INSC 495 Special Topics Syllabus (Spring 2023)
School of Information Sciences (SIS)
College of Communication and Information (CCI)
University of Tennessee, Knoxville

COURSE INFORMATION

INSC 495 Special Topics: Information Sciences Professional Seminar (3.0 Credit Hours)
Course Mode: Online, partially synchronous
Scheduled Class Meetings: Tuesday 9:45am – 11:00am (ET)
(more information on course mode provided in syllabus)
ZOOM Course ID/Link: 968 6030 5234

Instructor: Amy Forrester, MA, MSIS
email: aforres4@utk.edu
Office Location: virtual
Office Hours: By appointment
Cell/Text: 202-288-8504
Office Phone (message): 865-974-7909

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

Catalog Description
Study of a specialized area of information sciences or information technology. Topics vary by semester. Repeatability: May be repeated. Maximum 6 hours. Comment(s): This course may be used to satisfy capstone requirement for Information Sciences majors.

Additional Course Description

Student Learning Outcomes
Upon completion of this course, students will be able to:
• Understand issues and strategies for managing workplace culture, including business etiquette and conflict resolution.
• Understand essential responsibilities and skills for effective project management.
• Understand essential organizational skills and strategies for effective time-management.
• Evaluate various career opportunities for information professionals.
• Identify and apply effective job search strategies, including interviewing, resume and letter writing, social media branding, and salary negotiation.
• Identify and evaluate various professional associations and lifelong learning opportunities.
• Understand various techniques for effective communication, and present utilizing spontaneous talks frameworks.
• Design, critique and present an Portfolio.

Course Modality
This course contains two instruction components: (1) a weekly synchronous meeting via Zoom on Tuesdays from 9:45-11:00am Eastern; and (2) a weekly asynchronous activity to be completed via Canvas on/by 11:59 pm EST on Fridays that takes approximately 75 minutes to complete. The first synchronous class is January 24th; our last synchronous class is May 9th.

Course Design
The course adopts an active learning approach. Students are required to: (1) complete all required readings and viewings; (2) attend all synchronous class meetings and watch all asynchronous recorded lectures; (3) complete all asynchronous activities, and (4) complete graded assignments. Required readings and viewings to prepare for the synchronous sessions and recorded lectures, as well as instructions for asynchronous activities, are posted in the Modules section on Canvas. Remember: we only meet “live” via Zoom on Tuesdays.

Assigned Readings, Viewings, Podcasts and Other Course Materials
There is no required text for this course. Suggested resources that may be useful to you will be shared throughout the semester via the Canvas Discussion board. Any resources shared there are optional.

Scholarly and professional readings will be assigned, along with other required materials, such as video recordings and podcasts. These required resources will be listed to the appropriate Module on the Canvas site. Each student will be responsible for preparing for each class session by completing these resources in order to contribute to class discussions and activities.

The resources in the Module section of Canvas are available through several channels, including the open Web and the University of Tennessee Libraries, unless otherwise noted in the Module. If you have any challenges accessing these readings, let me know as soon as possible. It is assumed, however, that before contacting me: (1) you already contacted a library staff member if an issue with accessing a resource listed to the library catalog or contained within a library-licensed database; (2) you looked at the appropriate session Module on Canvas to see if any links are provided there; and/or (3) if a web-based resource, you have searched the Web using the resource title and author (especially as URLs are subject to change). Be sure to orient yourself to using library service and resources at the University, such as by consulting Information for Undergraduate Students: Library Services & Resources.

Any slides and handouts shared in Zoom synchronous meetings or asynchronous recorded lectures are made available in the Module section on Canvas. Materials are organized by week and theme. Because of the diversity of preferences for making use of information and differences in format support for preservation purposes, materials are made available in multiple formats. For example, class slide decks may be provided in both PowerPoint and PDF.
COMMUNICATION

Email
Email is the best way to contact me. In line with University policy, any official email sent to students will be addressed to their UTK email address. It is the student’s responsibility to ensure that any time critical email is read and acted upon. I send class-related emails to your UTK email account and via Canvas throughout the semester. Be sure to check your email frequently. 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.

