

# INSC 310: Information Seeking: Resources and Strategies

## Fall 2018 Course Syllabus Section 002

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### FACULTY CONTACT INFORMATION

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and 5H Hoskins Library

**Email:** [lchrist2@utk.edu](mailto:lchrist2@utk.edu)  
**Cell-phone:** 865-748-7612  
**Office Hours:** TBA and by  
Appointment.

### Contact instructions

The best way to contact me is through email. In the subject line of your email, please put INSC 310 and a description of what you need. For example, "*INSC 310: question about assignment 1.*" I check e-mail on a regular basis, even when I am traveling. If you email me, I will try to answer within 72 hours – and likely even faster. However, I do not check my email as often on weekends, so please keep that mind, though I still promise to answer within 72 hours.

If you have a quick question, such as notifying me that a reading or a link on the course Canvas site is not working, a text message is probably the quickest way to reach me. Otherwise, as I said, I prefer email communication.

### Meeting in person

Once I have finalized my own schedule for the fall semester, I will have regular office hours. When these are posted (and updated on the syllabus), I encourage you to drop by during the office hours. We can also set up appointments that are more convenient for you. Since this is a DE course, I realize that many of you may not be able to meet with me in person. In such cases, we can set up a time to meet 'face to face' by Zoom. My personal Zoom meeting ID is <https://tennessee.zoom.us/j/6912090649>.

### Course platform

Canvas site: <https://online.utk.edu>. You will need your NetID and password to access the site.

### 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 by email and through Canvas of any such revisions, alterations, and/or amendments.

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## **COURSE DESCRIPTION**

This course will develop students' abilities to design a research project and to locate and evaluate information throughout the research process. These skills are useful for students in all majors and especially useful to those who must complete a research project or who are planning to engage in research in future school programs. In addition, these skills can be applied in everyday life and on-the-job situations. In the world of easily available information, especially on the Internet, it is important to understand how the information we gather is a direct result of the way we search and how we evaluate the available sources we find.

## **COURSE OBJECTIVES**

By the end of the course, 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. Be familiar with basic terminology associated with research, information technology and information retrieval.
  5. Understand the current online and offline information environment.
  6. Develop personal strategies for gathering information in a particular area of study or interest.
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## **ABOUT THE COURSE**

INSC 310 is delivered through Canvas as an asynchronous online course, which means that each student will access each week's pre-recorded class sessions at a time of their choosing, during the course of that week. You may attend classes from anywhere in the world. The course materials, assignments, and grades are accessible through Canvas.

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 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, and began offering undergraduate online courses in Fall 2009. It is important to recognize that taking an asynchronous online course is different from a traditional class, or even a synchronous DE class, where everyone attends online 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 a student's 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.

### **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 blog tool, and other electronic means to interact as a class. Many students are very comfortable with interacting through electronic media like Facebook, but whether you are or not, believe me- we can have meaningful discussions through Canvas, 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.

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## **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. If you are using your personal computer, be sure that you are running the latest version of Java by going to java.com and using the update button; this is free and will make sure that the applications run effectively for you.

UT's Office of Information Technology implemented different software to deliver online courses at UT, called Zoom. Whether you are an experienced online student, or you have never had an online class before (here or elsewhere), be assured that you will be able to easily and conveniently access the course sessions, and any tech glitches that may pop up can be successfully solved. I will provide specific access instructions when the first class is released. I have also included a "lectures" button in the course menu bar that will take you to the same place. Each lecture will be labeled with the topic and Lecture 1, Lecture 2, etc. The session will be available as an audio recording, illustrated by the PowerPoint slides or other visual aids, and may also include a visual of the instructor. The recorded class sessions can be accessed online, or downloaded to your personal computer, so you can attend class even when you aren't actually online. This is true whether you use a PC or Mac platform.

The Canvas Learn (Online @ UT) program will also be used for many course management tasks. We will use interaction tools such as discussion boards. PowerPoint presentations from the class sessions will be posted under the appropriate weekly module. All Assignments and the Tests will be administered through the Canvas Course site. Canvas is available at <http://online.utk.edu>. Both Canvas and Zoom support the use of the following web browsers: Chrome, Safari, Firefox, Internet Explorer 7+, and Microsoft Edge.

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## 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.
  - **Participate actively in the class by giving your best effort to the interactive activities** using the discussion 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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## REQUIRED READINGS

**Check Canvas weekly for a list of required readings.**

Badke, W. (2014). *Research strategies: Finding your way through the information fog* (6th Edition) Bloomington, IN: iUniverse, Inc. ISBN: 978-1-53201803-9

- Textbook. You may use either the print book or the e-book. Just make certain that it is the 6<sup>th</sup> edition.

