Technologies for Information Retrieval (INSC 102), Fall 2018

School of Information Sciences, College of Communication & Information
University of Tennessee, Knoxville

Course Section: 001
Meeting Time and Place: Asynchronous via Canvas
Course Credit Hours: 3.0

Instructor Information

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Office: Communications 102
Hours: Available by Appointment

I strive to return assignments and grades within a week following their respective due dates. I return emails and phone calls within 24–48 hours, excluding weekends, holidays, and breaks.

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.

INSC 102 Learning Outcomes

Upon satisfactory completion of the course, students will be able to demonstrate a basic understanding of the following:

- 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

Required Text

The required text for this course is *Discovering Computers 2016: Tools, Apps, Devices, and the Impact of Technology*. This book can be found on Amazon for either rental or purchase: https://www.amazon.com/Discovering-Computers-Shelly-Cashman-MindTap/dp/1305391853/ref=mt_paperback?_encoding=UTF8&me=&qid=. There are a limited number of new paperback copies available; however, there are quite a few used copies and some for rental. You can also opt for a digital copy, so whichever you prefer will be perfect.

Academic Integrity

"An essential feature of the University of Tennessee, Knoxville 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."

You can learn more about UT's academic policies and standards by reviewing the Hilltopics Student Handbook.

University Civility Statement

Civility is genuine respect and regard for others: politeness, consideration, tact, good manners, graciousness, cordiality, affability, amiability and courteousness. Civility enhances academic freedom and integrity, and is a prerequisite to the free exchange of ideas and knowledge in the learning community. Our community consists of students, faculty, staff, alumni, and campus visitors. Community members affect each other's well-being and have a shared interest in creating and sustaining an environment where all community members and their points of view are valued and respected. Affirming the value of each member of the university community, the

campus asks that all its members adhere to the principles of civility and community adopted by the campus: civility.utk.edu/.

Disability Services

Any student who feels s/he may need an accommodation based on the impact of a disability should contact Student Disability Services in Dunford Hall, at (865) 974-6087, or by video relay at (865) 622-6566, to coordinate reasonable academic accommodations.

Online Learning Component

The learning management system for this course is Canvas, which can be located at utk.instructure.com. Lectures will be recorded and uploaded via Zoom, a video conferencing application. Assistance with Canvas and Zoom can be found by visiting the Office of Information & Technology's website: oit.utk.edu.

Submitting Assignments

If you do not submit an assignment on time, you will earn a **zero** for the assignment, unless you have received permission from the instructor.

Assignments & Grading

The following assignments will comprise your final grade in the course:

Assignment	Points
Chapter Quizzes (12)	500 Pts.
Term Project	250 Pts.
Participation	250 Pts.
Total Points Possible	**1,000 Pts.**

Questions About Assignments

If you have questions about assignments, please consult the discussion area of Canvas. For each of the assignments, you can post questions and read my responses to students' questions. Every student should understand the instructor's expectations to avoid confusion, so please utilize this helpful resource.

Grading Scale

A	940—1,000 Pts.
A-	900—939 Pts.
B+	860—899 Pts.
B	840—859 Pts.
B-	800—839 Pts.

C+	760—799 Pts.
C	740—759 Pts.
C-	700—739 Pts.
D+	660—699 Pts.
D	640—659 Pts.
D-	600—639 Pts.
F	599 Pts. & Below

Expectations for Assignments

Assignments should be submitted via Canvas no later than their respective due dates. Your work must be checked for proper grammar and spelling, and any citations should follow the **American Psychological Association (APA)** guidelines.

In lieu of a midterm or final examination, you will take weekly quizzes on the chapters covered in the textbook. Be sure to submit each quiz on time, because it will not be counted if submitted late. I will **drop the lowest two quiz grades** when computing your final course average, so do not fret if you do not perform as well on one or two quizzes.

Participation

Your participation in this course, as is the case in other courses, is **essential to your success**. I encourage you to ask questions about assignments in the discussion area of Canvas. If you are ever uncertain, please reach out to me via email, phone, or visit me in my office. My job as an instructor is to facilitate your learning and help you best engage with the course material. The more effort you put into the course, the better your participation grade will be.

Course Calendar

Week	Dates	Topic(s)	Assignment(s)
1	8/22—8/26	Course Introduction	Read Course Syllabus & Create Introductory Discussion Post
2	8/27—9/2	Chapter 1	**Chapter 1 Quiz Due** 9/2 by 5:00 PM
3	9/3—9/9	Chapter 2	**Chapter 2 Quiz Due** 9/9 by 5:00 PM
4	9/10—9/16	Chapter 3	**Chapter 3 Quiz Due** 9/16 by 5:00 PM
5	9/17—9/23	Chapter 4	**Chapter 4 Quiz Due** 9/23 by 5:00 PM
6	9/24—9/30	Chapter 5	**Chapter 5 Quiz Due** 9/30 by 5:00 PM

7	10/1—10/7	Term Project	**Term Project Proposal Due** 10/3 by 5:00 PM
8	10/8—10/14	Chapter 6	**Chapter 6 Quiz Due** 10/14 by 5:00 PM
9	10/15—10/21	Chapter 7	**Chapter 7 Quiz Due** 10/21 by 5:00 PM
10	10/22—10/28	Chapter 8	**Chapter 8 Quiz Due** 10/28 by 5:00 PM
11	10/29—11/4	Chapter 9	**Chapter 9 Quiz Due** 11/4 by 5:00 PM
12	11/5—11/11	Chapter 10	**Chapter 10 Quiz Due** 11/11 by 5:00 PM
13	11/12—11/18	Chapter 11	**Chapter 11 Quiz Due** 11/18 by 5:00 PM
14	11/19—11/25	*Thanksgiving Break; No Class*	
15	11/26—12/2	Chapter 12	**Chapter 12 Quiz Due** 12/2 by 5:00 PM
16	12/3—12/4	Term Project	**Final Project Due** 12/4 by 5:00 PM

Course Assessment

At UT, it is our collective responsibility to improve the state of teaching and learning. During the semester, you may be requested to assess aspects of this course either during class or at the completion of the class. You are encouraged to respond to these various forms of assessment as a means of continuing to improve the quality of the UT learning experience.

Key Campus Resources for Students

- Center for Career Development
- Course Catalogs
- Hilltopics Student Handbook
- OIT Help Desk—You may also call (865) 974-9900
- Schedule of Classes
- Student Health Center
- Student Success Center
- Undergraduate Academic Advising
- University Libraries

The instructor reserves the right to revise, alter, or amend this syllabus as necessary. Students will be notified in writing of any such changes.