<u>**INSC 102 Technologies for Information Retrieval**</u>
Spring 2016 SECTION 002
Delivered Online (Asynchronous)

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Office Hours: Tuesday 10am-12pm & By Appointment

COURSE DESCRIPTION

This course is designed to provide 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. Students will explore concepts such as the role of computer literacy in today's world, different components of the computer, and user experience in computer interaction. Students will 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.

COURSE OBJECTIVES

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

REQUIRED READINGS

Textbook
There is one textbook for this course. Readings from the textbook will not be assigned until Week 3, so you have time to buy, rent, or download the Kindle version of it. You can consider sharing a copy and the cost with a trusted classmate. There is a big range of rental costs, so look at sites like www.textbookrentals.com to shop around.

Vermaat, M.E., Sebok, SL, Freund, SM, Campbell, JT, & Frydenberg, M. (2016). *Discovering computers: Tools, Apps, Devices, and the Impact of Technology.* Shelly Cashman series. Boston, MA: Cengage Learning. ISBN: 978-1-305-39185-7.

Articles/Excerpts/Other Readings/Videos
Additional short readings may be assigned throughout the semester, and you will also be asked to view some videos on our topics. The Course Schedule below will alert you to look for these on the relevant weeks, or I will announce them in class as part of our contact hours. These readings and videos will be posted on the Canvas, under the Readings/Video button, in separate folders for each week's class sessions.

ABOUT THE COURSE

INSC 102 will be delivered as an asynchronous online course, which means that each student will access each week's pre-recorded class sessions at a time of his or her choosing, during the course of that week. This course will have 1 or 2 recorded class sessions of up to 75 minutes each week, and you will be notified by email and through Canvas when each new session becomes available. Some weeks may have no sessions or only one, to allow for exams or holidays, etc.

The UT School of Information Sciences (SIS) offers online courses for undergraduate classes, in order to help undergraduate students cope with balancing their busy schedules of classes, homework, jobs, and extracurricular activities. In addition, online courses prepare students for future experiences in the 21st century workplace, in which online learn-on-demand courses are often used for continuing education, advanced certification, and professional development courses.

By taking this class, you will be gaining both greater skill and flexibility in managing your time, and valuable experience with this alternative learning environment. UT SIS has successfully used distance education to deliver graduate classes for many years. It is important to recognize that taking an asynchronous online course is different from a traditional class, or even a synchronous online class, where everyone attends at the same time. There are a few simple guidelines to follow (listed below), which will ensure that you have a successful experience. I promise you that I will uphold my responsibility to provide you with the same high level of support, access, and communication that you would want to have in a traditional classroom setting.

The course is structured to make it a rewarding learning experience that will also have meaning for you both for your subsequent education, and in your future professional life. In some aspects, your part of the bargain is the same as it would be for a traditional class. I expect you to demonstrate critical thinking skills as well as commitment and involvement with our online discussions and your assignments. Learning is not a passive process; it is about students' actively engaging the material through reading, thinking, discussing (online), questioning, practicing skills, and ultimately understanding. Bring your best efforts, a positive outlook, energy, and curiosity to each of the class sessions. Together we can make the class as interesting, relevant, and exciting as possible.

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 course software works well on either a PC or a Mac, but some students have found it works better to use Firefox, Safari, or Chrome as your browser, rather than Internet Explorer.

Starting in this spring 2017 semester, all Information Studies & Technology minor (INSC) courses will use the new learning management system Canvas, instead of Blackboard Learn, which is being discontinued after the spring 2017 semester. The Online@UT link currently goes to a page with login icons for both Canvas and Blackboard. For this course, you will use the Canvas login to access the course site for many activities, including accessing recorded class sessions, posting your responses to discussion topics, obtaining assignment instructions, and other activities. Online@UT is available at online.utk.edu.

Since Spring 2016, UT has used a virtual meeting application called Zoom to deliver online class sessions at UT, instead of Blackboard Collaborate. Zoom is much more simple to use from a student point of view, and attending our classes is similar to clicking on a YouTube video to make it play. An embedded link to each recorded class session, which are entitled Session 1, Session 2, etc., will be made available through the course Canvas site. Each class session is an audio recording, illustrated by PowerPoint slides or other visual aids, created using screen sharing.