While you are welcome to use the Discussion Board on Canvas for communication, be aware questions for me that need a timely response should be communicated via email (or during/after class on Tuesdays). I read the Discussion Board, but less frequently than my emails.

Instructor Availability
Please feel free to email me at any time with updates, questions, or concerns. I try to respond as quickly as possible, and I’ll typically respond within 24 hours during the week and 48 hours on the weekend. I’ll notify you if I will be out of reach for any length of time. If a more immediate response is needed, simply indicate that in your subject line (e.g., URGENT, ASAP, ETC.).

I do not maintain established office hours as it allows more flexibility in meeting with students. Email me to schedule an appointment. We can meet via Zoom or over the phone.

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 submit your assignments using Canvas.

There are campus resources to support your use of technology (see below), but ultimately it is your responsibility to make sure you have the necessary technical equipment and knowledge needed.

Course Resources
- SIS Technology Introduction website for help getting started with the tools you’ll need in the program: https://sis.utk.edu/techintro/
- The Office of Information Technology (OIT) provides training classes in using varied technologies for students at no charge (advance registration is required).
- UT Libraries: http://lib.utk.edu

Technical Support
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

Learner Expectations

- Be prepared for all classes.
- Read the assigned materials.
- Be on time for classes.
- Actively contribute to the learning activities in class.
- Be respectful of others.
- Be respectful in communicating with the instructor.
- Abide by the UT Student Code of Conduct.
- Check your email and Canvas on a regular basis for announcements.
- Use technology and software such as Zoom and Canvas, among others, and associated features responsibly and ensure safety and security.

Instructor Expectations

- Be prepared for all classes.
- Evaluate all work fairly and equitably.
- Be respectful of all students.
- Create and facilitate a meaningful learning environment.
- Behave according to University codes of conduct

Class Attendance

**Synchronous Classes on Tuesdays:** Attendance is required and necessary. Contact me ASAP if you cannot attend class. If you miss a class, you must review any materials posted to Canvas. Session recordings will be provided upon request for excused absences. You should also contact classmates to receive additional guidance on the missed content.

Examples of acceptable reasons for absence from a synchronous class include: (1) illness; (2) serious family emergencies; (3) special curricular activities or job requirements; 4) participation in official university activities such as music performances, athletic competitions or debate; (5) military obligation, (6) religious holidays; and (7) obligations for court imposed legal obligations (i.e., jury duty, subpoena).

**Asynchronous Classes:** You are required to complete all Asynchronous class activities.

**Point Deduction for Unexcused Absences:** Failure to attend synchronous classes or complete asynchronous activities, especially if a pattern emerges, may result in a reduction of points from your total points earned over the course of the semester. At the discretion of the instructor, up to three points may be deducted for each absence.

Class Participation

You are expected to actively participate in class discussions and activities. Class participation is a valued aspect of this course. Discussions on class-related materials and business, whether they take place in the class or outside of class (e.g., via the discussion board on Canvas), should be conducted in a respectful manner, in line with the University Civility Statement. Be considerate of
your classmates by arriving at our Zoom classroom on time; completing the required readings and viewings; and being an active participant in class-related activities and discussions.

**Class Cancellation Guidelines**
If it is necessary for me to cancel a synchronous Tuesday class session, every effort will be taken to do so in advance. Look for e-mail announcements sent by me via Canvas. Cancellation of class will not mean fewer classes taught in the semester. For more information on what is to be expected, see the [Class Cancelling Guidelines](#).

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](http://utk.edu).

### ADDITIONAL POLICIES AND POINTS OF INFORMATION

#### Honor Statement and 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. Appropriate and accurate citation in written work is 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 written or spoken words, phrases, or sentences from any source without proper documentation (e.g., quotation marks and a citation);
2. Summarizing without proper documentation 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 or content is available for use without attribution, such as images distributed via Pixabay);
4) Collaborating on a graded assignment without the instructor’s approval; and
5) Submitting work in whole or in part by a professional service and used without attribution.