### Recommended APA Guides

We will be using APA style for this course, so you may want to invest in one of the following. APA is used for most social science disciplines. The following texts are **recommended**, but not required.

- American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association. ISBN: 978-1-4338-0561-5
- Hacker, D., & N. Sommers. (2014). *A pocket style manual* (7th ed.). Boston: Bedford/St. Martin's.

### Additional articles/excerpts

There will be additional readings for this class and I encourage you to read widely and recommend interesting readings to the class. The added readings will reflect the personal interests of class members. Some instructor assigned readings are noted on the attached schedule, however, there may be some adjustments in these readings as the course progresses and topics develop from student interests and discussions.

### Free online resources

- University of Illinois – Urbana-Champaign’s Center for Writing Studies: <http://www.cws.illinois.edu/workshop/writers/tips/>
- Purdue University’s Online Writing Lab (OWL): [https://owl.purdue.edu/owl/purdue\\_owl.html](https://owl.purdue.edu/owl/purdue_owl.html)
- Grammar Girl: <https://www.quickanddirtytips.com/grammar-girl>
- University of Rochester’s research & writing sources page: <https://writing.rochester.edu/tutoring/student-resources.html>

### Software

Please download EndNote from OIT: <https://oit.utk.edu/software-hardware/software/> as soon as you can. It is a reference management software provided free to you as students. OIT offers PC and Mac compatible versions; these are listed under the vendor name “Clarivate Analytics.” You will need your NetID and password to download. I will demonstrate how to use Endnote during a lecture and I will provide online tutorials on Endnote usage as well. It is a useful tools for keeping up with and organizing your references, and so it will be helpful to you in other courses.

## STUDENT EVALUATION

Evaluation is based on performance for each of the responsibilities listed above. The final grade is based on the following assignments; you must complete them to earn a grade in this class.

Item	% of total grade	Total Points Possible
<i>Final Exam</i>	20%	200
<i>10 Weekly Quizzes</i>	5%	50 (5 each)
<i>10 Discussion Questions</i>	5%	50 (5 each)
<i>4 Individual Assignments</i>	40%	400 (100 each)
<i>Final Project</i>	20%	200
<i>Attendance &amp; participation</i>	10%	100
<b>TOTAL</b>	<b>100%</b>	<b>1000</b>

Grading Scale	
<b>A</b>	94-100% of possible points
<b>A-</b>	88-93
<b>B+</b>	85-87
<b>B</b>	82-84
<b>B-</b>	78-81
<b>C+</b>	75-77
<b>C</b>	72-74
<b>C-</b>	68-71
<b>D</b>	58-67
<b>F</b>	58 or below

## ASSIGNMENTS

### Discussion Questions (5 pts each)

10 times throughout the term you will write a brief 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 based on your own experiences, or a thought-provoking exercise in creative problem solving. Your Discussion Question answers will be posted to the comment section of the blog post created for each question. **Note: They must be completed by the end of the week they are assigned in order to receive credit.**

### **Weekly Quizzes (5 pts each)**

There will be weekly quizzes for the first 10 weeks of class. These quizzes will be administered through the Canvas site and will be based on that week's lecture(s), reading(s), and/or video(s).

### **Individual Assignments (100 pts each)**

There will be 4 assignments during the semester. The student will thoroughly address questions given in class or via online instruction concerning the current readings. Additional details and instructions will be provided in the class lectures.

### **Final Project (200 pts)**

For the Final Project, you will propose a research question that relates to your chosen field of study or an area that is of interest to you; then you will create an annotated bibliography of a variety of resources relevant to the research question. **The Final Project is due by Tuesday, December 4, 2018 at 11:59 p.m. and is worth 200 points. More details about this assignment will be posted on Canvas later in the semester.**

### **Final Exam (200 pts)**

The Final Exam will be a comprehensive exam, which you will be "open" for several days. It will be an "open book" exam, so you can use your notes, readings, the textbook, etc. However, you cannot have another person assist you in the exam. **There is no time limit, but once you start the exam you have to take it in the session that you begin. You cannot stop and come back to it later (i.e., an hour later, the following day, etc.).**

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## **COURSE POLICIES**

### ASSIGNMENT SUBMISSION

Unless otherwise specified, all assignments should be typed, double-spaced, and in a 12-point font, with reasonable margins. Please include your name, date, course number, and appropriate pagination. Submit the assignments via Canvas – uploaded as a doc docx file, unless instructed to do otherwise.

