

Fall 2018  
**INSC 510: INFORMATION ENVIRONMENT**  
School of Information Sciences  
University of Tennessee  
Tuesday, 6:30pm – 9:10pm  
<https://tennessee.zoom.us/j/299312197>  
UTK Syllabus (<https://teaching.utk.edu/the-syllabus/>)

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## COURSE SYLLABUS

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**Instructor: Dr. Tonyia J. Tidline**

*Virtual or in-office hours by appointment*

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Phone/Text: 205.344-1992

### Course Timeline

Class meets via Zoom on Tuesdays from 6:30 pm until 9:10 pm. The session is available to join 30 minutes before class (you will need to unmute yourself before we begin). The Zoom meeting number is <https://tennessee.zoom.us/j/299312197>. The first day of regularly scheduled class is August 28, 2018; our last day is December 4, 2018.

### Course Description

Generation, production, management, dissemination, and use of information. Roles of information in society, information-seeking and user behavior, information industry, economics of information products and services, technological and organizational change, information professions, and issues. (Required Course)

### Learning Outcomes<sup>1</sup>

At the end of this course, students will be able to:

- 1) Understand and explain the various types and definitions of “information.”
- 2) Explain the power and weaknesses of information.
- 3) Understand the history and evolution of the field of Information Science, and the evolution of the information professional.
- 4) Be familiar with various information fields and careers open to those with an MS in Information Sciences.
- 5) Understand and be familiar with the range of issues facing information professionals.
- 6) Be familiar with the vocabulary of the profession.
- 7) Be familiar with the professional associations that support these careers and help professionals find the content, support, and “lift” they need from their discipline.
- 8) Move on to more advanced levels of study in the information sciences.

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<sup>1</sup> Of the nine objectives stated in the *SIS's Masters Program Objectives*, INSC 510 speaks to seven of these.

## Course Readings, Activities and Expectations

The course adopts an active learning approach. Students are expected to complete all required readings, attend all class lectures and participate in all in-class activities, including teacher-led and student-led discussions, and small-group and individual activities. Weekly objectives and readings are listed in a separate document – the **Course Outline** – which provides the course schedule.

The text required for class is Bawden, D., & Robinson, L. (2013). *Introduction to information science*. New York: Neal-Schuman. Throughout the **Course Outline**, required readings from this text are abbreviated as Bawden & Robinson, with the corresponding book chapter.

Other required materials listed in the **Course Outline** should be accessible through the open Web, the University of Tennessee Libraries, and through our Canvas course site. If you have any challenges accessing these readings, please let me know as soon as possible. It is assumed, however, **before contacting the professor**, that: (1) you have already contacted a library staff member if it is an issue with accessing a resource listed to the library catalog or contained within a library-licensed database, and (2) you have looked at the Readings Folder on the class Canvas site to what is provided there. For further edification, there is also the Library Resources for Graduate Students webpage:

<https://libguides.utk.edu/?b=s>.

Additionally, a separate document with **Selected Resources**, (listing things like relevant journals and professional associations) is also available in our class site.

Finally, resources like lecture slides or handouts will be made available in our class Canvas site. Slides may not be available until after class, but you will have any handouts you may need in time for you to retrieve them for use in class.

## Assignments and Evaluation

### Due Dates

Where stipulated, work must be submitted in the MSWord format to the “Assignments” area of Canvas. Assignments are due at 11:59 p.m. Eastern time on the due date listed. I will download submissions from Canvas early the next morning. I will ONLY download assignments from Canvas ONCE. Therefore, if your assignment is not ready by the deadline...

- Please send me an email informing me that your assignment will be late. Not doing so will result in a one-point deduction for each day I don't hear from you.
- When it's ready, you must submit the assignment to me via email, as an attachment (i.e., NOT using Canvas)
- One point will be deducted for each 24-hour hour period the assignment is not turned in. (Please note exceptions in Class Policy Statement section, below.)

Your course grade is based on **class participation and completing five assignments**. Please pay attention to dates listed below and on individual assignment descriptions.

