

COURSE SYLLABUS

INSC 310 Information Seeking: Resources & Strategies

Course Section: INSC 310-001
Meeting Time and Place: *Delivered online via Asynchronous Distance Education (ADE)*
Online Platform: Canvas <https://oit.utk.edu/instructional/tools/online/canvas/default.html>
Course Credit Hours: 3.0 Credits

Office Hours



Communication Building
1345 Circle Park Drive,
RM 432A
Knoxville, TN 37996
(619) 677-7276
faviles@vols.utk.edu

Office hours.
Wed & Thurs 9am – 1pm
Face-to-Face, Virtual,
and/or by Phone



Instructor, Frank Aviles

Course Description

This course will develop students' abilities to design a research project and locate and evaluate information throughout the research process. These skills are useful for students in all majors and are of particular use to those who must complete a research project or who are considering or entering graduate schools. In addition, these skills can be applied in everyday life and on-the-job situations, and they can contribute to one's ability to be a lifelong learner. In the world of easily available information, especially on the Internet, it's important to understand how the information you gather is affected by the way you search and how you evaluate what you find.

Learning Environment

This course is managed using Instructure Canvas, an educational software which is accessible using your UT NetID and Password at <http://online.utk.edu/>. You may attend classes from anywhere in the world. The course materials, assignments, and grades are accessible through Instructure Canvas. *If you have any questions about accessing the required documentation from week to week, please email me (faviles@utk.edu), call, or send me a text message (619) 677-7276.* Zoom is the video recording software used to deliver live, interactive classes via the Internet in the asynchronous virtual class sessions. Zoom lectures are accessible across various systems, such as, Windows, Mac, Linux, iOS, Android, Blackberry, Zoom Rooms, and H.323/SIP room systems. For more information visit LiveOnline@UT (Zoom) office of information technology <https://oit.utk.edu/instructional/tools/liveonline/Pages/default.aspx>

Course Goals

This course strives to guide students to develop their critical thinking skills for the location and evaluation of information, and introduce an understanding of the principles of intellectual property and academic integrity.

Through interactions with a variety of sources, readings, and assignments related to information seeking, students will be able to develop and refine the strategies that they use to identify, evaluate, and use information to create meaningful and relevant products. In addition to developing and refining information seeking skills, students learn APA format and tips on paraphrasing, summarizing, and quoting sources.

Learning Outcomes

By the end of the courses, students will be able to:

1. Understand the research process in order to properly define a research task.
2. Identify and locate appropriate information resources in relation to particular research interests.
3. Evaluate information for quality and appropriateness.
4. Apply basic terminology associated with research, information technology and information retrieval.
5. Understand the current online and offline information environment.
6. Apply personal strategies for gathering information in a particular area of study or interest.
7. Students will learn the difference between quoting, paraphrasing, summarizing, and patchwriting.
8. Students will learn APA format.

Disability Services and Accommodations

Please contact the Office of Disability Services if you require course adaptations or accommodations due to a documented disability. The ODS assists students with documented disabilities by determining their eligibility for services in order to provide resources for reasonable accommodations.

Office of Disability Services (ODS)

(865) 974-6087

ods@utk.edu

Instructor Note: Please let me know, as early on in the semester as reasonable, if you need to talk about instructional adaptations - I am happy to be of assistance. –F.A..

Lesson Objectives and Weekly Requirements

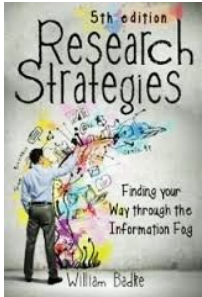
In addition to the major outcomes expected at the end of the semester, every week will feature a new lesson with more focused objectives. Lessons will include specific learning objectives, as well as products required from week-to-week.

Coursework will generally fall into the following three categories:

- (1) Viewing PowerPoint and Video Lectures
- (2) Reading Articles, Web Content, and Viewing Videos
- (3) Homework (Weekly Discussion Posts, Assignments, Quizzes, Exams, and a Final Project)
- (4) Other coursework may be included

Required Materials for the Course

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.



Textbook

Badke, W. (2014). *Research strategies: Finding your way through the information fog* (5th Edition) Bloomington, IN: iUniverse, Inc. ISBN: 978-1-4917-2233-6

APA Guide (recommended)

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association. ISBN: 978-1-4338-0561-5

Additional articles/excerpts

Additional course readings will be provided throughout the semester via Canvas.

