Fall 2019

INSC 533: Sources, Services & Scholarship in the Humanities & Social Sciences
The School of Information Sciences, The University of Tennessee

LIVE Class Meetings: Mondays, 5:05-6:20 p.m., ZOOM: https://tennessee.zoom.us/j/179496913
Additional asynchronous hour required weekly

Rachel Fleming-May, Associate Professor
Office Hours by Appointment:
https://tiny.utk.edu/rfm_sched
rfm@utk.edu (best choice for contact)

COURSE DESCRIPTION
Content of former INSC 531 and INSC 533.

Information sources in history, philosophy, religion, classical studies, folklore, and mythology; anthropology, sociology, linguistics, and language; psychology, geography, political science, business and economics; communication, information science, and education; fine arts, performing arts, and literature. Scholarly communication patterns of humanists and social scientists.

PREREQUISITE
INSC 530: Information Access & Retrieval or INSC 512: Information Organization & Retrieval

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

• Assess humanities and social sciences information sources for audience, scope, quality of content, accuracy, currency, authority, ease of use, arrangement, and format
• Create a pathfinder for information seeking in a specific area of the humanities and social sciences
• Demonstrate ability to identify and locate relevant humanities- and social sciences-related information sources in a variety of formats
• Describe strategies for providing individual research consultations for humanities and social sciences students and scholars
• Describe the nature and scope of “The Humanities” and “The Social Sciences”
• Describe the nature of information seeking, organization and structure in the humanities and social sciences (and how humanities and social sciences information and information practice differ from those of other disciplinary areas)
• Identify and describe opportunities for providing humanities- social sciences-related services and programming
• Search scholarly electronic and print resources with greater skill.

READINGS
We will have an extensive list of readings each week, primarily journal articles. These will be available through UTK’s e-resource subscriptions or as pdfs on our class Canvas space. I do not

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1 For more in-depth coverage of business sources and services I recommend INSC 566: Business Intelligence for Information Professionals.
expect you to read all of every part of every item. We will also make extensive use of a standalone bibliographic source:

- **ARBAOnline**: Accessible through UTK's database subscriptions.

**RECOMMENDED:**
Perrault, Anna H., and Elizabeth Smith Aversa. 2013. *Information resources in the humanities and the arts*. 6th ed. Santa Barbara, CA: Libraries Unlimited. 9781598848335 (paperback); 159884833X (paperback), 9781598848328 (hardback); 1598848321 (hardback)


Due to their age, these texts are not required for purchase. You can also access the electronic version of Herron's text through UTK's eBook collection.

...and you may wish to refer to the following sources for background information about the social sciences themselves:

- **SAGE Knowledge**: collection of digitized reference sources in various areas of the social sciences.

**POLICIES**

**COMMUNICATION AND TECHNOLOGY**

I am required to communicate with you through your UTK email address. If you prefer to use another address, consult the OIT Helpdesk to obtain directions for forwarding your UTK mail to your preferred address if you don’t wish to check both accounts.

Email is the most expedient way to get in touch with me. If I will be unable to check my email for a significant period (exceeding 24-hours) I will provide you with an alternative method of contact.

I will post most lecture notes on Canvas before the class meeting for you to download. Note that lecture notes do not substitute for the assigned readings. Read the class announcements posted on Canvas to stay current with course matters.

**COMPUTING REQUIREMENTS**

You must have adequate computing skills, including but not limited to use of word processing, Web browsers, e-mail, listservs, Canvas, and ZOOM software. You must learn how to submit your assignments using Canvas. The Office of Information Technology (OIT) provides training classes in using varied technologies for students at no charge (advance registration is required).

You must obtain a Tmail account and subscribe to the SIS student listserv. In addition, you must have the PowerPoint Reader or the regular PowerPoint software installed on your computer to download the lecture notes from Canvas.

**CLASS ATTENDANCE**

Regular attendance is required and necessary, and unexplained absences will affect your grade. Contact me as soon as possible if you cannot attend class. If you will be absent from class, you must:

- Inform me in advance or as soon as possible after class
- Submit any work due from the missed class period
• Listen to class recording
• Obtain notes, handouts, etc. from Canvas
• Check with classmates for notes, announcements, etc.
• Complete any assigned activity

Acceptable reasons for absence from class include:
• Illness
• Serious family emergencies,
• Special curricular or job requirements (e.g., judging trips, field trips, professional conferences),
• Military obligation,
• Severe weather conditions,
• Religious holidays and
• Obligations for court imposed legal obligations (i.e., jury duty, subpoena)

Missing more than one class meeting for reasons other than those listed above will have a negative impact on your course participation grade. I assume that each student will be present and speak/chat in class. Missing multiple classes and/or failing to participate will lower your grade.

Please note that our asynchronous activities will constitute a significant part of the participation grade.