Whether you are an experienced online student, or have never had an online class before, be assured that you will be able to easily access the class sessions, and any tech glitches that may pop up can be successfully solved. I will give you specific access instructions by email when the first class session is released, but in general, to "attend" class sessions you can simply log into Canvas, click on the INSC 102 course site box in your Courses list, then click on the Pages link in the left side navigation bar. There will be a separate Page there for each class session. You will click on the Page for the class recording that you want to attend, and then click as usual on the video to play or pause the video as desired. IMPORTANT: YOU MUST ACCESS THE SESSION RECORDINGS BY USING THE EMBEDDED VIDEO LINK ON THE CANVAS SITE "PAGES" IN ORDER TO GET CREDIT FOR ATTENDING THE SESSION. Accessing the recording directly from the Office 365 Video Channel will prevent your attendance from being tracked, so be sure you follow these and any instructions sent to you in my reminder emails, to be sure you get credit for attending class. Prior to attending a session, the Powerpoint slides for each session will be available for you to download or print out for taking notes. Feel free to explore the course Canvas site, to see what is available.

ONLINE COURSE SUCCESS: GUIDELINES FOR STUDENTS
Accept that you must be more self-reliant in an online 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 asynchronous online courses. Students are expected to show self-initiative, to make good time management decisions, and to be especially proactive in contacting the instructor when they are having problems, or don't understand something.

Keep up with the weekly schedule outlined below: Enjoy attending class at 2am in your pajamas, or from a location far away, but don't abuse the schedule flexibility by falling behind, just because the course doesn't have a particular time and place to meet each week. This class requires consistent work - the workload should be easily manageable as long as you keep up with it. THE SINGLE BIGGEST MISTAKE ONLINE STUDENTS CAN MAKE IS TO PUT OFF VIEWING THE SESSIONS AND ALLOWING THE ATTENDANCE AND ASSIGNMENTS TO PILE UP.

Put extra effort into all opportunities for interaction with your classmates and the instructor. We will use the blog tool and other electronic means to interact as a class, and to have meaningful discussions and Q&A sessions, even though we will not be together at the same time, as long as you do your part to participate.

ACADEMIC INTEGRITY

The University of Tennessee operates with a strict student code of honor regarding academic integrity. All work submitted by a student must be that student's work. When you write for this class or when you find information through a search, remember that any sources you use must be credited and that materials from the Internet must be cited too. Use any standard style manual for citing sources as long as you are consistent in formatting the citations, although the preferred style for our college is APA (American Psychological Association) style.   If you use someone's words or ideas without attribution - that's plagiarism. Remember, cheating and plagiarism are violations of scholarly and professional ethics and University policy; don't do it! It is never worth the risk; better to turn in C or D quality work that is your own, rather than to plagiarize. **If you cheat or plagiarize, you <u>will</u> fail the assignment** and will actually increase your workload because of remedial assignments that you will then have to do. A second incident of plagiarism will bring further penalties in accordance with University regulations, which may include failing the course or higher level academic sanctions. Further information is available in <u>Hilltopics</u>, the UTK student handbook. Note that the instructor reserves the right to use plagiarism detection software.

UT ODS DISABILITIES STATEMENT

Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Office of Disability Services (ODS) at 865-974-6087, in 100 Dunford Hall, to document their eligibility for services. ODS will work with students and faculty to coordinate reasonable accommodations for students with documented disabilities. Also contact me so we can talk about solutions.

CCI DIVERSITY STATEMENT

The College of Communication and Information recognizes and values diversity. Exposing students to diverse people, ideas, and cultures increases opportunities for intellectual inquiry, encourages critical thinking, and enhances communication and information competence. When all viewpoints are heard, thoughtfully considered, and respectfully responded to, everyone benefits. Diversity and fairness unite us with the wider professional and global community.