### LATE ASSIGNMENTS

- **Late assignments will carry a 5 point deduction per day; However, you only have a week to complete a late assignment.**
- **Please do not send last minute emails asking for extensions on assignments as all assignments coming up are indicated on the syllabus. On the Canvas course site there is an Assignment Due Dates document under the Assignments tab indicating the due dates for all assignments in this course and on the checklist.**

- Discussion question links will continue to be available so that you can see the responses of others and make comments. **You will not receive credit for late discussion questions / posts.**
- Canvas provides the date and time for every assignment submitted and every post made on the discussion forum.

## CLASS PARTICIPATION: INTERACTIVE ACTIVITIES

In our course environment, class participation will occur using the interactive tools available on the Canvas site. The Discussion Board allows both the instructor and class members to pose and answer questions, and to share thoughts or ideas with the group. Online communication and even the use of social networking applications are becoming essential parts of the professional and academic environment. Here are some ideas of how you can be involved in our online conversation:

- You can post questions to the discussion boards based on what we have read.
- You can share items from the news or even your own experiences (both successful and frustrating) from working in organizations that relate to topics covered in class.
- You can let your colleagues know about helpful web resources that you find, that relate to topics covered in class.
- You may even post fun, but relevant memes and/or gifs with your discussion posts. However, you must post more than just memes and/or gifs.
- You will be asked to use the blog tool to respond to in-class activities.

This portion 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.

## 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.

**FAILING THE COURSE:** A student may fail the course if s/he does not complete assignments or meet expectations for assignments as outlined in the syllabus. Also, **missing the final exam or failing to turn in the final project will result in course failure.**

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## CAMPUS RESOURCES

### CCI Diversity Statement (CCI BYLAWS, SECTION II-C)

"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." (see <http://www.cci.utk.edu/diversity-statement> for CCI's full Diversity Statement).

**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.

### UT SDS Disability Statement

"Any student who may need an accommodation based on the impact of a disability should contact Student Disability Services in Dunford Hall at 865-974-6087 to coordinate reasonable academic accommodations."

For more information, you may visit the SDS website at <https://sds.utk.edu> or email SDS at SDS at [sds@utk.edu](mailto:sds@utk.edu).

### The University Libraries

The University Libraries are staffed by knowledgeable and helpful professionals and should be one of your first research resources throughout your time at UTK. This course is dedicated to information seeking and a part of the information seeking process is learning how to use the library and/or the library's resources effectively and efficiently.

Even if you are a distance education student, the library provides many resources to assist your students. From the library's homepage (<http://www.lib.utk.edu>) you can use the chat reference tool. For the School of Information Science, we have a subject librarian Anna Sandelli ([asandell@utk.edu](mailto:asandell@utk.edu)) whom you may contact for support. She has developed helpful research guides that you may find here: <https://libguides.utk.edu/subject/infosci>.

You may also find it helpful to locate the subject librarian within your major area of study. To find your major subject librarian and/or research guides for your major, through the “Research Support” tab on the library homepage.

The screenshot shows a web browser window with the URL <https://www.lib.utk.edu>. The page features the University of Tennessee Knoxville logo and a navigation menu. The "Research Support" section is highlighted, listing various services:

- University Libraries - Home
- Ask Us
- Find Materials
- Use the Library
- Research Support
- Libraries and Locations
- Get Help

The "Research Support" section includes the following links:

- Subject Librarians
- Research Consultation
- Research Guides
- Scholars' Collaborative
- Citing Sources
- EndNote | Zotero

## The Writing Center

The Writing Center provides free, one-to-one help to all students on campus. Their trained tutors offer constructive feedback during any stage of the writing process. While they are not a proofreading service, tutors will help students with anything related to writing – including grammar, brainstorming, organizing, citation, and more. No appointment is needed. Unfortunately, they do not currently offer services to students

who cannot make it to campus at this time. However, their website (<https://writingcenter.utk.edu/>) that may be helpful to you.

- The Writing Center is located in HSS 212, Monday – Thursday 9 a.m. – 6:30 p.m., Friday 9 a.m. – 3 p.m.
  - On Sunday, they operate a branch in Hodges Library, Commons North, Room 220G, from 5-7 p.m. (excluding holidays).
  - You may also email the WC at [writingcenter@utk.edu](mailto:writingcenter@utk.edu)
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## COURSE SUMMARY

Please see Canvas for the details of each week.

This course is broken into five parts/modules. They are as follows.