Course Requirements, Assessment and Evaluation Methods

Every assignment will be evaluated based on the points* listed below, and at the end of the semester will be weighted as follows:

Attendance & Participation		Points	Weight of Final grade
· Face to Face Meetings (10 points each)	X 02	20	3.23%
· Lectures (1 points each)	X 14	14	2.26%
Homework			
· Introduction Discussion Post (5 points)	x01	05	.80%
· Discussion Posts (10 points each)	x 12	120	19.38%
· Assignments (25 points each)	x 04	100	16.16%
Final Project			
· Final Project (100 Points)	x 01	100	16.16%
Exams			
· Quizzes (10 points)	x 11	110	17.77%
· Midterm (50 points)	x 01	50	8.08%
· Final Exam (100 points)	x 01	100	16.16%
TOTAL (Points)		619	100%

**Point value for special assignments will be announced and may differ from those listed, however, the overall points of each section will be weighted as indicated in this chart for course grade calculation.*

Grading Scale

Grades will be based on the following grading scale:

94-100%	A
88-93%	A-
85-87%	B+
82-84%	B
78-81%	B-
75-77%	C+
72-74%	C
68-71%	C-
58-67%	D
57% & below	F

a) **Week-to-Week Submissions and Late Work**

Assignments are subject to change throughout the semester. Please check your email and this course's Announcements page on Canvas for the most current information.

b) **Turning in Assignments:**

Unless requested by the instructor in advance, *assignments will not be accepted by email, instant message, or other submission methods.* Please submit all assignments on Canvas. Email your instructor if you are not sure where to submit a specific assignment.

c) **Late Work and Extensions:**

Students will be granted extensions on homework assignments *only with highly extenuating circumstances and as decided by the instructor.* Extensions should be requested **at least 24 hours before the corresponding deadline.**

d) **Submission of All Coursework is Required in Order to Pass the Course:**

Students must follow instructions, fully complete, and submit ALL INSC 310 coursework (assignments, discussion posts, quizzes, and exams) in order to receive a passing grade in the course. (Note: exceptions will only be made *in highly extenuating circumstances as determined by the instructor.*)

Description of Attendance & Participation, Homework, Final Project, & Final Exam

- **Face-to-Face meetings:** Students must attend two brief face-to-face meetings with the instructor during the semester. These meetings can take place either during my scheduled office hours, or if necessary they can be scheduled at another time at our mutual convenience. The face-to-face meetings are worth 10 points each for a total of 20 points.
- **Lectures (Video and PowerPoint or PDF):** Students are required to view and read all lectures. There will be 14 lectures worth 1 point each for a total of 14 points.
- **Introduction Discussion Post:** Each student will be required to write one introduction discussion post worth 5 points. Instructions for the introduction post will be provided on Canvas.
- **Discussion Posts:** There will be 12 discussion posts worth 10 points each for a total of 120 points. The discussion posts will be due weekly. The content of the student's discussion post must be written in the textbox provided by the discussion post. It is recommended that students write their discussion post in a word document prior to posting it on the discussion board. Saving discussion posts in a word document will protect a student's work in the case of a technical error.

on Canvas. Some discussion posts will require in-text citations and references in APA format. Discussion posts must be posted in the discussion board text box and meet all requirements in order to be accepted for a grade.

- **Assignments:** There will be 4 assignments worth 25 points each for a total of 100 points. The student is required to follow the instructions of each assignment. A template will be provided for the format of all or some of the assignments. **Incomplete assignments will not be accepted.** Additional details and instructions will be provided on Canvas and in the class lectures.
- **Quizzes:** There will be 11 quizzes worth about 10 points each (give or take a point) for a total of 110 points. The quizzes must be taken by the student. The quizzes assess the student's knowledge of the weekly course content.
- **Exams:** The midterm (which will be given in the 7th week of the semester) is worth 50 points and the final exam (which will be given at the end of the semester) is worth 100 points. The midterm and final exam will be given through Canvas. The exams assess the student's knowledge of the course content. The format of the exams will be multiple-choice and/or true and false questions.
- **Final Project:** The final project is worth 100 points. For the final project the student will create an annotated bibliography. Details and instructions about the annotated bibliography will be posted on *Canvas later in the semester.*

Academic Integrity

"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. ..." (*Hilltopics -- Student Handbook*, The University of Tennessee, Knoxville; <http://dos.utk.edu/hilltopics/>).

Cheating, plagiarism, providing unauthorized help and other acts of dishonesty violate the rule of academic honesty; the offender will be subjected to penalties as set forth in *Hilltopics*.

Diversity Statement

CCI 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.

Instructor's Addendum to Diversity Statement: Trolling, personal attacks, and other non-professional behaviors in person or online reflect poorly on the person who delivers them and presents a barrier to the CCI mission of nurturing a diverse and civil university community. Please be mindful of your interactions and help others focus on doing the same; take particular care to attend to professional speech and articulation when expressing disagreement. –F.A.

Additionally, class rosters and University data systems are provided to the instructor with the student's legal name and gender identification. I will gladly honor your request to address you by a preferred name and/or gender pronoun. Please advise me of this preference early in the semester so that I may make appropriate changes to my records.

I.T. Problems

- If the instructor is having Internet or Canvas issues, every effort will be made to provide recorded lessons and assignments via an alternative method. Please check your email for specifics.

