



INSC 102 Technologies for Information Retrieval Spring 2021

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

Course Section: 001

Meeting Time and Place: Asynchronous online via Canvas

Course Credit Hours: 3.0

Instructor Information

Scott Sikes

Graduate Teaching Associate, School of Information Sciences

Ph.D. Candidate, University of Tennessee, Knoxville

M.S., Information Sciences, University of Tennessee, Knoxville

B.A., Religion, Emory & Henry College

[Email: esikes@vols.utk.edu](mailto:esikes@vols.utk.edu)

Office: Communications 098

Office Hours: By appointment via Zoom

About This Course

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.

Required Textbook

Hobbs, R. (2017). *Create to learn: Introduction to digital literacy*. Hoboken: Wiley.

*You do not need to purchase this text; all students should have automatic access to the e-book through our Canvas course.

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 materials are listed on the course schedule below and are considered a part of the required content 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.**

Student Learning Outcomes

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

- Digital literacy
- Hardware, operating systems, and application software
- Communication networks and databases
- Issues of ethics, privacy, and security related to Internet communications
- Web 2.0 and best practices for searching the Internet

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.

How to Be Successful in This Course

To be successful in this course, students should:

- Read the textbook and all other assigned readings.
- 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.**

Assignments & Grading

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

| Assignment | Available Points |
|-------------------------------|------------------|
| Quizzes | 200 |
| Final Project | 200 |
| Reflections & Responses | 350 |
| Action Assignments | 150 |
| Participation | 100 |
| Total Available Points | 1,000 |

Due dates for all assignments are listed in the course calendar below and are also 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.**

Grading Scale

| | |
|-----------|------------------|
| A | 940—1,000 Pts. |
| A- | 900—939 Pts. |
| B+ | 860—899 Pts. |
| B | 840—859 Pts. |
| B- | 800—839 Pts. |
| C+ | 760—799 Pts. |
| C | 740—759 Pts. |
| C- | 700—739 Pts. |
| D+ | 660—699 Pts. |
| D | 640—659 Pts. |
| D- | 600—639 Pts. |
| F | 599 Pts. & Below |

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.

Course Assignments and Descriptions:

Reflections & Responses (350 possible points)

Each week, you will have the opportunity both to reflect on a question related to the course that I will pose in the Canvas module **and** to respond to your classmates' reflections. Your weekly reflections will be created through one of three media: a written blog, a video blog, or podcast

episodes. The choice is completely up to you, but all reflections will be posted using the medium you choose. In other words, if you choose a vlog, then all reflections will be completed this way. For any of the three options, there are several free and open platforms available online for your use. **You should not find it necessary to pay for the use of any platform. Use what is freely available or consider using free trials.** If you wish to discuss possible options, I am happy to chat with you individually. Whatever your choice of medium, you will need to provide a link to your reflections on the designated Canvas discussion board so that I and your classmates may engage with them. Please approach this assignment as an opportunity to learn and to experiment. Be creative. Try new things. See what you can learn to do. These reflections are intended to provide an opportunity for you to gain hands-on experience creating digital content while also asking you to think critically about important issues raised in the course. Please note, these reflections will **only be graded for completion** and **not** for grammar, strength of argument, “correct” answers, or for skill. In other words, simply do them in order to receive full credit. All that I ask is that you be sure to give proper acknowledgement to any sources you use in your response. There will be **a total of 10 Weekly Reflections**, and these are noted on the course schedule below. Each reflection is worth a total of **35 points**. **In order to receive full credit each week, you should respond to at least one of your classmate’s reflections.** Please note that responses and conversations should always be civil. No harassment, personal insults, or mean-spiritedness will be tolerated on the discussion board. Use these responses to highlight well-made points, other angles to consider, and constructive feedback on the creative process. Written blogs should be about 500 words and vlogs and podcast episodes should be approximately 5 minutes in length.