Students unsure of the nature of plagiarism should consult a librarian, a guide for academic writing, your academic advisor or this instructor. 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" and the instructor's recommendation to the UTK Dean for Graduate Studies that the student be dismissed from the University.

Disability Services
Any student who feels they 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.

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.

SIS Diversity & Inclusion Statement (Excerpted)
The School of Information Sciences is committed to diversity, inclusion, and equal opportunity for all. Our commitment to promoting, protecting, and ensuring diversity and inclusion in our community builds on an understanding that a diverse and inclusive society is essential for the free exchange of ideas, debate, research, academic freedom, growth, responsibility, knowledge, integrity, cooperation, and success in the local and global context. Diversity and inclusion are also essential in developing the cultural competencies and effectiveness information professionals must have to serve the needs of increasingly diverse and pluralistic communities. For the complete statement, see the Diversity & Inclusion Statement of the School of Information Sciences.
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

Assignments
This table lists each assignment by name, due date, point value and percentage of final grade. Detailed instructions for assignments are provided in the Assignments section of Canvas.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Point Value</th>
<th>Percentage of Final Grade</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Epitaph</td>
<td>5</td>
<td>5%</td>
<td>01/31/23 (Tuesday)</td>
</tr>
<tr>
<td>Handshake Profile and Resume</td>
<td>5</td>
<td>5%</td>
<td>02/14/23 (Tuesday)</td>
</tr>
<tr>
<td>Job Analysis and Cover Letter</td>
<td>15</td>
<td>15%</td>
<td>02/24/23 (Friday)</td>
</tr>
<tr>
<td>Online Personal Brand</td>
<td>5</td>
<td>5%</td>
<td>03/07/23 (Tuesday)</td>
</tr>
<tr>
<td>Portfolio Storyboard</td>
<td>15</td>
<td>15%</td>
<td>03/21/23 (Tuesday)</td>
</tr>
<tr>
<td>Continuing Education Review</td>
<td>10</td>
<td>10%</td>
<td>04/04/23 (Tuesday)</td>
</tr>
<tr>
<td>Critical Thinking Skills Test</td>
<td>15</td>
<td>15%</td>
<td>05/02/23 (Tuesday)</td>
</tr>
<tr>
<td>Published Portfolio</td>
<td>30</td>
<td>30%</td>
<td>05/12/23 (Friday)</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

1 You may complete the California Critical Thinking Skills Test (CCTST) at any point during the semester up until 05/02/23 (that is the last date for which you must complete it).

Preparing Assignments
Some assignment instructions, as provided on Canvas, come with a scoring rubric. Be sure to review the rubric in addition to the detailed assignment instructions, when available, to assist in completing the assignment.

The words or ideas of others must be properly cited. For assignments requiring references, students should adopt the style conventions of the Publication Manual of the American Psychological Association (APA), 6th Edition or 7th Edition (published October 2019) for in-text citations and reference lists. You may request to use a style with which you are more familiar (e.g., Chicago, MLA). Contact me with your request via email before, not on, the assignment due date. Requests will be granted on a case-by-case basis. Be aware: making a request does not guarantee it will be honored.
Submitting Assignments
Submit assignments on time as directed in assignment instructions. There are limited exceptions when I may agree to receive a late assignment; this is determined on a case-by-case basis and is not a given. If you are late submitting an assignment, it is your responsibility to contact me ASAP, in advance of the date the assignment is due (when possible). I reserve the right to dock points for any late assignments. All assignments are submitted via Canvas.

Assigning Grades
After receiving your assignments, I will make every effort to return your marked assignments via Canvas within two weeks, though this is not a guarantee. Any questions concerning any specific grade you receive should be discussed first with me. If you remain dissatisfied, then you may refer to the Grade Appeal Procedures in the Undergraduate Catalog.

