INSC 102
Technologies for Information Retrieval
Spring 2020

School of Information Sciences, College of Communication & Information
University of Tennessee, Knoxville

Course Section: 002
Meeting Time and Place: Asynchronous online via Canvas
Course Credit Hours: 3.0

INSTRUCTOR INFORMATION

Instructor: Mary Beth West
Office Hours: Virtual, By appointment via Zoom, EST
Email: mross15@vols.utk.edu

WELCOME STATEMENT

Welcome to the Spring 2020 INSC 102 course. Over the course of this semester, we will cover the principles of how to use computer-based information management applications. Using the asynchronous platform for this course’s lectures, we will discuss and think about how we can utilize myriad technologies for information technology services. Students will have the opportunity to engage with one another using Canvas for weekly discussions and assignments.

COURSE INFORMATION

COURSE DESCRIPTION

INSC 102 covers: principles, selection, and use of computer-based information management applications; software identification and task appropriate uses; telecommunications, utilities, and memory management systems; multiple operating systems and technology for national network connections; and information services via computers.

STUDENT LEARNING OUTCOMES

Upon satisfactory completion of the course, students will be able to demonstrate a basic understanding of the following:

- Computer system components and hardware
- Operating systems and application software
- Communication networks and databases
- Programming languages and program development
- Web 2.0 and best practices for searching the Internet
REQUIRED TEXTBOOK


OTHER READINGS/VIDEOS

Additional required readings will be assigned throughout the semester and will be posted to the weekly modules in Canvas. In addition to viewing the recorded lectures, you will be required to regularly view additional videos which will be posted to Canvas in the folder for each week’s session. These videos may not be listed on the course schedule below but are considered a part of the lecture for the week. They are intended to give you a mix of content versus having to watch a recorded lecture that is much longer in length. As such, viewing these videos is a requirement of the course.

COMMUNICATION INFORMATION

COMMUNICATION

The instructor is 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.

COMPUTING REQUIREMENTS AND RESOURCES

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 UT email 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 in order to download the lecture notes from Canvas.

ONLINE LEARNING ENVIRONMENT

This course is delivered asynchronously via Canvas, the university’s learning management system. Canvas can be accessed via utk.instructure.com. Each module contains assignments, quizzes, recorded lectures, and other related video content designed to facilitate your learning of course concepts. Should you encounter any technical difficulties, please consult the Office of Information Technology’s website: oit.utk.edu.
CAMPUS RESOURCES FOR STUDENTS

- Center for Career Development (Career counseling and resources; HIRE-A-VOL job search system)
- Course Catalogs (Listing of academic programs, courses, and policies)
- Hilltopics (Campus and academic policies, procedures and standards of conduct)
- OIT HelpDesk (865) 974-9900
- Schedule of Classes/Timetable
- Student Health Center (visit the site for a list of services)
- Student Success Center (Academic support resources)
- Undergraduate Academic Advising (Advising resources, course requirements, and major guides)
- University Libraries (Access to library resources, databases, course reserves, and services)

COURSE ATTENDANCE AND PARTICIPATION POLICIES

ASSIGNMENTS

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.

HOW TO BE SUCCESSFUL IN THIS COURSE

- To be successful in this course, students should:
  - Read the textbook and submit assignments on time
  - View all recorded lectures and videos
  - Actively contribute to learning activities
  - Be respectful of colleagues
  - Abide by the UT Honor Code

Please note that asynchronous online courses, while offering utmost flexibility and convenience for your personal schedule, require a high level of self-direction and self-discipline. It is essential that you treat this course as you would any course that meets live on specific days and at a particular time. It is suggested that you schedule regular times to view lectures and complete work for this course so that you stay on pace and do not fall behind. Your “attendance” is noted when you view the recorded class lectures on Canvas. Be aware that the instructor can see if you have viewed the recordings.
INCLEMENT WEATHER

“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 made, information is distributed to the campus community, shared with local media, and posted on the front page at http://utk.edu.” (Hilltopics, p. 55)(http://hilltopics.utk.edu/files/Hilltopics%202015-16.pdf). SIS will cancel classes when UT is closed. Please check the SIS student listserv (UTKSIS-L@LISTSERV.UTK.EDU) for messages about closing.

ADDITIONAL POLICIES AND POINTS OF INFORMATION

DISABILITIES THAT MAY IMPEDE LEARNING

Any student who feels s/he 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

Civility is genuine respect and regard for others: politeness, consideration, tact, good manners, graciousness, cordiality, affability, amiability and courteousness. 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: http://civility.utk.edu/.

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, ASSESSMENTS, AND EVALUATIONS**

**ACADEMIC INTEGRITY**

Students should be familiar and maintain their Academic Integrity described in [http://hilltopics.utk.edu/files/Hilltopics%202015-16.pdf](http://hilltopics.utk.edu/files/Hilltopics%202015-16.pdf), p. 15 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, p. 73: “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**

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. (Additional resources are available at [http://www.lib.utk.edu/instruction/plagiarism](http://www.lib.utk.edu/instruction/plagiarism).)