INCLEMENT WEATHER

“The University of Tennessee will remain open except in the most severe weather conditions. The Chancellor (or appointed representative) may officially close or suspend selected activities of the university because of extreme weather conditions. When a decision to close is reached, campus and local radio and TV stations will be notified and a UTAlert will be issued. The notice will also be posted on the front page at www.utk.edu...” SIS will cancel classes when UT is closed. Please check the SIS student listserv (UTKSIS-L@LISTSERV.UTK.EDU) for messages about closing.

DISABILITIES THAT MAY IMPEDE LEARNING

Any student who may need an accommodation based on the impact of a disability should contact Student Disability Services in 2227 Dunford Hall at 865-974-6087, or by video relay at 865-622-6566 to coordinate reasonable academic accommodations.

CIVILITY

“In 2011, the university adopted the Principles of Civility and Community. They are designed to work in concert with all existing codes of conduct. The principles encourage all members of the campus community to foster a learning environment where the differences of our diverse culture are valued, respected and celebrated. Civility is an act of showing regard and respect for others including: politeness, consideration, tact, good manners, graciousness, cordiality, affability, amiability and courteousness...” (Hilltopics, p.10). This statement applies to communicating with the instructor, classmates, and other members of the UT community.

CCI DIVERSITY STATEMENT

“The College of Communication and Information recognizes that a college diverse in its people, curricula, scholarship, research, and creative activities expands opportunities for intellectual inquiry and engagement, helps students develop critical thinking skills, and prepares students for social and civic responsibilities. All members of the College benefit from diversity and the quality of learning, research, scholarship, and creative
activities is enhanced by a climate of inclusion, understanding and appreciation of differences and the full range of human experience. As a result, the College is committed to diversity and equal opportunity and it recognizes that it must represent the diversity inherent in American society. The College is acutely aware that diversity and fairness are foundations that unite the College’s faculty, staff, students, and the larger communication and information community.”

INSTRUCTOR STATUS AS A TITLE IX MANDATORY REPORTER

University of Tennessee faculty are committed to supporting our students and upholding gender equity laws as outlined by Title IX. Please be aware that if you choose to confide in a faculty member regarding an issue of sexual misconduct, dating violence, or stalking, we are obligated to inform the University’s Title IX Coordinator, who can assist you in connecting with all possible resources both on- and off-campus. If you would like to speak with someone confidentially, the Student Counseling Center (865-974-2196) and the Student Health Center (865-974-3135) are both confidential resources.

For additional resources and information, visit titleix.utk.edu.

ASSIGNMENTS AND GRADING

EVALUATION

Semester grades will be assigned according to the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>(4 quality points/semester hour) superior performance.</td>
</tr>
<tr>
<td>A-</td>
<td>90-92.75</td>
<td>(3.7 quality points/semester credit hour) intermediate grade performance.</td>
</tr>
<tr>
<td>A+</td>
<td>89-92.75</td>
<td>(3.5 quality points/semester hour) better than satisfactory performance.</td>
</tr>
<tr>
<td>B</td>
<td>83-87.75</td>
<td>(3 quality points/semester hour) satisfactory performance.</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.75</td>
<td>(2.7 quality points/semester credit hour) intermediate grade performance.</td>
</tr>
<tr>
<td>C+</td>
<td>78-79.75</td>
<td>(2.5 quality points/semester hour) less than satisfactory performance.</td>
</tr>
<tr>
<td>C</td>
<td>70-69.75</td>
<td>(1 quality point/semester hour) clearly unsatisfactory performance; cannot be used to satisfy degree requirements.</td>
</tr>
<tr>
<td>D</td>
<td>60-69.75</td>
<td>(no quality points) extremely unsatisfactory performance; cannot be used to satisfy degree requirements.</td>
</tr>
<tr>
<td>F</td>
<td>59.75≥</td>
<td>(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.</td>
</tr>
<tr>
<td>W</td>
<td>(carries no credit hours or quality points)</td>
<td>indicates that the student officially withdrew from the course.</td>
</tr>
</tbody>
</table>

Student work is assigned a grade based on quality of thought and writing style, thoroughness of research and of references, appropriateness of length, and originality. Only exceptional work will receive an "A" grade. Papers that are received after the due date will be assigned a lower grade than would otherwise be received. All sources must be cited, quotations must be in quotation marks and attributed correctly. Not doing so constitutes plagiarism.

ACADEMIC INTEGRITY

Students should be familiar and maintain their Academic Integrity described in Hilltopics as: “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 the student present his or her own
work in all academic projects, including tests, papers, homework, and class presentation. When incorporating the work of other scholars and writers into a project, the student must accurately cite the source of that work.”

Students should abide by the Honor Statement described in the same Hilltopics: “An essential feature of The University of Tennessee 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.”

Plagiarism in any of its several forms is intolerable, and attention to matters of documentation in all written work is expected and required. 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 without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source;
2. Summarizing without proper documentation (usually a citation) 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 who may be unsure of the nature of plagiarism should consult 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."

