. In addition, treat your colleagues with courtesy and respect by reading and reflecting on their online comments, and responding to them appropriately.

• Timely online attendance is required. The course schedule below lists which class lectures you should complete at your convenience during each week. It is essential that you keep up by listening to the lectures in the proper week, so that you can complete assignments as scheduled.

•All assignments are due on Sundays at Midnight! Late work is given an automatic -5 points and continues to drop every day it is late. I will always give ample time to complete assignments, so please stay on top of things.

WEEK	DATE	Chapter Readings/ Assignments GIVEN	Recorded Lecture #	Assignments DUE
Week 1	January 11-13	Course Intro Syllabus review	Session 1	**Pick a time to meet with me face to face. (by 2/3)**
Week 2	January 16-20	*Chapter 1:* Intro to Computers *Chapter 1:* History & Binary	Session 2 Session 3	**Thought Question 1 due (1/22)**
Week 3	January 23-27	*Chapter 1:* Binary Encoding *Chapter 6 –* Components	Session 4	**Quiz 1 due (1/29)**
Week 4	Jan 30-Feb 3	*Chapter 4:* Programs and Apps *Chapter 4:* Graphics and Security	Session 5 Session 6	**Thought Question 2 due (2/5)**
Week 5	Feb 6-10	*Chapter 5 –* Digital Security *Chapter 5 –* Digital Security	Session 7 Session 8	**Quiz 2 due (2/13)**
Week 6	Feb 14-17	*Chapter 7 –* Input and Output *Chapter 3 –* Computers and mobile devices	Session 9 Session 10	**Thought Question 3 due (2/26)**
Week 7	Feb 27-Mar 3	*Chapter 8 -* Digital Storage *Chapter 8 -* Digital Storage	Session 11 Session 12	**Quiz 3 due (3/5)**
Week 8	March 6-10	*Chapter 2* Connecting and Communicating online	Session 13 Session 14	**No assignment due. Have a safe Spring Break!**

		Chapter 2 Connecting and Communicating online		
Spring Break (March 13-17)				
Week 9	March 20-24	*Chapter 9* – Operating Systems	Session 15	**Thought Question 4 due (3/26)**
Week 10	March 27-31	*Chapter 11* – Databasing *Chapter 11* – Databasing	Session 16 Session 17	**Quiz 4 due (4/2)**
Week 11	April 3-7	*Chapter 10* – Communicating Digital Content *Chapter 10* – Communicating Digital Content	Session 18 Session 19	**Thought Question 5 (4/9)**
Week 12	April 10-14	*Chapter 12* – Enterprise Computing *Chapter 12* – Enterprise Computing	Session 20 Session 21	**Make arrangements for a face to face meeting with me due (4/25)** **Quiz 5 due (4/23)**
Week 13	April 17-21	Search Engines and Web structure The Web – Past and Future	Session 22 Session 23	**No assignment. Work on final project.**
Week 14	April 24-28	**Test 4 Review** NO LECTURE	Session 24 Session 25	**Final Project due (4/28)**
Week 15	May 1-5	Exam Week		**Final Exam due May 4th**

The instructor reserves the right to change the schedule at any time