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

### This is a photo of me, Dr. Jane Doe. I have short brown hair and wear glasses.Faculty Contact Information

* [Instructor Name]
* [Email]
* [Office Location]
* [Phone Number]
* [Instructor Web Page URL]
* [Office Hours: Virtual (Zoom, Canvas Chat, etc.) including time zone]

### 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

x

# Course Information

### Catalog Description

x

### Additional Information

x

### Student Learning Outcomes

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

* x
* y
* z

### Course Design

x

### Required Texts

x

### Recommended Texts

Style handbook of your choice (APA or Chicago Manual of 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](http://oit.utk.edu/email.php) to obtain directions for forwarding your UTK mail to your preferred address if you don’t wish to check both accounts.

### Instructor Availability

x

# 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. In addition, you must have software installed on your computer to download and open the (pptx format) lecture notes from Canvas.

The [Office of Information Technology (OIT)](http://oit.utk.edu) 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.

### 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](https://help.utk.edu/footprints/contact/), or at the [Walk-in HelpDesk](https://oit.utk.edu/help/walkin-hours/),.

### Course Resources

X

# Course Attendance and Participation Policies

Learner Expectations

x

### Instructor Expectations

x

### Attendance and Participation

x

### 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*](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](https://sds.utk.edu/register/) 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](https://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

x

### Preparation of Written Work

x

### Due Dates and Late Assignments

x

### 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

x

### 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 [*Graduate Catalog*](http://diglib.lib.utk.edu/dlc/catalog/g2008.htm). 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** |
| --- | --- |
|  |  |
|  |  |

##### 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** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
| **TOTAL** | **100** |  |

# Disclaimer

x