Assignments/Responsibilities	Due	Points
Participation	ongoing	15 pts
1 Introduction	ASAP and 9/4	10 pts
2 LIS Leader Report	10/9	20 pts
3 IS and Popular Culture Assignment (Group Effort)	10/30	15 pts
4 Job Analysis Paper	11/27	20 pts
5 Issue / Policy Paper (Group Effort)	12/4	20 pts
<b>TOTAL</b>		<b>100 pts</b>

The grade scale to be used in calculating your final letter grade for the course is as follows:

<b>A</b>	<b>93-100 pts</b>	Superior performance (4 quality points per semester credit hour)
<b>A-</b>	<b>90-92.75</b>	Intermediate grade performance (3.7 quality points per semester credit hour)
<b>B+</b>	<b>85-92 pts</b>	Better than satisfactory performance (3.5 quality points per semester credit hour)
<b>B</b>	<b>80-84 pts</b>	Satisfactory performance (3 quality points per semester credit hour)
<b>B-</b>	<b>80-82.75</b>	Intermediate grade performance (2.7 quality points per semester credit hour)
<b>C+</b>	<b>75-79 pts</b>	Less than satisfactory performance (2.5 quality points per semester credit hour)
<b>C</b>	<b>70-74 pts</b>	Performance well below the standard expected of graduate students (2 quality points per semester credit hour)
<b>D</b>	<b>60-69 pts</b>	Clearly unsatisfactory performance and cannot be used to satisfy degree requirements (1 quality point)
<b>F</b>	<b>0-59 pts</b>	Extremely unsatisfactory performance and cannot be used to satisfy degree requirements (0 quality points)
<b>I</b>		No quality points; a temporary grade indicating that the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to finish all requirements. An I is not given to enable a student to do additional work to raise a deficient grade. The instructor, in consultation with the student, decides the terms for the removal of the I, including the time limit for removal. If the I is not removed within one calendar year, the grade will be changed to an F. The course will not be counted in the cumulative grade point average until a final grade is assigned. No student may graduate with an I on the record.
<b>W</b>		(Carries no credit hours or quality points) indicates that the student officially withdrew from the course.

### Incompletes

Be aware, based on University of Tennessee-Knoxville and SIS policy, a grade of **I (Incomplete)** is reserved for emergencies that prevent you from completing the course on time. Incompletes are reserved for "the most unusual of circumstances" and solely at the discretion of the instructor. Plan your semester's course of study carefully to ensure sufficient time to complete the required work. Please don't simply "disappear" without contacting me or without completing the required form, or an "F" will be submitted. For your information, more detail on an I (Incomplete) is provided below:

**I (Inc.):** A temporary grade indicating that the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to finish all requirements. An I is not given to enable a student to do additional work to raise a deficient grade. The instructor, in consultation with the student, decides the terms for the removal of the I, including the time limit for removal. If the I is not removed within one calendar year, the grade will be changed to an F. The course will not be counted in the cumulative grade point average until a final grade is assigned. No student may graduate with an I on the record. (No quality points)

## Class Conduct and Policies

### SIS & Tennessee Policy Statements

*In addition to the policies and guidelines **detailed below**, you should also refer to the Campus Syllabus, prepared by the University Provost, for a summary of key policy statements and related links. The Campus Syllabus follows our Class Syllabus at page 7.*

### Academic Integrity and Honesty

The School and University values academic integrity. Plagiarism in any of its several forms is intolerable, and attention to appropriate and required citation in written work is expected and required. (More information on citation style is described later in this section, under **Class Policy Statements: Assignments and Evaluation**). Inadvertence, alleged lack of understanding, or avowed ignorance of the various types of plagiarism **are not** acceptable excuses. *Specific examples of plagiarism are:*

1. Copying written or spoken words, phrases, or sentences from any source without proper documentation (e.g., quotation marks and a citation);
2. Summarizing without proper documentation ideas from another source (unless such information is recognized as common knowledge);
3. Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge);
4. Collaborating on a graded assignment without the instructor's approval;
5. Submitting work, either in whole or in part, created by a professional service and used without attribution (e.g., paper, speech, bibliography, or photograph).

Students unsure of the nature of plagiarism should consult a librarian, the instructor or a guide for writing research reports.

