

UTK SIS: Syllabus Template

COURSE INFORMATION

INSC Course Number and Title, Term and Year
University of Tennessee, Knoxville
Class Meetings: Weekday, time on ZOOM;
ZOOM Course ID/Link

Faculty Contact Information

- Plato Smith
- psmith89@utk.edu
- By Appointment
- 850-319-7924
- <http://platosmith.com/>
- Office Hours: Virtual (Zoom, Canvas Chat, etc.) Eastern Time



SIS Office Information

- 450 Communications Bldg.
- 1345 Circle Park Drive
- Knoxville, TN 37996-0341
- SIS Office: 865.974.2148
- Fax (SIS): 865.974.4667

Welcome Statement

Students it a pleasure and honor to be your instructor. A goal of this course is for the activities to be collaborative, relevant, and useful to all students regardless of experience, professional status, and skills level. There is flexibility in this course for the exploration and integration of individual creativity in the completion of projects and/or bonus point.

COURSE INFORMATION

Catalog Description

Many funding agencies require researchers to develop data management plans detailing the aggregation, dissemination, and preservation of their funded research. According to the Committee on Data of the International Council for Science (CODATA) Research Data Alliance (RDA) “research data science” require the ensemble of skills that include (1) principles and practices of Open Science and research data management and curation, including data repositories, (2) the use of a range of data platforms and infrastructures, (3) large scale analysis, (4) statistics, (5) visualization and modeling techniques, (6) software development and annotation, and (7) more[1]. The funding, managing, and sharing of research data involve multiple stakeholders throughout the data lifecycle. This course introduces the fundamental data management models and socio-technical systems

theory[2] to identify, organize, and utilize socio-technical (e.g., people, buildings/infrastructure, technology, culture, processes/procedures, and goals) relationships to enable data management and curation and cyberinfrastructure development through research collaborations.

[1] CODATA. (2018). CODATA-RDA School of Research Data Science. Accessed online from <http://www.codata.org/working-groups/research-data-science-summer-schools>.

[2] Leeds University Business School. (2018). Socio-Technical Systems Theory. Accessed online from <https://business.leeds.ac.uk/research-and-innovation/research-centres/stc/socio-technical-systems-theory/>.

Additional Information

Students will create researcher's ID such as Open Researcher Contributor ID (ORCID for use in the development of a data management plan (DMP) using the DMPTool. Students will test depositing data or their DMP into a data repository such as Zenodo. Students will explore development of a research project using the Open Science Framework (OSF). Research-DATAMAN Home Page list serve (<https://www.jiscmail.ac.uk/cgi-bin/webadmin?A0=RESEARCH-DATAMAN>) and code4lib (<https://code4lib.org/>).

Student Learning Outcomes

Students who complete this course will be capable of demonstrating awareness, knowledge, and/or understanding of..

- reviewing data management best practices, guidelines, and models
- developing a data management plan
- introducing socio-technical systems thinking for research data management

Course Design

The course adopts an active learning approach. Students are required to complete all required assignments, attend all class lectures, complete graded activities and assignments, and participate in all class activities, including teacher-led and student-led discussions, and small-group and individual activities. All required assignments are listed in the Course Outline section of this syllabus. Additional resources are also provided. While not required, you may find additional resources useful when completing assignments.

Required Texts

There is no required text.

Recommended Texts

APA Style is the recommended writing style

COMMUNICATION

Email

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.

Instructor Availability

Instructor is available via email and by phone by appointment. The instructor will respond within 24 hours.

COMPUTING REQUIREMENTS AND RESOURCES

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 to insure you're made aware of course-related information. 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.

Technical Support

Please review the SIS Technology Introduction website for help getting started with the tools you'll need in the program: <https://sis.utk.edu/techintro/>

For assistance with technical and computing issues, contact the OIT HelpDesk by phone at (865) 974-9900, using the [Contact Form](#), or at the [Walk-in HelpDesk](#).

Course Resources

UTK Office of Information Technology - <https://oit.utk.edu/>

UTK School of Information Sciences - <https://sis.utk.edu/>

UTK Office of Information Technology zoom - <https://tennessee.zoom.us/>

COURSE ATTENDANCE AND PARTICIPATION POLICIES

Learner Expectations

The learner is expected to complete all assignments, projects, and presentations.

Students should be familiar and maintain their Academic Integrity described in <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.”

Instructor Expectations

The instructor is expected to treat all learners equitably, fairly, and respectfully at all times.

Attendance and Participation

Class attendance is expected. Excused absences are consistent with university policies under the current catalog: (<https://onestop.utk.edu/academic-policies/> (Links to an external site.)) and require appropriate documentation. Class attendance affects participation which affects your grade. Oftentimes, comments, discussions, and feedback in class can contribute to addition ideas that enhance your learning within the course. It is assumed that each student be present and speak in class -- the equivalent of a "B" grade for "participation." Missing more classes or failing to participate will lower your grade; frequent participation will raise the grade.

Regular attendance is required and necessary. A substantial portion of your grade will be based on in-class work and participation. 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.