- If the student is having Canvas issues, contact the OIT HelpDesk at (865) 974-9900, or request assistance at help.utk.edu.

Changes to this Syllabus

The instructor reserves the right to revise, alter and/or amend this syllabus, as necessary. Students will be notified in writing and/or by email of any such revisions, alterations and/or amendments.

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 a course, this is especially true for an online course. 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 half way across the world, if you wish, but don't abuse the schedule flexibility by falling behind, just because the class doesn't meet at the same times each week. THE SINGLE BIGGEST MISTAKE ONLINE STUDENTS CAN MAKE IS TO PUT OFF VIEWING THE CLASSES AND ALLOW THE ATTENDANCE AND ASSIGNMENTS TO PILE UP.
- **Put extra effort into all opportunities for interaction with your classmates and instructor:** We will be using the online Discussion Board tool, and other electronic means to interact as a class. Many students are very comfortable with interacting through other electronic media. We can have meaningful discussions, and question and answer sessions, even though we will not be together at the same time, as long as you do your part to participate.

STUDENT RESPONSIBILITIES

- **Do all assigned reading prior to attending each class session.** The lecture will assume that 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 by the instructor.
 - **Check your e-mail and Canvas regularly.** I will use email to return assignments, solicit student input, and make clarifications. Canvas will also be used for announcements and the discussion board, blogs, and other interactive activities.
 - **Attend 2 brief face-to-face meeting with the instructor during the semester.** These meetings can take place either during my scheduled office hours, or if necessary they can be scheduled at another time at our mutual convenience.
 - **Participate actively in the class by giving your best effort to the interactive activities** using the Discussion Board 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 sessions 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 provides statistics about 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.
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INSC 310 Course Calendar Spring 2017

Week	Class Dates	Theme	Readings	Assignments
1	1/11 - 1/15	Introduction		Introduction Post
2	1/16 - 1/22	Primary, Secondary & Tertiary Sources	See Canvas	Discussion Post Quiz 1
3	1/23 - 1/29	Evaluating Sources: The C.R.A.P. Test (<i>Currency, Reliability/Relevance, Authority, Purpose/Point of View</i>)	See Canvas	Discussion Post Assignment 1 (Due February 2 nd) Quiz 2
4	1/30 - 2/05	Databases and Search Engines	See Canvas	Discussion Post Quiz 3
5	2/06 - 2/12	✓Keywords and Synonyms (Choosing your topic) ✓Mind Maps	See Canvas	Discussion Post Class Wiki Post Topic Quiz 4
6	2/13 - 2/19	Search Strategies: <ul style="list-style-type: none"> • Boolean Operators • Truncation and Wildcard Operators • Phrasal Searches 	See Canvas	Discussion Post Assignment 2 (Due February 23 rd) Quiz 5
7	2/20 - 2/26	✓Background Research: <ul style="list-style-type: none"> • Dictionaries • Encyclopedias ✓Statistics	See Canvas	Discussion Post (Mendeley) Midterm
8	2/27 - 3/05	Finding Articles and Books: <ul style="list-style-type: none"> • UTK Articles and Databases • UTK "General Topics Getting Started" • Google Scholar • UTK Collections • WorldCat • Article Reference & Google Scholar Features 	See Canvas	Discussion Post Assignment 3 (Due March 9 th) Quiz 6
9	3/06 - 3/12	Health & Science Databases <ul style="list-style-type: none"> • PsychINFO, PubMed, CINAHL, Web of Science, & SPORTDiscus 	See Canvas	Reminder: Complete Week 8 Homework
10	3/13 - 3/19	Spring Break - ENJOY!		Spring Break - ENJOY!
11	3/20 - 3/26	Government and Biographical databases	See Canvas	Discussion Post Quiz 7
12	3/27 - 4/02	✓Writing Research Questions and Thesis Statements ✓Circle Maps	See Canvas	Discussion Post Assignment 4 (Due April 6 th) Final Project (Due April 21 st) Quiz 8
13	4/03 - 4/9	✓Writing Annotations	See Canvas	Discussion Post Quiz 9
14	4/10 - 4/16	✓Writing References and In-Text Citations in APA Format: <ul style="list-style-type: none"> • Online APA Citation Guide • The differences among citation formats (book, article, video, etc.) • Revising Citations from Databases 	See Canvas	Discussion Post Quiz 10
15	4/17 - 4/23	Summarizing, Paraphrasing & Quoting <i>Versus</i> Patchwriting	See Canvas	Discussion Post Quiz 11 <i>Reminder Final Project Due April 21st</i>
16	4/24 - 4/30	✓ <input type="checkbox"/> UTK E- Journals ✓ <input type="checkbox"/> WEB -- Refseek.com and Virtual LRC	See Canvas	Reminder Complete Week 15 Homework (Class ends on 4/28)
17	5/1 - 5/9	5/1 - Study Day 5/2/ - 5/9 - Final Exams' Week		Final Exam on May 9