STULENT RESPONSIBILITIES

- **Do all assigned readings prior to viewing each class session**. The lecture assumes you know the information that is in the readings, and will build upon it.
- **Complete all assignments** and submit them on time, using the format and procedure specified.
- **Check your UTK email and Canvas regularly**. I will use email to return assignments, solicit student input, and make clarifications. Canvas will also be used for announcements, discussion, and other interactive activities.
- **Attend a brief face to face meeting with the instructor early in the semester.**
- **Complete all Thought Questions and other assignments**. On most weeks you will have a Thought Question assignment due, which will help you stay on pace with the class. They are explained in more detail on Canvas under the Thought Question Blogs and Assignments tabs.
- **Participate actively** in the class by giving your best effort to the interactive activities using the blog tool. 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 attending the sessions in the proper week, so that you can complete assignments and exams as scheduled. **Canvas tracks whether or not a student has "attended" a recorded class session, which allows me to "take roll" just as I would in a traditional class.**

CONTACTING THE INSTRUCTOR

I'm here to help – so always feel free to ask questions or share ideas! For an online class, it is especially important that you contact me if you need help or clarification about the course material or assignments. Drop in during office hours, or make an appointment for a more convenient time for you. The very best way to contact me is through email at lhuang23@vols.utk.edu.

But **please do not wait until the last minute** to ask questions related to course assignments. Instead, ask a question while it is fresh on your mind, even right in the middle of taking class. I check email very frequently, so you will usually get answers quickly.

Student Evaluation (See the class schedule for all due dates)

Evaluation is based on performance for each of the responsibilities listed above. The final grade is based on the following assignments.

	% of total grade	Total Points Possible
Final Essay	**25%**	**250**
4 Assignments (75 each)	**30%**	**300**
1 Midterm Exam	**15%**	**150**
10 Thought Questions	**15%**	**150**
Attendance & participation	**15%**	**150**
TOTAL	**100%**	**1,000**

Grading Scale

A	940 -1000 points
A-	880 - 939 points
B+	850 - 879 points
B	820 - 849 points
B-	780 - 819 points
C+	750-779 points
C	720-749 points
C-	680-719 points
D	580-679 points
F	579 or below

*Important note about grades: It's important that you complete all the assignments. It's much better to do what you can on an assignment than to not turn it in. All of these assignments are designed to help you learn the material and be actively engaged in the class discussions.

ASSIGNMENTS
- Assignment 1: Technology Use Journal
  - **Due: Fri 1/27 11:59 pm**
- Assignment 2: Internet Research
  - **Due: Fri 2/10 11:59 pm**
- Assignment 3: Pecha Kucha Presentation
  - **Due: Fri 2/24 11:59 pm**
- *Midterm exam:*
  - *Due: Sun 3/12 11:59 pm*
- Assignment 4: Financial Decisions About Digital Services and Technologies
  - **Due: Fri 4/7 11:59 pm**
- *Final Essay:*
  - *Due: Mon 5/1 11:59 pm*

SUBMITTING ASSIGNMENTS
Assignment instructions will be posted in separate folders as they are assigned, under the Assignments button. This will include instructions on how to submit the assignment. Always use the following naming convention for assignment files you submit: INSC102_YourFirstName YourLastName_AssignmentName For example, if a famous UT alum were in this class, his first assignment file would be named: INSC102_ Peyton Manning _Assignment 1.

Be sure that each assignment you submit has the following items included your name, INSC 102_ Assignment 1(or 2/3/4)_Date in the header and the page number in the footer (please see the syllabus as an example). If, after reading the instructions, you still have questions about submitting assignments, please email me.

Thought Questions

For most weeks, you will write a brief (one long paragraph) response to an assigned question. These questions will not require you to do further reading or research; the answers will be either asking for your opinion related to something you will already have read or done, or a reflection piece on your own experiences, or a thought-provoking exercise in creative problem solving. Your Thought Question answers will be posted to the blog created for each Thought Question.

Late Assignments

Late assignments will **not** necessarily be accepted, unless I have been advised in advance and given a good reason for lateness. Those assignments that are accepted as late assignments will earn reduced credit of at least one grade step (i.e. an "A-" becomes a "B+") and perhaps more than one grade step depending on the tardiness. It is especially important to complete the weekly assignments on time, because they are designed to keep you up to speed and working on the specified class schedule. Note that Canvas does provide the date and time for every assignment submitted and every post made on blogs and discussion boards.