Grading Scale
Semester grades will be assigned according to the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>Superior performance (4 quality points)</td>
</tr>
<tr>
<td>A-</td>
<td>90-92.99</td>
<td>Intermediate superior performance (3.7 quality points)</td>
</tr>
<tr>
<td>B+</td>
<td>88-89.99</td>
<td>Very good performance (3.3 quality points)</td>
</tr>
<tr>
<td>B</td>
<td>83-87.99</td>
<td>Good performance (3.0 quality points)</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.99</td>
<td>Intermediate good performance (2.7 quality points)</td>
</tr>
<tr>
<td>C+</td>
<td>78-79.99</td>
<td>Fair performance (2.3 quality points)</td>
</tr>
<tr>
<td>C</td>
<td>73-77.99</td>
<td>Satisfactory performance (2.0 quality points)</td>
</tr>
<tr>
<td>C -</td>
<td>70-72.99</td>
<td>Unsatisfactory performance (1.7 quality points)</td>
</tr>
<tr>
<td>D+</td>
<td>68-69.99</td>
<td>Unsatisfactory performance (1.3 quality points)</td>
</tr>
<tr>
<td>D</td>
<td>63-67.99</td>
<td>Unsatisfactory performance (1.0 quality points)</td>
</tr>
<tr>
<td>D-</td>
<td>60-62.99</td>
<td>Unsatisfactory performance (0.7 quality points)</td>
</tr>
<tr>
<td>F</td>
<td>0-59.99</td>
<td>Failure performance (0.0 quality points)</td>
</tr>
<tr>
<td>S</td>
<td></td>
<td>Satisfactory; only assigned for C or better work when a course is taken on a S/NC grading basis. Carries no point value.</td>
</tr>
<tr>
<td>NC</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>W</td>
<td>Indicates student has officially withdrawn from the course or the university. Carries no point value.</td>
<td></td>
</tr>
</tbody>
</table>

**Incompletes**
Based on 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 make sure you schedule sufficient time to complete the required work. For students who simply "disappear" without contacting me and without completing the required form, an "F" is submitted. The form is available on the School of Information Sciences’ website.

**Think You Might Need to Withdraw?**
Life happens. If you think you need to withdraw from this course, keep in mind this date: May 9, 2023. This is the last day to drop with a W for the Spring 2023 semester.

**COURSE EVALUATION**

TN Voice, the university’s online, end-of-course evaluation system, is coordinated through the Office of Institutional Research and Assessment. You are encouraged to complete this evaluation. At the School of Information Sciences, it is our collective responsibility to improve the state of teaching and learning.

**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.

**ACKNOWLEDGMENT**

This course can be used to fulfill BSIS capstone requirement. Dr. Carolyn Hank contributed to design of course syllabus, assignments, and materials.
COURSE OUTLINE

Guidance for Understanding Course Outline
The course outline is organized by week and topical theme, and further organized by session type: A: Zoom Session (to be held on Tuesdays from 9:45-11:00am), and B: Asynchronous Activity. The Asynchronous Activity (B) should be completed after the respective week’s Zoom Session (A).

Also listed in the outline are Objectives and Assignment due dates. The former are the main topics and anticipated learning goals for the respective week. To aid in your class preparation, review the Objectives before completing that week’s readings and asynchronous activity. The latter lists due dates for graded work (as listed in the assignments table earlier in this syllabus). Be aware that you are also expected to complete non-graded work as part of the asynchronous portion of this course. Failure to do so will be treated as an “unexcused absence.” (For more information on how that may impact your final course grade, refer to the Class Attendance information earlier in this syllabus).

Readings are not provided in this Outline. All required and optional readings (which may also take the form of “viewings” or “listenings” for multimedia materials) are posted to the respective week’s Canvas Module. You should complete the readings before the start of class for that week. For example, readings posted in the Canvas Module folder for Week 2 for the Zoom Session should be read before you attend that class session.

WEEK 1: COURSE OVERVIEW

Objectives:
• Review syllabus and identify student learning and expectations.
• Review other course materials, including assignments and Canvas site.

1A: Zoom Session
• Date/Time: Tuesday, January 24, 2023 (9:45am-11am)
• No required readings assigned

1B: Asynchronous Activity
• To be completed on/by Friday, January 27, 2023 (11:59 pm EST)
• See Canvas Module for detailed instructions

Assignment(s)
• No assignment due

WEEK 2: PROJECT MANAGEMENT

Objectives:
• Identify strategies and tools for effective project management in the workplace.
• Familiarize yourself with sample Portfolios to begin work on this semester long assignment.