- **Module One – Introductions**  
In this section we will get to know each other.
  - **Module Two – Background Research and Research Questions**  
In this section we will cover conducting background research and formulating research questions.
  - **Module Three – Searching and Evaluating Sources**  
This section will cover finding and evaluating sources.
  - **Module Four – APA Style**  
This section is on APA style and how to use it. We will also cover how to summarize and paraphrase research.
  - **Module Five – Final Project and Final Exam**  
This section is at the end of the term and includes your final exam and the final project.
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## COURSE SCHEDULE

See the modules on Canvas for details about required readings and links to lectures and videos.

DATE	DETAILS	DUE DATE
<b>WEEK 1</b> <i>AUG 22-26</i>	Classes begin Aug. 22, so no video lecture this week. Please read W1_lecture slides. Read syllabus carefully.	Aug. 26, 2018
	Read the student lead discussion thread guidelines & rules.	11:59 pm
	Post on the introduction discussion board.	
	Take the course overview quiz.	
<b>WEEK 2</b> <i>AUG 27 – SEPT 2</i>	Concept maps & mind maps: lecture & readings	Sept. 2, 2018
	Take the concept maps & mind maps quiz.	11:59 pm
	Post on the concept maps & mind maps discussion board.	
<b>WEEK 3</b> <i>SEPT 3-9</i>	<b>Labor Day, Sept. 3.</b>	Sept. 9, 2018
	Planning your research: lecture & readings	11:59 pm
	Take the Background Research quiz.	
<b>WEEK 4</b> <i>SEPT 10-16</i>	Post on the Background Research discussion board.	
	Writing the research question: lecture & readings	Sept. 16, 2018
	Writing the research question quiz	11:59 pm
	Writing the research question discussion board	
<b>WEEK 5</b> <i>SEPT 17-23</i>	<b>Assignment 1: Planning your research</b>	
	Primary, secondary, & tertiary sources: lecture & readings	Sept. 23, 2018
	Primary, secondary, & tertiary sources quiz	11:59 pm
<b>WEEK 6</b> <i>SEPT 24-30</i>	Primary, secondary, & tertiary sources discussion board	
	Search strategies: lecture & readings	Sept. 30, 2018
	Search strategies quiz	11:59 pm
<b>WEEK 7</b>	Search strategies discussion board	
	<b>Fall break October 4-5, 2018</b>	Oct. 7, 2018

<i>OCT 1-7</i>	<b>Assignment 2: Writing the research question</b>	11:59 pm
<b>WEEK 8</b> <i>OCT 8-14</i>	Articles, databases, websites: lecture & readings	Oct. 14, 2018
	Databases and websites quiz	11:59 pm
	Databases and websites discussion	
<b>WEEK 9</b> <i>OCT 15-21</i>	Databases and research (Google Scholar, EBSCOhost, etc.) lecture & readings	Oct. 21, 2018
	Databases & research (Google Scholar, EBSCOhost, etc.) discussion	11:59 pm
	Databases & research (Google Scholar, EBSCOhost, etc.) quiz	
	<b>Assignment 3: Search strategies</b>	
<b>WEEK 10</b> <i>OCT 22-28</i>	Government sources lecture and readings	Oct. 28, 2018
	Email your final project idea to me.	11:59 pm
<b>WEEK 11</b> <i>OCT 30 – NOV 4</i>	Evaluating resources: The C.R.A.P. test: lecture & readings	Nov. 4, 2018
	Evaluating resources quiz	11:59 pm
	Evaluating resources discussion	
<b>WEEK 12</b> <i>NOV 5-11</i>	References and citations lecture	Nov. 11, 2018
	Paraphrase and summarize lecture	
	Schedule a meeting with me for the week of November 12-18 to discuss your final project – either in person on campus, through Zoom, or through email discussion	
	<b>Assignment 4: Locating &amp; evaluating primary, secondary, and tertiary sources</b>	
<b>WEEK 13</b> <i>NOV 12-18</i>	References, paraphrases, etc. quiz	Nov. 18, 2018
	Meet with me about your final projects..	
<b>WEEK 14</b> <i>NOV 19-25</i>	<b>Thanksgiving break November 22-23, 2018</b>	Nov 25, 2018
	Work on final projects.	
<b>WEEK 15</b> <i>NOV 26 – DEC 2</i>	<b>Final project due.</b>	Dec. 2, 2018 11:59 p.m.
<b>WEEK 16</b>	Review for the final exam will be available December 3-6.	Dec. 6, 2018

<i>DEC 3-6</i>		
<b>FINAL EXAM</b>	<b>FINAL EXAM</b> Available on December 7 at 12 am.	Dec. 12, 2018, 11:59 pm