

UTK INSC 210 – Foundations of Information Technology

COURSE INFORMATION

INSC 210 Foundations of Information Technology Spring 2022 3 Credit Hours
University of Tennessee, Knoxville

Faculty Contact Information

- Jessica (Jess) Barfield (She/Her/Hers)
- jbarfiel@vols.utk.edu
- Office hours available by appointment on Zoom



SIS Office Information

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

COURSE INFORMATION

Catalog Description

- Principles, selection and use of computer-based information management applications. Application software, the Internet and web technologies. Systems development methods. Management of information systems. Network security, information security and information assurance.

Additional Information

- This course will equip students with the skills and knowledge needed to learn coding. The course will also develop a broad understanding of information technologies.

Student Learning Outcomes

- Students who complete this course will be capable of demonstrating awareness, knowledge, and/or understanding of...
 - The evolution of computing and types of computers;
 - The five building blocks of information systems;
 - Fundamental concepts of information technology;
 - Features related to Unix and server-side and client-side programming; and
 - Web development using HTML, CSS, JAVA, and XML

Course Design

- This course is offered in person three times a week as listed in the course catalog. The delivery of the course content will include lectures, videos, discussions, live demonstrations, and hands-on training activities.

- Submit assignments on **Canvas following outlined naming conventions and formatting instructions.**
- For technical issues, contact the OIT HelpDesk via phone (865) 974-9900 or online at <http://help.utk.edu/>.

Required Text(s)

- All readings will be provided by the instructor and posted on Canvas or emailed using Canvas

Recommended Text(s)/Resources

- Become familiar with the w3-schools website located at <https://www.w3schools.com/>
- Keep up to date with any other supplementary materials posted on Canvas or emailed using Canvas

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 email to your preferred address if you do not wish to check both accounts.

Instructor Availability

- I am available during the week by appointment and via email. To ensure quick response, start your message subject line with INSC 210 followed by 1-3 words summarizing your email. I will reply to your email as soon as I can (you will always receive at least an acknowledgement of your email within 48 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, and Canvas software. You must learn how to submit your assignments using Canvas.
- You need to have a high-speed Internet connection to watch the pre-recorded class videos.
- You must obtain a UT email account. 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.

Course Resources

- All materials will be posted in Canvas or presented in class.

Technical Support

- The [Office of Information Technology \(OIT\)](#) provides training classes in using varied technologies for students at no charge (advance registration is required).

COURSE ATTENDANCE AND PARTICIPATION POLICIES

Learner Expectations

- Be prepared for all classes
- Be respectful of others
- Actively contribute to the learning activities in class
- Abide by the UT Honor Code

Instructor Expectations

- 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)

Attendance and Participation

- As this is a synchronous class, attendance will be tracked and participation will be tracked by the instructor and graded for both quality and quantity.
- It is essential that you keep up by attending the course lectures so that you can complete assignments and exams as scheduled.
- If you are absent from class and it is NOT COVID-related, you have 24 hours from the end of the missed class (10:05am the next day) to contact me regarding what you missed if you'd like to make up the assignment/activity or review the material with me. After that, you will be responsible on your own to make up the material missed and you will not be eligible to make up the points missed.
- You get THREE absences from class that are NOT COVID-related until it starts affecting your grade. You do not need to email me that you will not be in class, but you do need to

contact me if you'd like to make up the points or review the material missed. If you need to miss class because of COVID, please contact me IMMEDIATELY!

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, it applies to all classes (whether on-campus or online). The information is distributed to the campus community, shared with local media, and posted on the University homepage at <http://utk.edu>.

ADDITIONAL POLICIES AND POINTS OF INFORMATION

Disability Services

- Any student who feels they may need accommodation/s 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.

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. For more information, see the [UT Principles of Civility and 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, ASSESSMENTS, AND EVALUATIONS

Academic Integrity

- Students should be familiar with the [Hilltopics Student Handbook](#), and comply with all academic policies. This includes the University of Tennessee Honor Statement and the Academic Integrity Policy.
- The Honor Statement reads: “*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.’*” For more information, see the Honor Statement on the Academic Policies and Procedures page of the current [catalog](#) for student and faculty responsibilities.
- The Academic Integrity policy reads: “*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.*” For additional information, see the [Student Code of Conduct](#).

Plagiarism

- Plagiarism in any of its 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. Resources are available through the University Libraries, including a [Citing Sources guide](#).
- Infractions of academic integrity are penalized according to the severity of the infraction but may include a course grade of "F."