2A: Zoom Session
• Date/Time: Tuesday, January 31, 2023 (9:45am-11am)
• See Canvas Module for required and optional readings

2B: Asynchronous Activity
• To be completed on/by February 3, 2023 (11:59 pm EST)
• See Canvas Module for detailed instructions

Assignment(s)
• Technology Epitaph (due Jan. 31, 2023 before the start of class).

WEEK 3: HANDSHAKE, RESUMES AND COVER LETTERS

Objectives:
• Resumes and cover letters
• Job search strategies

3A: Zoom Session
• Date/Time: Tuesday, February 7, 2023 (9:45am-11am)
• Guest Speaker: Devan Lane, CCI Director of Career Development (10-11am).
• See Canvas Module for required and optional readings

3B: Asynchronous Activity
• To be completed on/by Friday, February 10, 2023 (11:59 pm EST)
• See Canvas Module for detailed instructions

Assignment(s)
• None
WEEK 4: CAREERS IN INFORMATION SCIENCES

Objectives:
• Survey various career paths for information professionals.
• Survey various graduate education paths in information sciences and aligned fields.
• Examine, analyze and plan for jobs of particular interest to you.

4A: Zoom Session
• Date/Time: Tuesday, February 14, 2023 (9:45am-11am)
• See Canvas Module for required and optional readings

4B: Asynchronous Activity
• To be completed on/by Friday, February 17, 2023 (11:59 pm EST)
• See Canvas Module for detailed instructions

Assignment(s)
• Handshake Profile and Resume (due Feb. 14, 2023 before the start of class).

WEEK 5: PRESENTING YOURSELF

Objectives:
• Discuss various ways to leverage social media content for branding yourself.
• Identify and assess various platforms for designing and publishing an Portfolio (specifically, Word Press and Wix, or SquareSpace, for a fee).

5A: Zoom Session
• Class does not meet on Zoom on Tuesday, February 21, 2023
• Instead, you are to attend the UT Spring and Job Internship Fair (2-6pm in the Thompson Boling Arena)
• See Canvas Module for more info, and required and optional readings

5B: Asynchronous Activity
• To be completed on/by Friday, February 24, 2023 (11:59 pm EST)
• See Canvas Module for detailed instructions

Assignment(s)
• Job Analysis and Cover Letter (due February 24, 2023 by 11:59pm)

WEEK 6: SKILLS FOR JOB MARKET SUCCESS

Objectives:
• Identify techniques for preparing for and participating in job interviews.
• Identify effective and appropriate strategies for salary negotiation.

6A: Zoom Session
• Date/Time: Tuesday, February 28, 2023 (9:45am-11am)
• Guest Speaker: Devan Lane, CCI Director of Career Development (10-11am).
• See Canvas Module for required and optional readings

6B: Asynchronous Activity
• To be completed on/by Friday, March 3, 2023 (11:59 pm EST)
• See Canvas Module for detailed instructions.

Assignment(s)
• None … but be aware you can complete the Critical Thinking Skills Test (CCTST) at any before May 2, 2023.

WEEK 7: SKILLS FOR WORKPLACE SUCCESS

Objectives:
• Discuss good practices for managing personal data
• Identify strategies for time and task management and organization.

7A: Zoom Session
• Date/Time: Tuesday, March 7, 2023 (9:45am-11am)
• See Canvas Module for required and optional readings

7B: Asynchronous Activity
• To be completed on/by Friday, March 10, 2023 (11:59 pm EST)
• See Canvas Module for detailed instructions.

Assignment(s)
• Online Personal Brand (due March 7, 2023 by 11:59pm).

NO CLASS (SPRING BREAK – MARCH 13-17, 2023)
## WEEK 8: WORKPLACE CULTURE

### Objectives:
- Discuss information ethics as applied in the workplace.
- Identify strategies for conflict resolution in professional settings.
- Understand continuing relevance of critical thinking skills for professional success.
- Discuss the importance of resilience.

