About the Course:

This is a 100% online course, and there is no physical classroom meeting. The course will be delivered through Blackboard (http://blackboard.sc.edu). Course delivery will be asynchronized. More details about course delivery are available on page 5, Section V. Course Policy → Teaching Approach.

About the Instructor:

Jingjing Liu, Ph.D.
Research Assistant Professor
School of Library and Information Science
College of Information and Communication

How to contact me:
I'm off campus this semester. Sending emails would be the best way to reach me. If you have any questions, please email me at any time. My email is: jingjing@sc.edu.

Generally, in weekdays, your email will be replied within 24 hours (promptly most of the times). On the weekend, emails are checked infrequently. At times, travels and meetings, etc. may slow down the response time. If you do not receive a reply in 48 hours (which will be extremely rare), please send the email again to remind.

If needed, we can set up an appointment to talk over the phone or meet online (by Skype, Google Hangout, or Adobe Connect). In this case, please email me to set up the appointment.

In case all other contact attempts fail, you can call 803-777-3858. This is the SLIS administrative office phone, and the administrative staff will notify me.

* * * * *
I. Course Description

• Introduces students to the basic information technologies used in all types of information organizations and the essential concepts and skills needed for information literacy.
• Intended audience: Students in the Bachelor of Science program in Information Science as well as other undergraduates interested in information literacy and technology.

II. Course Goals & Learning Outcomes

Course Goals:

• To introduce key concepts and issues related to information sources
• To determine the nature and extent of information needed
• To identify and access sources of information applicable to the need
• To evaluate information and its sources for credibility, reliability, bias, and currency
• To employ appropriate conventions for integrating and citing sources ethically and legally.
• To use, manage, and communicate information using appropriate technology to accomplish a specific purpose
• To provide with the basic knowledge and skills needed to understand information environments

Learning Outcomes:

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

• Describe the concept of information literacy and illustrate how it relates to information use in different information settings;
• Assess and explore information needs and develop research questions regarding information needs;
• Evaluate different types of information resources (government sources, libraries, Internet, etc.) for content, reliability, and applicability;
• Search effectively in online catalogs and databases, Web and print resources;
• Apply the tenets of information literacy to specific tasks and demonstrate the correct use of information in the resulting outcomes;
• Construct a repertoire of search strategies for organizational/content management; purposes;
• Critically evaluate search results and adjust as needed;
• Identify and describe the roles of current technologies for the handling of information in information organizations;
• Define information literacy and describe the negative and positive effects on individuals and society in general for both high and low levels of information literacy; and
• Understand and respect the intellectual property rights of those who create information and knowledge they are using.

III. Course Materials

The textbook can be purchased from the publisher or other online book sites such as amazon.com, half.com, etc.
Other Readings and Materials will be assigned throughout the semester and will be made available to students via class, Blackboard, or University Libraries’ electronic resources.


There should be no need to purchase the print manual for this course, as resources are available online or in Ready Reference at Thomas Cooper Library. The APA has a website for citing electronic information ([http://www.apastyle.org/apa-style-help.aspx](http://www.apastyle.org/apa-style-help.aspx)), and Thomas Cooper Library has a citation style webpage ([http://guides.library.sc.edu/citation/apa](http://guides.library.sc.edu/citation/apa)).

IV. Course Requirements and Assignments
Below is an overview of the assessments. Detailed information regarding each assignment, including the instruction and submission methods, etc., will be found in the assignment instructions when they are released on Blackboard, in the Assignments section.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Possible Points</th>
<th>Total Points</th>
<th>Release Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation (i.e., Blackboard discussion board posting)</td>
<td>5 points each week (3 weeks)</td>
<td>15</td>
<td>First day of each session (see course calendar)</td>
<td>Last day of each session (See course calendar)</td>
</tr>
<tr>
<td>Exercises</td>
<td>10 points each (3 exercises)</td>
<td>30</td>
<td>See course calendar</td>
<td>See course calendar</td>
</tr>
<tr>
<td>Annotated Bibliography Assignment</td>
<td>30</td>
<td>30</td>
<td>Wednesday 1/2</td>
<td>Sunday 1/20</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25</td>
<td>25</td>
<td>Friday 1/18</td>
<td>Sunday 1/20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>25</strong></td>
<td><strong>100</strong></td>
<td></td>
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</tbody>
</table>

Exercises (30 points total)
The exercises will be about main topics covered in the course. The release and due dates for these exercises can be found on the course calendar, as well as, in exercise instructions.

There will be three exercises. The maximum score for each exercise will be 10 points. The maximum score one can receive from all exercises will be 10*3=30 points.

Annotated Bibliographies (30 points)
Students will compile an annotated bibliography of a list of sources. Articles or readings should be selected from a variety of scholarly and/or professional publications. Detailed instructions will be given in the assignment.