**Preparation of Written Work**

- Please use either APA or CMS documentation styles.
- You must cite all sources, format and attribute all quotations correctly. Not doing so constitutes plagiarism.
- Grades for assignment submissions that include incomplete in-text citations or reference lists will be lowered by one-half grade level (e.g., an assignment that would have received 17/20, or an 85/100: B, will be lowered to 16/20, 80/100: B-).
- All assignments must be word-processed and include your name, date, and course number.

**Pre-submission Feedback**

I am happy to look at a good draft of assignments prior to final submission. I will not pre-grade assignments, just provide general feedback and tips. These pre-submissions should be sent via email attachment (i.e., not Canvas) no later than one week prior to final due date.

**Due Dates and Late Assignments**

Submit assignments to the “assignments” area of Canvas. Assignments are due (officially) at 11:59 p.m. EST on the due date listed on the syllabus. I will download the 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...
• You must 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 it 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.

**GRADING FORMAT**

Please note that I do not assign letter grades for individual assignments, but will mark your paper with my comments and provide a point score based on the possible points earned for that assignment. If you’d like to compute a letter grade based on the score provided, divide your score by the total points possible for the assignment and refer to the “Evaluation” scale for the corresponding letter grade. For example, if you earned 23/25 points on an assignment, your percentage grade would be 92/100=A-. Your final grade will be based on total points earned/100 possible points over the course of the semester.

**INCOMPLETES**

Based on adopted University of Tennessee-Knoxville and SIS policy, a grade of **I** (Incomplete) is reserved for emergencies that prevent the student from completing the course on time. Incompletes are granted only under "the most unusual of circumstances" and solely at the discretion of the instructor. Plan your semester’s course of study carefully to insure sufficient time to complete the required work.

You must request an Incomplete; if you "disappear" without contacting me and/or without completing the required form, your semester grade will be based on your work to that point in the semester.

**COURSE EVALUATION**

You will be invited to evaluate the course at the end of the term. Please participate in this valuable process. I pay close attention to all comments, suggestions, and recommendations.

**ASSIGMENTS: DESCRIPTION**

This table summarizes assignment names, due dates, and grade distribution. A fuller description of each assignment follows the table. **We will discuss all assignments in greater detail during the term.**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Component</th>
<th>Due Date</th>
<th>%</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource Presentation</td>
<td>Individual Presentation</td>
<td>As assigned, beginning 10/7</td>
<td>25</td>
<td>1, 3, 6, 7, 8</td>
</tr>
<tr>
<td></td>
<td>Comments/Interaction with Classmates</td>
<td>Throughout Semester</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Question Set Exercise 1</td>
<td>Due Date 1</td>
<td>10/28</td>
<td>25</td>
<td>3, 8</td>
</tr>
<tr>
<td></td>
<td>Due Date 2</td>
<td>11/4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Question Set Exercise 2</td>
<td>Due Date 2</td>
<td>11/25</td>
<td>25</td>
<td>3, 8</td>
</tr>
<tr>
<td></td>
<td>Due Date 2</td>
<td>12/5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participation</td>
<td>Ongoing</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

**Participation**

To participate in class you must be in attendance, so being present (physically and mentally) is pretty important. If you are not the type of student who feels comfortable speaking in class, it’s possible to participate online by posting comments and questions to our discussion board, sharing supplementary readings and web pages of interest with classmates, etc. Missing class will have a negative impact on your participation grade.
**Question Set Exercises**

I will give you two written exercises during the course of the session. These assignments are designed to encourage you to think about both the theory and practice of information sources and services in the social sciences and humanities and will include, among other things, questions for you to research. While you’ll be expected to provide answers to these questions, the more important consideration in completing these assignments is an explanation of your process in pursuing the question’s answer. This is a DE course and I understand that your access to print collections varies dramatically by home location; therefore, it will be possible to complete the exercises using free and subscription-based online sources.

**Resource Presentation**

You will be assigned a broad area of the humanities or social sciences for which you will select a specific resource to evaluate and share with the class in a screencast. If you have access to a screencasting software package like Camtasia, that is fine; if not, use ZOOM to record your presentation (and convert it to an mp4 file).

To identify a resource, you may consult the Perrault & Aversa or Herron books, ARBAOnline, or another selection tool. Your source may be print, electronic, free, or fee-based. Be creative! The more obscure your source, the better.

During your presentation (15-20 mins.), you should explain why and how you selected your resource, identifying the referring sources, and describe the resource using Cassell and Hiremath’s evaluative criteria:

1. Scope
2. Quality of Content
3. Accuracy
4. Currency
5. Authority
6. Ease of use (incl. usability, interface, and searching capabilities for electronic resources)
7. Arrangement
8. Appropriateness for users (you should identify the type of library and user for which the resource would be appropriate)

You will also be required to review and comment on your classmates’ presentations throughout the semester.

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2 Please complete the online survey so I have an idea of your subject preferences for this assignment. I will do my best to honor your first or second choice.