Infractions of academic integrity are penalized according to the severity of the infraction but **may include a course grade of "F" and the instructor's recommendation to the UTK Dean for Graduate Studies that the student be dismissed from the University.**

Each student's work is to be the product of his/her own study and/or research, not a joint effort of any sort **unless the instructor gives explicit permission, such as for group assignments or collaborations**. The UTK Honor Statement, adopted in 1987, and subscribed to *de facto* by all entering students reads in part: "*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.*" (For more academic policies and procedures, including the Honor Statement, see: [http://catalog.utk.edu/content.php?catoid=1&navoid=156#hono\\_stat](http://catalog.utk.edu/content.php?catoid=1&navoid=156#hono_stat)).

### Students with Disabilities

Please be aware that for any accommodations to be made, students with disabilities **must be registered** with the Office of Disability Services, 2227 Dunford Hall, Knoxville, TN 37996-4020. If you have a disability, but have not contacted the Office of Disability Services, please call (865) 974-6087 or email [ods@utk.edu](mailto:ods@utk.edu) to inquire about the registration procedure. If you are registered with the Office of

Disability Services, please make an appointment with the instructor as soon as possible to discuss any course accommodations that may be necessary.

### Diversity and Participation

The University, College and School recognize and value 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. An essential component of your learning experience will come from the contributions of your fellow students. In order for everyone to feel comfortable sharing their opinions and thoughts, we must show each other respect and courtesy. We will not judge each other based on gender, race, ethnicity, religion (or lack thereof), age, sexuality, physical ability, political and ideological beliefs, or any other difference in our classroom.

### Computing Requirements

You must have adequate computing skills, including but not limited to use of word processing and presentation software, Web browsers, email, Canvas Learn, and Zoom. The Office of Information Technology (OIT) provides help and training classes in using various technologies for students at no charge (advance registration is typically required for courses).

### **Class Policy Statements**

#### Assignments and Evaluation

- Whenever you use the words or ideas of others, these should be properly quoted and cited. For in-text citations and reference lists for your written work, please use the style conventions of the ***Publication Manual of the American Psychological Association (APA), 6th Edition***. Citation for preferred source: American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.
- Whenever possible, when contemplating LIS theory and practice, please use our scholarly and professional literature. For general terminology, consult the [Online Dictionary of Library and Information Science](#).
- If you will be late submitting an assignment, it is your responsibility to contact me **ASAP** in advance of the date the assignment is due unless prevented by an emergency. While you may have permission to submit a late assignment if an emergency occurs, you may not be eligible for the full range of points.
- Please note students must first discuss dissatisfaction with a grade with instructors as a first recourse, so reach out to me with questions or concerns. If you remain dissatisfied, then you may refer to the Grade Appeal Procedures. (For more academic policies and procedures, including Grade Appeal Procedures, see: the SIS Student Handbook and/or Graduate School Catalog).
- After receiving your assignments, I will make every effort to return your graded assignments within a week to ten days, though this is not a guarantee. I will notify you if I am not able to evaluate your work in a timely manner. Please reach out to me whenever you would like feedback about your progress, and I hope you will schedule a virtual office hour to review, ask questions, or chat.

### Communicating via Email and Other Channels

- In line with University policy, any official email will be addressed to your UTK email address. It is the your responsibility to ensure that time critical e-mail is accessed, read, and acted upon. Be advised I may send class-related emails to your UTK email account throughout the semester. Please be sure to check your email frequently.
- If you have any questions, concerns, or topics you would like to discuss, you are welcome to contact me via phone or email to arrange a telephone or Zoom appointment.
- Please be aware that I respond to all email and phone messages within 48 hours after receipt of the message. In the event other activities prevent me from responding within 48 hours, I will send a message to the class listserv informing you of the duration of my temporary unavailability. If you have an urgent problem, the best way to get in touch with me is via email; be emphatic in the subject line of the emergency message that you need a response ASAP. You are welcome to also flag the message (e.g., red flag for “urgent”).