### 8A: Zoom Session
- Date/Time: Tuesday, March 21, 2023 (9:45am-11am)
- See Canvas Module for required and optional readings.

### 8B: Asynchronous Activity
- To be completed on/by Friday, March 24, 2023 (11:59 pm EDT)
- See Canvas Module for detailed instructions.

### Assignment(s)
- Portfolio Storyboard (due March 21, 2023 before the start of class).

## WEEK 9: LIFE-LONG LEARNING

### Objectives:
- Develop a tactical plan for lifelong learning and continued professional development.
- Identify and analyze various professional associations in the information sciences.

### 9A: Zoom Session
- Date/Time: Tuesday, March 28, 2023 (9:45am-11am)
- See Canvas Module for required and optional readings.

### 9B: Asynchronous Activity
- To be completed on/by Friday, March 31, 2023 (11:59 pm EST)
- See Canvas Module for detailed instructions.

### Assignment(s)
- None

## WEEK 10: COMMUNICATING YOUR IDEAS

### Objectives:
- Identify a variety of presentation techniques utilizing “spontaneous talks framework”

### 10A: Zoom Session
- Date/Time: Tuesday, April 4, 2023 (9:45am-11am)
- See Canvas Module for required and optional readings.

### 10B: Asynchronous Activity
- None assigned
- Be aware: University closed April 6-7, 2023 for spring recess.

### Assignment(s)
- Continuing Education Review (due April 4, 2023 before the start of class).

## WEEK 11: CONSIDERATE CRITIQUING

### Objectives:
- Discuss good practices for receiving and giving feedback.
- Define and understand implications of implicit bias.

### 11A: Zoom Session
- Date/Time: Tuesday, April 11, 2023 (9:45am-11am)
- See Canvas Module for required and optional readings.

### 11B: Asynchronous Activity
- To be completed on/by Friday, April 14, 2023 (11:59 pm EDT)
- See Canvas Module for detailed instructions.

### Assignment(s)
- No assignment due

## WEEK 12: CRAFTING YOUR PHILOSOPHY

### Objectives:
- Develop a personal philosophy of information sciences.

### 12A: Zoom Session
- Date/Time: Tuesday, April 18, 2023 (9:45am-11am)
- See Canvas Module for required and optional readings.

### 12B: Asynchronous Activity
- To be completed on/by Friday, April 21, 2023 (11:59 pm EDT)
- See Canvas Module for detailed instructions.

### Assignment(s)
- None … but be aware you can complete the Critical Thinking Skills Test (CCTST) at any before May 2, 2023.
### WEEK 13: PROFESSIONAL PERSPECTIVES

**Objectives:**
- Listen to first-hand accounts of information professionals working in a variety of roles.

**13A: Zoom Session**
- Date/Time: Tuesday, April 25, 2023 (9:45am-11am)
- See Canvas Module for required and optional readings

**13B: Asynchronous Activity**
- To be completed on/by Friday, April 28, 2023 (11:59 pm EDT)
- See Canvas Module for detailed instructions.

**Assignment(s)**
- None … but be prepared to show a draft of your Portfolio in a breakout room session in class next week. Your final, published Portfolio is not due until

### WEEK 14: PORTFOLIO CRITIQUES

**Objectives:**
- Present your draft Portfolio in a small group.
- Provide feedback to peers.

**14A: Zoom Session**
- Date/Time: Tuesday, May 2, 2023 (9:45am-11am)
- See Canvas Module for required and optional readings

**14B: Asynchronous Activity**
- To be completed on/by Friday, May 5, 2023 (11:59 pm EDT)
- See Canvas Module for detailed instructions.

**Assignment(s)**
- Critical Thinking Skills Test (due May 2, 2023 before the start of class).

### WEEK 15: WRAP-UP

**Objectives:**
- Revisit course outcomes and share key impressions from the course.

**15A: Zoom Session**
- Date/Time: Tuesday, May 9, 2023 (9:45am-11am)
- See Canvas Module for required and optional readings

**15B: Asynchronous Activity**
- None (classes end May 9, 2023)

**Assignment(s)**
- Published Portfolio (due May 12, 2023 by 11:59 pm)