Quizzes (200 possible points)

There will be **a total of 10 quizzes** over the course of the semester **covering material from the assigned weekly module, including readings, lectures, and any other course materials** for the respective week. The purpose of the quizzes is to assess both your completion and your understanding of all course material. 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.** Each quiz is worth **20 points**.

Final Project (200 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 research question related to the course and to gain further hands-on experience creating digital media. **The final project is due by 11:59 pm on April 28th.**

Action Assignments (150 possible points)

There will be a **total of 3 action assignments** over the course of the semester. The purpose of these assignments is to provide an additional avenue to consider certain core concepts of the course and to assess your understanding of them. The assignments will vary in topic and form. Instructions for each assignment will be provided in the Canvas module in which it is found. Each assignment is worth **50 points**. Due dates are included in the course schedule below.

Participation (100 possible points)

Your participation in this course, as is the case in other courses, is essential to your success. How does one measure participation in an asynchronous, online course? Well, Canvas helps me by tracking your activity, your page views, and the total time spent watching posted lectures and other videos. Your participation grade will be determined by these things as well as by your cumulative and overall efforts on all assignments. **Let me be clear, watching lectures and viewing other course content counts as one significant measure of class participation. Please note that if you do not view the lectures and other content, your final grade may be affected significantly even if you have received 100% credit on all other assignments.**

Course Calendar

| MODULE | DATES | TOPICS | READ | WATCH | ASSIGNMENTS |
|--------|-------------|--|-------------------------------|-----------------------------|----------------------------------|
| 1 | 1/20 - 1/27 | Welcome & Course Overview | Syllabus | Course Introduction | Reflection 1 |
| 2 | 1/27 - 2/3 | What is Digital Literacy? | Chapters 1 & 3 | Lecture 1 & Clifford Stoll | Quiz 1 Action Assignment 1 |
| 3 | 2/3 - 2/10 | Computers and Mobile Devices: Getting Creative | Chapters 2 & 11 | Lecture 2 & Nicholas Carr | Reflection 2 Quiz 2 |
| 4 | 2/10 - 2/17 | Connecting and Communicating Ideas Online | Chapters 5 & 8 | Lecture 3 & Lisa Guernsey | Reflection 3 Quiz 3 |
| 5 | 2/17 - 2/24 | The World Wide Web | Chapters 4 & 7 | Lecture 4 | Reflection 4 Quiz 4 |
| 6 | 2/24 - 3/3 | Internet Research | Brookbank & Research Tools | Nicholas | Action Assignment 2 |
| 7 | 3/3 - 3/10 | Digital Security, Ethics, and Privacy | Yadron & Zuboff | Lecture 5 & Shoshana Zuboff | Quiz 5 Reflection 5 |
| 8 | 3/10 - 3/17 | Programs, Software, and Applications | Murphy & Alba | Lecture 6 | Reflection 6 Quiz 6 |
| 9 | 3/17 - 3/24 | Operating Systems | Anslow & Manjoo | Lecture 7 | Reflection 7 Quiz 7 |
| 10 | 3/24 - 3/31 | Digital Storage | Walsh | Lecture 8 & Dina Zielinski | Reflection 8 Quiz 8 |
| 11 | 3/31 - 4/7 | Social Media | Chapter 15 & Brooks | Lecture 9 & Amber Quinney | Reflection 9 Quiz 9 |
| 12 | 4/7 - 4/14 | Social Media Issues & Questions | Roose & Satariano & Steinberg | Parnell | Action Assignment 3 |

| | | | | | |
|----------------------|-------------|---------------------------------|---------------------------------|-------------------------|-----------------------|
| 13 | 4/14 - 4/21 | Big Data and Data Visualization | Chapters 6 & 10 + About Tableau | Lecture 10 & Wellington | Quiz 10 Reflection 10 |
| Final Project | 4/28 | | | | Final Project |

University Policies

Academic Integrity

An essential feature of the University of Tennessee, Knoxville 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.”

University Civility Statement

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/>.

Disability Services

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

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.

Key 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)