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
- Participation in official university activities such as music performances, athletic competition or debate
- 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. If you are unable to attend class, then please inform the instructor.

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>. 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 <https://hilltopics.utk.edu/academics/>, 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** (<https://hilltopics.utk.edu/student-code-of-conduct/> Section X. Honor Statement)

“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

Statement about plagiarism and penalties, e.g.,

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.>)

Infractions of academic integrity are penalized according to the severity of the infraction but may include a course grade of "F."

Assignments and Grading

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 class number (003).

Preparation of Written Work

The instructor prefer that you use either APA or CMS documentation styles.

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-). All assignments must be word-processed and include your name, date, and class number (003).

Due Dates and Late Assignments

Make up assignments/grading will not be provided. In case of an absence, students will have the option to complete a bonus topic assignment for any missed 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. 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

One point will be deducted for each 24-hour hour period the 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 insure 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.

Assigning Grades

Grading will be a combination of individual and group assignments. 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 scale on pg. 7 of the syllabus for the corresponding letter grade. For example, if you earned 23/25 points on an assignment, your percentage grade would be 92. Your final grade will be based on total points earned/total possible points over the course of the semester.

Evaluation

Semester grades will be assigned according to the following scale:

A	93≤	(4 quality points per semester hour) superior performance.
A-	90-92.99	(3.7 quality points per semester credit hour) intermediate grade performance.
B+	88-89.99	(3.5 quality points per semester hour) better than satisfactory performance.
B	83-87.99	(3 quality points per semester hour) satisfactory performance.
B-	80-82.99	(2.7 quality points per semester credit hour) intermediate grade performance.
C+	78-79.99	(2.5 quality points per semester hour) less than satisfactory performance.
C	70-77.99	(2 quality points per semester hour) performance well below the standard expected of graduate students.
D	60-69.99	(1 quality point per semester hour) clearly unsatisfactory performance and cannot be used to satisfy degree requirements.
F	59.99≥	(no quality points) extremely unsatisfactory performance and cannot be used to satisfy degree requirements.
I		(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.
S/NC		(carries credit hours, but no quality points) S is equivalent to a grade of B or better, and NC means no credit earned. A grade of Satisfactory/No Credit is allowed only where indicated in the course description in the <i>Graduate Catalog</i> . The number of Satisfactory/No Credit courses in a student's program is limited to one-fourth of the total credit hours required.
P/NP		(carries credit hours, but no quality points) P indicates progress toward completion of a thesis or dissertation. NP indicates no progress or inadequate progress.
W		(carries no credit hours or quality points) indicates that the student officially withdrew from the course.

Course Evaluation

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

MSIS Program Outcomes

It is our vision to provide a quality educational program, and for students to have the very best educational experience possible. By the end of their time in the MSIS program, each student should be able to:

1. Describe and discuss the processes of creation, organization, distribution, storage, access, retrieval, management, use, and preservation of information.

2. Describe and discuss the nature of leadership and management in the information professions and the importance of participation in the global information society.
3. Apply the general principles, values, and ethical standards of providing information services in a variety of settings and for diverse populations.
4. Comply with the changing responsibilities of the information professional in a culturally diverse and networked global society.
5. Identify critical professional issues in a variety of organizational, cultural, societal, disciplinary, transdisciplinary, and historical contexts.
6. Analyze and apply standards or policies related to the processes of creation, organization, distribution, storage, access, retrieval, management, use or preservation of information.
7. Explain the changing nature of information, information needs, and information behavior.
8. Assess and implement information technologies, systems, sources, and services that serve users effectively and efficiently.
9. Analyze research and apply it to information practice.

Assignments: Descriptions, Due Dates, and Program Outcomes for SLC

This table identifies the MSIS Program Outcome(s) addressed in course assignment(s):

Assignment	MSIS Program Outcome
Assignments 1 - 10	1
Data Preservation Project	1
Open Science Framework Research Project (OSF)	1
Data Management Project	3, 6
Bonus (e.g., DMP infographic, FAIR data example, reproducibility)	1

This table provides a brief summary of assignment names, due dates, and grade distribution. A fuller description of each assignment follows the table.

Assignment	Value	Due Date
Assignment 1 (Why Data Management)	5	1/16/20
Assignment 2 (Data Sharing)	5	1/23/20
Assignment 3 (Data Management Planning)	5	1/30/20
Assignment 4 (Data Entry and Manipulation)	5	2/6/20
Assignment 5 (Data Quality Control and Assurance)	5	2/13/20
Assignment 6 (Protecting Your Data)	5	2/20/20
Assignment 7 (Metadata)	5	2/27/20
Assignment 8 (Data Citation)	5	3/5/20

Assignment	Value	Due Date
Assignment 9 (Analysis and Workflow)	5	3/12/20
Assignment 10 (Legal and Policy Issues)	5	3/26/20
Data Preservation Project	15	4/2/20
Open Science Framework Research Project (OSF)	15	4/16/20
Data Management Plan from a funding agency of your choice	20	4/23/20
Bonus available (e.g., data cleaning, FAIR data example)	5	4/23/20
TOTAL	100	

DISCLAIMER