Final Exam (25 points)
A final exam will be administered. The structure and content of the exam will be discussed in class. The exam may comprise, for example, fill-in blanks, multiple choices, or open-ended answer questions. The subject matter of the exams will be derived from (1) the text, (2) class lectures, and (3) assigned readings. A review will be scheduled before the exam to discuss the content to be covered by the exam.
Class Participation (15 points total)
The points for class participation will be based on contribution to discussions on Blackboard discussion board. Students should participate in weekly discussion. More than one week’s lack of participation, i.e., failure to contribute to the discussions, will receive final course grade deduction (details available in the “Attendance” policy in Section V of this syllabus).

There will be 3 weeks. The maximum of each session’s discussion will be 5 points. The maximum of total class participation score will be 5*3=15 points.

Discussions means you will post on the discussion board within the week about your thoughts to the course topic of the week, and respond to others’ posters when interested. This is the main way for interactions among students.

It is required that for each week’s discussion, each student should 1) post a main thread, and 2) also respond to at least one poster by others. Missing either a main thread or a response to others will earn you a participation grade for that week not better than 2 points.

Discussion Participation Rubric:

<table>
<thead>
<tr>
<th>Points</th>
<th>5</th>
<th>3</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level Of Engagement</td>
<td>Student proactively contributes to discussions by offering ideas, asking thoughtful questions, and responding to other students. Each week, one must: 1) have a main thread, and 2) have a response to others.</td>
<td>Student does not sufficiently contribute to discussions by offering ideas, asking thoughtful questions, or responding to other students. Having a main thread but not responding to others, or responding to others but not having a main thread that week.</td>
<td>Student does not contribute to discussions by offering ideas, asking thoughtful questions, and responding to other students.</td>
</tr>
</tbody>
</table>

Final letter grades are awarded as follows:
90 - 100 points = A
85 - 89 points = B+
80 - 84 points = B
75 - 79 points = C+
70 - 74 points = C
65 - 69 points = D+
60 - 64 points = D
Below 60 points = F

Incompletes of the course will be handled on a case by case basis and only with proper documentation from the student.
V. Course Policy

Teaching Approach:
Students will spend approximately 600 minutes of instructional time during each of the 3-week session using Blackboard (http://blackboard.sc.edu) (primary gateway to information for this course) and/or other web technologies.

In order to effectively achieve the above listed outcomes in an online learning environment, the instructors will use an asynchronous content delivery method.

Asynchronous delivery means:
Each week, the instructor will record lectures about the main themes for that week. The pre-recorded lectures (in the format of web links), as well as the corresponding PowerPoint slides and transcripts, as well as other related materials if any, will be made available to students through Blackboard course modules (in the "Weekly Modules" section), usually on Monday mornings.

Students will be required to participate in online discussions in Blackboard. This participation is mandatory and count towards class participation. Discussion questions/topics for each week will be suggested in the course lectures, and students can extend the discussion topics that are relevant to the week’s topics.

Attendance
As mentioned above, students are expected to participate in Blackboard discussion board discussion for each session, which is the class attendance in this course. Posting discussions also means that students should review all the course module materials for each session.

Students are expected to post discussions before the due time. Except for in extenuating situations, students posting after the due will not earn the participation grade for that week.

The University attendance policy specifies that students may miss up 10% of class time without penalty. This includes both excused and unexcused absences. This means that for our 3-week long course, in order to avoid course grade penalty, each student cannot miss any week’s attendance. Absence from class (i.e., no discussion posting) for each week will result in a course grade penalty of a half letter grade for the missing week. This means that, one week’s absence will result in a deduction of one half letter grade (equal to 5 out of 100 points in number format), 2 weeks’ absence will result in a deduction of one letter grade (equal to 10 out of 100 points in number format), 3 weeks’ absence will result in a deduction of one and a half letter grades (equal to 15 out of 100 points in number format).

Tardiness
It is essential that students do not procrastinate. Students are obligated to complete all assigned work, and to participate in class discussion in a timely manner.

Due Dates/Late Submission Policy
Assessments (assignments and exercises) should be submitted according to assessment instructions. See the Course Calendar for due dates.

Due to the short duration of the course, late submissions in this course is NOT accepted, unless in extenuating circumstances.
It is the responsibility of the student to be aware of all due dates for assessments, and to submit them in a timely manner. Late submissions due to personal or technological problems in the last minutes (e.g., unsaved work gets lost, documents “accidently” deleted, account cannot log on in the last minutes) are generally not excused.

Except for in extenuating situations, such as sickness and family emergencies, and/or upon the instructor’s approval, assessments submitted later than the due time will be treated as late submissions. Requests for extensions should be made well in advance of any due dates.

**Academic Honesty**

Every student has a role in maintaining the academic reputation of the University. Students are to refrain from engaging in plagiarism (including self-plagiarism), cheating, falsifying their work, and/or assisting other students in violating the Honor Code.

Assignments and examination work in this course are expected to be the sole effort of the student submitting the work. Students found responsible for violations of the Code will be subject to academic penalties under the Code in addition to whatever disciplinary sanctions are applied. Cheating on a test or copying someone else’s work, will result in a 0 for the work, possibly a grade of F in the course, and, in accordance with University policy, be referred to the University Committee for Academic Responsibility and may result in expulsion from the University.