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**

- The instructor prefers that you use either APA documentation style.
- All sources must be cited, quotations must be formatted and attributed 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-).
- If an assignment requires that it be word-processed, it should include your name, date, and class number (102).

**EXPECTATIONS FOR ASSIGNMENTS**

Assignments should be submitted via Canvas no later than the announced due dates and times. An assignment submitted after the due date and time will not receive credit. To be clear, this means a grade of zero for assignments that are submitted late.

Please check all work for proper grammar and spelling. All citations should be in correct American Psychological Association (APA) format.

**DUE DATES AND LATE ASSIGNMENTS**

Assignments should be submitted to the “assignments” area of Canvas and are due (officially) at 11:59 p.m. EST on the due date listed on the syllabus. The instructor will download the submissions from Canvas early the next morning. **The Instructor will ONLY download assignments from Canvas ONCE.**

- If emergency circumstances prevent timely submission of your assignments, you must send me an email informing me that your assignment will be late. **Not doing so will result in the instructor counting the quiz / weekly action item as late and you will not receive credit.**
- Quizzes submitted late will not receive credit.
  - The lowest two quiz grades will be dropped and will not count toward the final course average.
- Weekly Action Items submitted late will not receive credit.
• Final Project: One point will be deducted for each 24-hour hour period the final assignment is not turned in.

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 ensure sufficient time to complete the required work. For students who simply "disappear" without contacting the instructor and without completing the required form, an "F" is submitted.

EVALUATION

Semester grades will be assigned according to the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-</td>
<td>940 – 1,000 Pts.</td>
</tr>
<tr>
<td>B+</td>
<td>900 – 939 Pts.</td>
</tr>
<tr>
<td>B</td>
<td>860 – 899 Pts.</td>
</tr>
<tr>
<td>B-</td>
<td>840 – 839 Pts.</td>
</tr>
<tr>
<td>C+</td>
<td>760 – 799 Pts.</td>
</tr>
<tr>
<td>C</td>
<td>740 – 759 Pts.</td>
</tr>
<tr>
<td>C-</td>
<td>700 – 739 Pts.</td>
</tr>
<tr>
<td>D+</td>
<td>660 – 699 Pts.</td>
</tr>
<tr>
<td>D</td>
<td>640 – 659 Pts.</td>
</tr>
<tr>
<td>D-</td>
<td>600 – 639 Pts.</td>
</tr>
<tr>
<td>F</td>
<td>599 Pts. &amp; Below</td>
</tr>
<tr>
<td>I</td>
<td></td>
</tr>
<tr>
<td>S/NC</td>
<td></td>
</tr>
<tr>
<td>P/NP</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td></td>
</tr>
</tbody>
</table>

GRADING DISPUTE

Grading by its very nature is a subjective process, and it is virtually impossible to design exercises that can be objectively quantified with precise numeric scores. If you need clarification for the grade you receive, please make your request immediately after the distribution of the assignments; after one week, the grades reported to you are final.
ASSIGNMENTS

The following assignments will comprise your final grade in the course:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Available Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Quizzes</td>
<td>400</td>
</tr>
<tr>
<td>Final Project</td>
<td>260</td>
</tr>
<tr>
<td>Weekly Action Items</td>
<td>240</td>
</tr>
<tr>
<td>Participation</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total Available Points</strong></td>
<td><strong>1,000</strong></td>
</tr>
</tbody>
</table>

**Due dates** for all assignments are listed in the course calendar below and posted to Canvas. All assignments for each week are due by the end of the week covered in the Dates section of the course calendar. **These are always on Wednesday.**

For instance, Week 1 covers January 8th through January 15th, thus Weekly Action Item 1 is due by 11:59 pm on January 15th. Week 2 covers January 15th through January 22nd, thus Quiz 1 and Weekly Action Item 2 is due by 11:59 pm on January 22nd. And, so on for the duration of the term.

**COURSE EVALUATION**

You will be invited to evaluate the course at the end of the term. Please participate in this valuable process. The instructor also invites your comments throughout the course and read all comments, suggestions, and recommendations.

**ASSIGNMENTS: DESCRIPTIONS AND DUE DATES**

**QUizzes (400 Possible Points)**

There will be a total of 12 textbook chapter quizzes over the course of the semester covering the material from the assigned reading and lecture for the respective week. The purpose of the quizzes is to assess your understanding of the readings and lectures. These quizzes will be completed in Canvas. It is imperative that you complete and submit each quiz on time. **Quizzes submitted late will not receive credit.**

The lowest two quiz grades will be dropped and will not count toward the final course average. Each quiz is worth 40 points. [So, 10 highest grades x 40 possible points for each = 400 possible points.]
**Weekly Action Items (240 Possible Points)**

Each week, the instructor will assign an action item for you to complete. The nature and scope of these items will vary, but they will be related directly to the content covered in the readings, lectures, and other required videos. These will generally be submitted via Canvas, though it is possible that a few may be submitted via email or other means. The instructor will provide instructions in each week’s module on Canvas. These action items are intended to provide an opportunity for you to gain hands-on experience with any concepts covered and/or to ask you to think critically about important issues raised in the course. The action items will be a mix of discussion posts and short exercises designed to show your understanding of the content. Action items will be graded for completion and not for correct or incorrect answers. In other words, simply follow the instructions and complete the task in order to receive full credit. There will be a total of 12 Weekly Action Items (noted as “WAI” on the course schedule below) worth a possible 20 points each.