CLASS PARTICIPATION: INTERACTIVE ACTIVITIES

In our online environment, class participation will occur using the interactive tools available on the Canvas. The blog tools allow both the instructor and class members to post and answer questions, and to share thoughts or ideas with the group. Here are some ideas of how you can be involved in our online conversation: You can post questions based on what we have read or thoughts or questions you have about the class. Or you can post items from the news or even your own experiences (both successful and frustrating) from using technology that relate to topics covered in class. Or you can share links to helpful web resources with your colleagues. This aspect of your grade will be based on your *efforts to join* the interactive online conversations. If your contributions exhibit both quality of thought and frequent participation, you will earn top points for this aspect of your grade. The participation and attendance points also reflect your timely attendance of class sessions, promptly turning in assignments, doing the F2F meeting, and any other required tasks.

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SCHEDULE OF TOPICS, READINGS & ASSIGNMENTS

(Subject to Change During the Semester As Necessary)

** PLEASE NOTE FOR READINGS OR ASSIGNED VIEWING: These items should be READ OR VIEWED BEFORE you attend the recorded class meeting that they are associated with. .

Week	Dates	Topics	Reading/Viewing	Assignment
1	1/11-1/15	Session 1 Review syllabus Course Intro	Syllabus Session 1	**Post to "Who We Are"** Due Friday 1/20
2	1/16-1/22	Sessions 2&3 Intro to Computers and the History of Computers	Session 2/3 items	**Assignment 1** Thought Question 1 Due Friday 1/27
3	1/23-1/29	Sessions 4&5 Computers, Devices & the Web	Textbook Ch. 1 Session 4/5 items	Thought Question 2 Due Friday 2/3
4	1/30-2/5	Sessions 6&7 Connecting & Communicating Online: The Internet	Textbook Ch. 2; Session 6/7 items	**Assignment 2** Thought Question 3 Due Friday 2/10 **F2F Meeting due by Friday 2/10**
5	2/6-2/12	Sessions 8&9 Computers and Mobile Devices: Work and Home	Textbook Ch. 3; Session 8/9 items	Thought Question 4 Due Friday 2/17
6	2/13-2/19	Sessions 10 & 11 Programs and Apps	Textbook Ch. 4; Session 10/11 items	**Assignment 3** Thought Question 5 Due Friday 2/24
7	2/20-2/26	Sessions 12&13 Digital Security, Ethics &	Textbook Ch. 5 Session 12/13 items	Thought Question 6 Due Friday 3/3
8	2/27-3/5	Session 14&15 Computing Components	Textbook Ch. 6	Thought Question 7 Due Friday 3/10
9	3/6-3/12	Sessions 16 & 17 Input and Output	Textbook Ch. 7	**Exam Due Sunday 3/12 11:59pm**
10	3/13-3/19	**Spring Break**	**No class session**	Thought Question 8 Due Friday 3/24
11	3/20-3/26	Sessions 18 & 19 Digital Storage: Preservation & Cloud	Textbook Ch. 8 Session 18/19 items	Thought Question 9 Due Friday 3/31

12	3/27-4/2	Sessions 19 & 20 Operating Systems	Textbook Ch. 9 Session 19/20 items	**Assignment 4** Due Friday 4/7
13	4/3-4/9	Sessions 21&22 Communicating Digital Content	Textbook Ch. 10 Session 21/22 items	Thought Question 10 Due Friday 4/14
14	4/10-4/16	Sessions 23 & 24: Building Solutions: Databases	Textbook Ch. 11 Session 23/24 items	**Submit any missed TQs by Friday 4/21**
15	4/17-4/23	Session 25: Working in Technology (1 session only)	Textbook Ch. 12 Session 25 item	**Final Essay Due Monday, 5/1 11:59pm**
16	4/24-4/30	Session 26: Wrap-up on 4/24 If needed	Session 26 item If needed	**Study Days: 4/28**
17	5/1-5/9	Exam Period: May. 2,3,4,5,8,9		