The University of South Carolina Honor Code and the Carolinian Creed will be followed in this course. The Honor Code states, “It is the responsibility of every student at the University of South Carolina Columbia to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic program. Any student who violates this Honor Code or who knowingly assists another to violate this Honor Code shall be subject to discipline.” More information of the University’s Academic Honesty Policy can be found at Office of Academic Integrity (http://www.sc.edu/academicintegrity/honorcode.html) and Carolinian Creed (http://www.sa.sc.edu/creed/).

**Special Note:** The blackboard Assignment submission detects plagiarism, automatically, by comparing your work with a rich database of sources, including the work submitted by previous students, and by students themselves in previous semesters.

**Writing/Editing Assistance**

The Writing Center (http://artsandsciences.sc.edu/write/students) offers free writing assistance to USC students. It has a main office in the Humanities Classroom Building, Room 014, and satellite centers located in Bates House, Columbia Hall, Sims Hall, and the Thomas Cooper Library. Call 803-777-2078 to schedule an appointment.

**Accommodations**

It is the policy of the University of South Carolina to make reasonable accommodations for qualified individuals with disabilities. Students with certified eligibility through the Office of Student Disability Services (https://www.sa.sc.edu/sds/) who needs accommodations to participate fully in all class activities and fulfill class requirements should see one of the instructors as soon as possible. Any other students with documented disabilities should contact the Office of Student Disability Services at 803-777-6142 to make arrangements for appropriate accommodations.

*Instructors reserve the right to modify course syllabus. See next page for Course Schedule.*
# Course Schedule (subject to change)

<table>
<thead>
<tr>
<th>Dates</th>
<th>Topics/Readings</th>
<th>Assignments</th>
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</thead>
<tbody>
<tr>
<td>Week 1 1/2-1/6</td>
<td><strong>Theme 1. Introduction</strong></td>
<td><strong>Release Wednesday 1/2:</strong></td>
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</tbody>
</table>
| Information literacy introduction | **Theme 2. Defining information literacy types**  
Review webpage  
  - Self Guided Library Tour  
  - http://www.alan.org/acrl/standards/informationliteracycompetency | • Exercise 1  
• Discussion forum for Week 1  
• Annotated Bibliography Assignment |
|             | **Theme 3. Research process & paper**                                           | **DUE Sunday 1/6, 11:59pm:**                                                 |
|             | Chapter 1  
Chapter 2, pages 35-44                                                        | • Exercise 1  
• Discussion forum posting for Week 1 |
|             | **Theme 4. Legal and ethical issues**                                           |                                                                             |
|             | Chapter 6                                                                       |                                                                             |
| Week 2 1/7-1/13 | **Theme 1. Library organization & search the library sources**  
Chapter 2, pages 44-67  
Chapter 3 | **Release Monday 1/7:**                                                        |
| Finding, evaluating, and using information | **Theme 2. The Internet and the WWW**  
Review websites:  
http://en.wikipedia.org/wiki/World_Wide_Web  
http://support.google.com/websearch/bin/answer.py?hl=en&answer=134479  
http://support.google.com/websearch/bin/answer.py?hl=en&answer=136861 | • Exercise 2  
• Exercise 3  
• Discussion forum for Week 2 |
|             | **Theme 3. Evaluating sources**                                                 | **DUE Sunday 1/13, 11:59pm:**                                                |
|             | Chapter 4                                                                       | • Exercise 2  
• Exercise 3  
• Discussion forum posting for Week 2 |
|             | **Theme 4. Organizing & presenting information**                                |                                                                             |
|             | Chapter 5                                                                       |                                                                             |
| Week 3 1/14-1/20 | **Theme 1. Government information & digital newspaper**  
Review websites:  
http://www.usa.gov/  
http://www.sc.gov/government/Pages/default.aspx  
http://library.sc.edu/gov_docs/ | **Release Monday 1/14**                                                      |
| Various useful information sources | **Theme 2. Biographical information, book reviews & literacy criticism**  
Review websites: | • Discussion forum for Week 3 |
<p>|             |                                                                              | <strong>Release Friday 1/18</strong>                                                     |
|             |                                                                              | • Final exam                                                                  |
|             |                                                                              | <strong>DUE Sunday 1/20, 11:59pm</strong>                                                 |</p>
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<td><a href="http://owl.english.purdue.edu/owl/resource/544/02/">http://owl.english.purdue.edu/owl/resource/544/02/</a></td>
<td>• Discussion forum posting for Week 3</td>
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<td><strong>Theme 3. Statistical, business, and health information</strong></td>
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<td>Review sites:</td>
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<td></td>
<td><strong>Theme 4. Final Exam review</strong></td>
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<tr>
<td>Final Exam</td>
<td>Release: Friday 1/18, 8am</td>
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<tr>
<td></td>
<td>DUE: Sunday 1/20, 11:59pm</td>
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