

SCHOOL OF INFORMATION SCIENCES COURSE SYLLABUS

Spring 2023 - INSC 514 Section 001 & 002 - Information Technology Foundations

University of Tennessee, Knoxville

Class Time: Tuesday, 6:30 PM – 7:45 PM Eastern Time

<https://tennessee.zoom.us/j/91467713663>

Instructor Contact Information

Dan Greene, MSIS

CCI IT Administrator/Web Manager & SIS Lecturer

(I don't have a Ph.D. and do not have Professor rank,
just call me Dan) Pronouns: He/Him/His

dgreene@utk.edu



451-H Communications Bldg. In SIS Main Office Suite

<https://sis.utk.edu/profile/dan-greene>

Office Hours: Email to schedule appointment

SIS Office Information

451 Communications Bldg.

1345 Circle Park Drive

Knoxville, TN 37996-0341

SIS Office: 865-974-2148

Welcome Statement

Welcome to INSC 514, an information technologies foundations course. My goal in this class is to give you the tools and vocabulary to explore various technologies on your own, and the confidence to implement those technologies in your current or future career. I'm a 2003 graduate of SIS and have worked in some combination of IT, higher education, and academic libraries for 25 years.

COURSE INFORMATION

Catalog Description

Introduction to foundational concepts; theories, models, and frameworks for designing, adopting, learning, and using information technology (IT); analysis, evaluation and management of electronic tools and resources; trends, capabilities, and limitations of information technologies for accessing, managing, and applying information from service user and service provider perspectives in various information settings.

Student Outcomes

- Students who complete this course will be able to:

- Demonstrate theoretical knowledge of designing, adopting, learning, and using information technologies.
- Demonstrate knowledge of emerging trends and technologies relevant to information environments.
- Demonstrate contemporary technology skills by conceptualizing and designing appropriate information and technology products and services.
- Demonstrate knowledge and skills of implementation and evaluation of web-based applications.
- Demonstrate, through completion of assignments and projects, the ability to identify, evaluate, compare and select applications appropriate for supporting delivery of information services and resources.
- Assess and implement information technologies, systems, sources and services that serve users effectively and efficiently.
- Analyze and apply information policies and information-related laws that influence the delivery of information resources throughout society.
- Manage a wide variety of information technologies at their place of employment
- Apply lessons learned from real-world IT case examples in all types of information environments.

Course Design

This course uses an experiential learning model or learning by doing and then reflecting on that experience. Much of information technology is based on applying previous knowledge to a new technology or area. New technology is never developed fully formed; it is always building on a previous iteration.

Text

You do not need a textbook. All of the class resources are online.

COMMUNICATION

I am required to communicate with you through your UTK email address. Feel free to contact me for questions or to share ideas. To ensure a quick response, start your message subject line with INSC 514. I will reply to your messages within 48 hours.

This course is offered in an online format with all class materials posted in Canvas. The delivery of the course content will include lectures, videos, discussions, demonstrations, and hands-on training activities.

All lecture slides will be posted on Canvas. Read the class announcements posted on Canvas to stay current with course matters. Submit assignments on Canvas. Do not email them to the instructor.

COMPUTING REQUIREMENTS AND RESOURCES

Requirements

You must have adequate computing skills, including but not limited to use of word processing, web browsers, email, 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. UT students have access to Office 365, including PowerPoint. More information is at: <https://oit.utk.edu/office365> , log in at <https://office365.utk.edu>

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 ATTENDANCE AND PARTICIPATION POLICIES, CAMPUS CLOSURES

Attendance and Class Discussions

Regular attendance to Zoom class sessions is strongly recommended. There are discussion topics in Canvas for almost every week on the class. Posting to these discussions is part of your grade. You are only required to post to a discussion once, although you are free to respond to other students' posts. The due dates for discussion topics are recommendations. If you miss a discussion topic during the recommended time, please make a post as soon as you can.

Inclement Weather or Plague, Famine, Pestilence, Alien Invasion, etc.

“The chancellor (or appointed representative) may officially close or suspend selected activities of the university due to extraordinary circumstances that affect the campus community. 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.

ASSIGNMENTS AND GRADING

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. Unlike the weekly discussions, late assignments will not be accepted unless the instructor has been notified before the assignment due date. Where applicable, you must include a

works cited page in your assignment. Citation style is up to you but include enough information so your source can be located.

I expect everyone in this class to be able to make an A. If the assignment meets the requirements and you have put a degree of thought and creativity into your work (where appropriate) you will likely get an A. If I feel that the work submitted is not A level this will be discussed with the student before any final determination is made.

Because of my grading philosophy I generally don't provide feedback when I grade assignments. However, you are welcome to email me drafts or works in progress before submitting the final work in Canvas and I will provide feedback then. You are also free to email me questions about assignments at any time.

MAPPING OF ASSIGNMENTS TO MSIS PROGRAM OUTCOMES AND DUE DATES

Assignment	Points (approx. %)	SIS Program Outcome	Due Dates (approx.)
Assignment 1: IT Knowledge Assessments (2 at the start of the semester, 2 at the end)	100 (17%)		February 7 May 9
Assignment 2: Social Media Policy	100 (17%)	3, 4	February 28
Assignment 3: Computer Configuration Project	100 (17%)	8	March 28
Assignment 4: HTML Essay	100 (17%)	6, 9	April 25
Assignment 5: Evaluating Apps or Websites	100 (17%)	3, 4	May 2
Assignment 6: Podcast or Screencast	100 (17%)	6, 7	May 9
Weekly Discussions	100 (17%)		One question per week, 14 weeks, approximately 7 points per week

DISABILITY, CIVILITY, AND TITLE IX STATEMENTS

Disabilities that may Impede Learning

Any student who feels they 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: <https://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.

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

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 <https://libguides.utk.edu/scholarlypublishing/plagiarism>
Infractions of academic integrity are penalized according to the severity of the infraction but may include a course grade of "F."

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.

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.

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.