### Class Participation

Class participation is a valued aspect of this course and will be evaluated as part of your total point score. Please consult the INSC 510 Participation guideline sheet for information on how participation will be evaluated for this class. Discussions on class-related materials and business during our class sessions or on the Canvas discussion board should be conducted in a respectful manner, in line with the University Civility Statement (see the *Campus Syllabus*). Specifically:

- Be considerate of your classmates by arriving to class *on time*.
- Be considerate of your classmates by participating fully in class-related activities.
- Be prepared for each class by completing the assigned reading(s)/viewing(s), enabling you to ask questions and participate in class discussions and activities.
- Be an active and positive participant in class discussion

### Class Attendance and Cancellation

- Class attendance is EXPECTED. **Contact me ASAP if you cannot attend class.** Participation is an explicit element of course evaluation, so missing class may affect your total point score.
- Not attending class on a date an assignment is due does not excuse you from submitting any assignments or exercises due on that date.
- If you miss a class you are expected to review any materials posted to the class session folder on Canvas and view the recorded class session, and be sure to contact me to receive additional guidance if you have questions.
- Examples of *acceptable reasons for absence from class* include: (1) illness; (2) serious family emergencies; (3) special curricular activities or job requirements; (4) participation in official university activities such as music performances, athletic competitions or debate; (5) military obligation, (6) religious holidays; and (7) obligations for court imposed legal obligations (i.e., jury duty, subpoena).
- Even if it is an acceptable reason, remember to contact me as soon as reasonably possible.
- If I have to **cancel a class meeting**, I will make every effort to do so in advance. Look for e-mail announcements sent by me or my Graduate Teaching Assistant via Canvas
- The School has explicit class cancellation policies (<http://www.sis.utk.edu/courses/guidelines>). Be aware, particularly in regard to inclement weather:
  - If UT cancels classes, SIS will cancel classes as well. UT generally cancels classes due to bad weather; this impacts students, faculty and DE support.

- If a class is delayed because of weather or software issues, students will not be expected to wait more than 60 minutes. So, if the class has not started after 60 minutes from the class start time (6:30 pm), the class is automatically canceled and the students should not be expected to join class after 60 minutes. After 60 minutes, instructors should send out an email to students informing them that the class is canceled.
- When a class is cancelled due to any of the above-mentioned reasons, I will record a makeup class that can be attended asynchronously by students. Cancellation of class should not mean a smaller number of classes will be taught in the semester.

### Other Policies

The class policies listed above are not exhaustive. Specifically, in terms of conduct, both within and outside the classroom, students are encouraged to review any related academic policies and procedures as contained in the SIS Student Handbook and/or the Graduate School Catalog.

### **Disclaimer**

Please be aware revisions may be made to this syllabus over the course of the semester, and as such, the content contained within may be subject to change.



UTK Syllabus (<https://teaching.utk.edu/the-syllabus/>)

Dear Student,

The purpose of this **Campus Syllabus** is to provide you with important information that is common across courses at UT. Please observe the following policies and familiarize yourself with the university resources listed below. At UT, we are committed to providing you with a high-quality learning experience. I want to wish you the best for a successful and productive semester.

- Interim Provost John Zomchick

### **UNIVERSITY CIVILITY STATEMENT -- <http://civility.utk.edu/>**

“Civility is genuine respect and regard for others: politeness, consideration, tact, good manners, gracious-ness, cordiality, affability, amiability and courteous-ness. 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.”

### **EMERGENCY ALERT SYSTEM -- <http://safety.utk.edu/>**

The University of Tennessee is committed to providing a safe environment to learn and work. When you are alerted to an emergency, please take appropriate action. Learn more about what to do in an emergency and sign up for [UT Alerts](#). Check the emergency posters near exits and elevators for building specific information. In the event of an emergency, the course schedule and assignments may be subject to change. If changes to graded activities are required, reasonable adjustments will be made, and you will be responsible for meeting revised deadlines.

### **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.”

### **YOUR ROLE IN IMPROVING THE COURSE THROUGH 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.

**STUDENTS WITH DISABILITIES** -- <http://sds.utk.edu>

“Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Student Disability Services (SDS) at 865-974-6087 in 100 Dunford Hall to document their eligibility for services. Student Disability Services will work with students and faculty to coordinate reasonable accommodations for students with documented disabilities.”

**ACCESSIBILITY POLICY AND TRAINING** – <http://accessibility.utk.edu>**WELLNESS** -- <http://counselingcenter.utk.edu/> and <http://wellness.utk.edu/>

**The Student Counseling Center** is the university’s primary facility for personal counseling, psychotherapy, and psychological outreach and consultation services. **The Center for Health Education and Wellness** manages *974-HELP*, the distressed student protocol, case management, the *Sexual Assault Response Team*, and the *Threat Assessment Task Force*.