Assignments

- This table provides a brief summary of assignments by name, point value and percentage of final grade. A brief description of each assignment follows the table. Due dates can be found in the course schedule. Each assignment is due at 11:59 PM EST on the stated deadline. There will be NO communication with the course instructor after 5:00 PM EST on the day the assignment is due.

Assignment	Point Value	Percentage of Final Grade
Assignment 1	10	10%
Assignment 2	10	10%
Assignment 3	10	10%
Assignment 4	10	10%
Assignment 5	10	10%
Mini Assignments	25	25%
Final Exam	15	15%
Attendance and Participation	10	10%
TOTAL	100	100%

Assignment 1: History of computers and the internet

Assignment 2: Working with SQL

Assignment 3: Working with UNIX/Terminal Command

Assignment 4: Working with HTML/CSS

Assignment 5: Advancing with HTML/CSS

Mini Assignments: Class activities based on reading material and lectures

Preparing Assignments

- Specific instructions on how to prepare assignments will be given at the time they are assigned.

Submitting Assignments

- Unless otherwise specified, all assignments should be typed, double-spaced, and in a 12-point font, with 1 inch margins all around, and submitted as a single PDF document to Canvas. Please include your name, date, course number, and appropriate pagination. Some assignments will require the submission of .html documents but all others should be in PDF format. We will cover the creation and submission of these files in the course. Submit the assignments via Canvas, unless instructed to do otherwise.

Late Assignments

- Late assignments will face a 10% markdown for every 24 hours past the due date with an initial 10% marked down beginning 15 minutes after the stated deadline.
- Late mini-assignments are not accepted unless you contact me at least 24 hours before the deadline.

Grading Scale

Semester grades will be assigned according to the following scale:

A	93-100	Superior performance (4 quality points)
A-	90-92.99	Intermediate superior performance (3.7 quality points)
B+	88-89.99	Very good performance (3.3 quality points)
B	83-87.99 B	Good performance (3.0 quality points)
B-	80-82.99	Intermediate good performance (2.7 quality points)
C+	78-79.99	Fair performance (2.3 quality points)
C	73-77.99	Satisfactory performance (2.0 quality points)
C -	70-72.99	Unsatisfactory performance (1.7 quality points)
D+	68-69.99	Unsatisfactory performance (1.3 quality points)
D	63-67.99	Unsatisfactory performance (1.0 quality points)
D -	60-62.99	Unsatisfactory performance (0.7 quality points)
F	0-59.99	Failure performance (0.0 quality points)
S		Satisfactory; only assigned for C or better work when a course is taken on a S/NC grading basis. Carries no point value.
NC		No Credit; indicates failure to complete a course satisfactorily, and is only assigned for C- or worse work when a course is taken on a S/NC grading basis. Carries no point value.
I		Under extraordinary circumstances and at the discretion of the instructor, the grade of I (Incomplete) may be awarded to students who have satisfactorily completed a substantial portion of the course but cannot complete the course for reasons beyond their control. An I carries no quality points. If the I grade is not removed within one calendar year or upon graduation, it shall be changed to an F and count as a failure in the computation of the grade point average.
W		Indicates student has officially withdrawn from the course or the university. Carries no point value.

Incompletes

Based on adopted University of Tennessee-Knoxville 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.

COURSE EVALUATION

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

COVID -19 GUIDELINES

The university strongly recommends that all members of the campus community be vaccinated for their own protection, to prevent disruption to the semester, and to prevent the spread of COVID-19. Vaccination information and appointment signups are available at tiny.utk.edu/vaccine. The Student Health Center medical staff is available to students to answer questions or discuss concerns about vaccines, and the center provides vaccines free of charge for anyone 18 years or older who would like one.

If you think you are sick or have been exposed to COVID-19, you should contact the Student Health Center or your preferred health care provider. You can also contact the university's COVID-19 support team for guidance by filling out the COVID-19 self-isolation form at covidform.utk.edu.

You must not attend class if you have tested positive for COVID-19 and are in the isolation period, if you have COVID-19 symptoms and have not been cleared by a medical provider, or if you are an unvaccinated close contact in the quarantine period.

If you need to miss class for illness, please email me at jbarfiel@vols.utk.edu as soon as possible.

You can find more information and updates at utk.edu/coronavirus.

DISCLAIMER

- **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.**