**Final Project (260 Possible Points)**

In lieu of a final exam, you will complete a final project. Details, instructions, and a project rubric are provided in Canvas.

There are several format options from which you may choose for the project. The purpose of the assignment is to provide an opportunity for you to research and explore in-depth one specific concept covered in the course. The final project is due by 11:59 pm on the last day of the term, April 24th.

**Participation (100 Possible Points)**

Your participation in this course, as is the case in other courses, is essential to your success. Your participation grade will be determined by your “attendance” (successful completion of all material in each weekly module) and by your cumulative and overall efforts on all assignments. Once again, the instructor also encourages you to ask questions about assignments in the discussion area of Canvas or post other points of discussion related to any of the course content. Discussions present an opportunity to engage with classmates and with the instructor.

**Course Schedule**

The complete, most updated course schedule (topics, readings, asynchronous activities, and due dates) is available on Canvas course site, under “modules”. Asynchronous activities of each week will be available five to six days prior to the due date.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Read</th>
<th>Watch</th>
<th>Assignment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/8 – 1/15</td>
<td>Introductions, Syllabus, Class Overview</td>
<td>Course Syllabus</td>
<td>Lecture 1</td>
<td>WAI 1</td>
</tr>
<tr>
<td>2</td>
<td>1/15 – 1/22</td>
<td>Computers, Devices, and the Web</td>
<td>Chapter 1</td>
<td>Lecture 2</td>
<td>Quiz 1, WAI 2</td>
</tr>
<tr>
<td>Week</td>
<td>Date</td>
<td>Topic</td>
<td>Read</td>
<td>Watch</td>
<td>Assignment Due</td>
</tr>
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<tr>
<td>3</td>
<td>1/22 – 1/29</td>
<td>Connecting and Communicating Online</td>
<td>Chapter 2</td>
<td>Lecture 3</td>
<td>Quiz 2 WAI 3</td>
</tr>
<tr>
<td>4</td>
<td>1/29 – 2/5</td>
<td>Computers and Mobile Devices</td>
<td>Chapter 3</td>
<td>Lecture 4</td>
<td>Quiz 3 WAI 4</td>
</tr>
<tr>
<td>5</td>
<td>2/5 – 2/12</td>
<td>Programs and Apps</td>
<td>Chapter 4</td>
<td>Lecture 5</td>
<td>Quiz 4 WAI 5</td>
</tr>
<tr>
<td>6</td>
<td>2/12 – 2/19</td>
<td>Digital Security, Ethics, and Privacy</td>
<td>Chapter 5</td>
<td>Lecture 6</td>
<td>Quiz 5 WAI 6</td>
</tr>
<tr>
<td>7</td>
<td>2/19 – 2/26</td>
<td>Computing Components</td>
<td>Chapter 6</td>
<td>Lecture 7</td>
<td>Quiz 6 WAI 7</td>
</tr>
<tr>
<td>8</td>
<td>2/26 – 3/4</td>
<td>Input and Output</td>
<td>Chapter 7</td>
<td>Lecture 8</td>
<td>Quiz 7 WAI 8</td>
</tr>
<tr>
<td>9</td>
<td>3/4 – 3/11</td>
<td>Digital Storage</td>
<td>Chapter 8</td>
<td>Lecture 9</td>
<td>Quiz 8 WAI 9</td>
</tr>
<tr>
<td>10</td>
<td>3/11 – 3/18</td>
<td>Operating Systems</td>
<td>Chapter 9</td>
<td>Lecture 10</td>
<td>Quiz 9</td>
</tr>
<tr>
<td>11</td>
<td>3/18 – 3/25</td>
<td>Spring Break</td>
<td>No Reading</td>
<td>No Lecture</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>3/25 – 4/1</td>
<td>Communicating Digital content</td>
<td>Chapter 10</td>
<td>Lecture 11</td>
<td>Quiz 10 WAI 10</td>
</tr>
<tr>
<td>13</td>
<td>4/1 – 4/8</td>
<td>Building Solutions</td>
<td>Chapter 11</td>
<td>Lecture 12</td>
<td>Quiz 11 WAI 11</td>
</tr>
<tr>
<td>15</td>
<td>4/15 – 4/22</td>
<td>Connecting Technology with Business Solutions</td>
<td>Articles to Be Posted</td>
<td>Lecture 14</td>
<td>Work on Final Project</td>
</tr>
<tr>
<td>16</td>
<td>4/22 – 4/29</td>
<td>Final Project</td>
<td>No Reading</td>
<td>No Lecture</td>
<td>Final Project – Due April 24th</td>
</tr>
</tbody>
</table>

**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. The instructor reserves the right to revise, alter or amend this syllabus as necessary. Students will be notified in writing/email of any such changes.

**YOUR ROLE IN IMPROVING TEACHING AND LEARNING THROUGH COURSE 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.