

**School of Library and Information Science**  
**SLIS 202 - Information Literacy & Technology**  
**Winter Interim 2019 - 3 credit hours**

**About the Instructor:**

**Instructor:** Sher Downing, Ph.D.  
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**Office Hours:** *Virtual appointments are available by phone or video conference.*

**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.

**II. Course Goals & Learning Outcomes**

- 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:**

- 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 FORMAT

This is a 100% online course. The course has deadlines each week for assignments; that means you need to plan your schedule during the week to read, view videos and complete the assignments. Be sure to allow time as reading and writing always take longer than anticipated. All materials and links will be posted in the Blackboard course. For this course, materials will be divided by dates and posted in modules in Blackboard.

### IV. Course Materials

**Required Text:** Tunney, J. & Wilson, G. (2018). *100% information literacy success* (4th edition). Boston: Cengage Learning. ISBN-10: 1337102172; ISBN-13: 978-1337102179.

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.

**Style Manual:** *Publication manual of the American Psychological Association*. 6th edition. APA, 2009. 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>), and Thomas Cooper Library has a citation style webpage (<http://guides.library.sc.edu/citation/apa>).

### V. TECHNOLOGY

To participate in learning activities and complete assignments, you will need:

- Access to a working computer with reliable Internet access; preferably a student will own or have access to a computer outside of a campus. *This is due to the amount of time and downloading of materials necessary to be successful in the course.*
- a USC email account – it is the student's responsibility to check this account for announcements or notifications. Students will be responsible for any issues with forwarding their account to an external email address.
- Ability to review videos, listen to audio and download materials onto a hard drive.
- Microsoft Word as your word processing program. Students have access to Office 365 (including Word). To download, login to your university email, choose settings (top right corner) and select software. Be sure this is on a computer you own; it will not work on a campus computer. Campus computers will have software available, but you will not be able to save and access your materials. If you have further questions or need help with the software, please contact the Division of Information Technology (DoIT) Help Desk at (803) 777-1800 or [sc.edu/IThelp](mailto:sc.edu/IThelp).

### VI. 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.

## Discussion Board

The points for class participation will be based on contribution to discussions on Blackboard discussion board. Students should participate each week. 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 two posters by others.** Missing either a main thread or responses to others will cause a reduction in your grade for the week. The following Rubric will guide you in how your responses will be graded:

Discussion Point Rubric

Points	5	4	2	0
Level of Engagement	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) respond to others at least 2 times.	Student regularly contributes to discussions by offering ideas, asking thoughtful questions, and responding to other students. Each week, one must: 1) <b>have a main thread,</b> and 2) <b>respond to others once.</b>	Student does not sufficiently contribute to discussions by offering ideas, asking thoughtful questions, or responding to other students. Having a main thread <b>but not responding to others,</b> or responding to others <b>but not having a main thread</b> that week.	Student <b>does not</b> contribute to discussions by offering ideas, asking thoughtful questions, and responding to other students.

## VII. Overall Course Grades

Each assignment has assigned points to earn on the course schedule. The cumulation of the term will result in a final letter grade and result in the following letter grade:

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.

### **Due Dates/Late Submission Policy**

Assessments (assignments and exercises) should be submitted according to assessment instructions. See the Course Calendar for due dates.

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 “accidentally” 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.

Late submissions for different types of assessment follow different rules in this class:

**Discussion board posting:** late submission will **NOT** be accepted, unless in extenuating circumstances. The reason is that class discussion is for the purpose of student interacting with each other, and late posting loses this important interaction.

**Exercises and final exam:** late submission will **NOT** be accepted, unless in extenuating circumstances. The reason is that exercises and the final exam use the built-in format in Blackboard, and not submitting on time will affect the timely grading and grade release to the whole class.

**Annotated bibliography assignment:** late submission will be accepted but will lose 20% of their point value per day late and will be counted as if the whole assignment was submitted at the time of the latest timestamp present.

### VIII. Course Policy

#### **Teaching Approach:**

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

#### **Asynchronous delivery means:**

This will be the main delivery method. Generally, each week, the instructor will record a lecture about the main theme for that week. The pre-recorded lecture (in the format of a web link), as well as the corresponding PowerPoint slides and transcriptions, 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.

#### **Synchronous delivery means:**

One synchronous online meeting will be held for the purpose of course introduction. This is **not mandatory** to attend, and this meeting does **not** count towards class participation. However, it will involve extremely important and helpful issues that are critical to the course and assignments, and students should be **responsible for the content**, through reviewing the meeting recording that will be posted on Blackboard after the meeting. An announcement will be placed in the course for the date/time and how to access.

#### **Attendance**

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, i.e., 11:59pm on the following Monday. 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 to 10% of class time without penalty. This includes both excused and unexcused absences. **Absence from class (i.e., no discussion posting) for more than one week will result in a course grade penalty of a half letter grade for each missing week.**

### **Academic Honesty**

Every student has a role in maintaining the academic reputation of the University. Students are to refrain from engaging in **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) (<http://www.sc.edu/academicintegrity/honorcode.html>) and [Carolinian Creed](http://www.sa.sc.edu/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) (<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/) (<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 plan for appropriate accommodations.

### SLIS 202 Winter Interim Course Schedule

<u>Week of</u>	<u>Theme/Topic</u>	<u>Assignments &amp; Due Dates</u>	<u>Due Dates</u>	<u>Points</u>
Mon., Dec. 30 – Sun., Jan. 5	Information Literacy	Introduction Start-Up Exercise	Mon., Dec. 30, 11:59 p.m.	5
		Read <b>Chapter 1</b>	Thurs., Jan. 2, 11:59 p.m.	---
		Exercise 1	Thurs., Jan. 2, 11:59 p.m.	5
		Read <b>Chapter 2</b> (pgs. 35-44, 45-67)	Thurs., Jan. 2, 11:59 p.m.	---
		Exercise 2	Thurs., Jan. 2, 11:59 p.m.	5
		Annotated Bibliography Exercise	Sun., Jan. 5, 11:59 p.m.	25
		Reflect & Respond to Discussion 1	Sun., Jan. 5, 11:59 p.m.	5
Mon., Jan. 6 – Sun., Jan. 12	Accessing & Organizing Information	Read <b>Chapter 3</b>		---
		Exercise 3		5
		Reflect & Respond to Discussion 2		5
		Read <b>Chapter 5</b>		---
		Reflect & Respond to Discussion 3		5
Mon., Jan. 13 – Sun., Jan. 19	Evaluation, Legal and Ethical Issues	Read <b>Chapter 4</b>		---
		Exercise 4		5
		Reflect & Respond to Discussion 4		5
		Read <b>Chapter 6</b>		---
		Reflect & Respond to Discussion 5		5
		Final Exam Review		---
		<b>FINAL EXAM</b>		25
			<b>TOTAL</b>	<b>100</b>