THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

SCHOOL OF INFORMATION SCIENCES

MSIS Lecturer

Handbook

2023-24

Contents

A Guide for MSIS Lecturers

Introduction

Thank you for the joining or rejoining the School of Information Sciences as a part-time lecturer! We value your contribution as an instructor to our program as you provide your knowledge and expertise of the information field to our students.

This Lecturer Handbook provides useful information to assist you before, during, and after the semester. If you have further questions, please consult with the SIS Director, the Director of Graduate Studies, or the Assistant Director of Academic Programs.

Course Syllabus

The School provides a template for all Information Sciences course syllabi. Elements of syllabus template consist of required items (must be included), recommended items (advisable but not required), and suggested items. When questions arise, encourage your students to look at the syllabus first! For more details, see Appendix A for the template and Appendix B for the syllabus guide.

Required	Recommended

Course number and title
Semester and year
School and College information
Class meeting days and times, location
Instructor's
  • First and last name
  • Office hours
  • Email address
  • Best way to contact instructor
SIS Office address, phone, and fax numbers
Course Description: Catalog
Student Outcomes
Required Texts
Communication Methods
Computing Requirements
Technical Support
	Additional Information about course in addition to catalog description and course outcomes
	Course Design
	Instructor availability
	Course resources
	Learner and Instructor expectations
	Assigning grades
	Disclaimer regarding possible alterations to syllabus
	NOTE: information about required reading assignments should be made available at least two weeks prior to due date.

Suggested
Instructor photo (with alt tag)
Welcome statement
Recommended texts (style guides?)

Required Readings

Please have students access articles through subscriptions whenever possible. Posting PDFs on Canvas is not recommended when a reading is available elsewhere. The UTK Libraries provides resources for subscriptions to articles, conference papers, and book chapters. If you have questions, contact our library liaison, Callantha Tillotson.

The MSIS Student Learning Collection (SLC)

The SLC is part of the exit requirement for all MSIS students and is a mechanism for SIS to gather evidence that students have achieved the nine (9) MSIS Program Outcomes by their final semester of study.

How Does the SLC Work?
Students must review completed coursework and identify at least 3 assignments that demonstrate their mastery of at least 5 of the 9 MSIS Program Outcomes. Every SIS course must include at least one assignment that is connected to at least one MSIS Outcome. Assignments and Outcomes must be identified in MSIS course syllabi. (See an example in Appendix C.)

Prior to the beginning of classes, your course syllabus should be submitted to the School via the Course Syllabus Upload Form (the link will also be provided to you prior to the semester). In the form, you will identify assignments from your course that are matched to at least one of the program outcomes. The form has space for 5 assignments, but you can add more if necessary. An individual assignment can be mapped to multiple outcomes but no more than 3 are recommended. Include the mapping information in your syllabus.

Canvas and Zoom

Canvas is the asynchronous learning management system used for all courses. Zoom is the cloud-based conference tool used for online courses.

All course sections are assigned a Canvas site. For instructors teaching a combined class of two sections, the sites can be merged into **one prior to publishing the class**.

The Office of Innovative Technology provides "Get Started" guides for Canvas and Zoom.

Canvas: https://oit.utk.edu/teachingtools/online/

Zoom: https://oit.utk.edu/teachingtools/liveonline/zoom-getting-started/

Instructions for Merging Two Sections in Canvas:
https://utk.teamdynamix.com/TDClient/2277/OIT-Portal/KB/ArticleDet?ID=118409

Useful Features in Canvas

To enhance your course, Canvas offers features such as the following:

- "Inbox" for emailing the students individually or as a group
- Announcements which can be scheduled for posting throughout the semester
- Assignment Submission and Speedgrader
- Discussion Boards
- "Student View" (where you can see your course from a student's perspective)

Tips and Tricks for Zoom

For online, synchronous courses, classes are held in Zoom. When setting up your classes, be sure to have the most up-to-date version on your computer to access all the features. Check your storage space (cloud or machine) to make sure you have enough to hold recordings of each session during the semester. In class, share only your PowerPoint (or other presentation software) window. Video is helpful, but for recordings, it can increase the size of the mp4 files significantly.

Connecting Zoom to Canvas

Set up your class sessions and recordings by connecting Zoom to your Canvas site. First, make sure that the @tennessee.edu form of your UTK email address is the primary email in Canvas. (This only has to be done once at https://utk.instructure.com/courses/55015/pages/zoom-instructions.)

From your home page in Canvas, select **Settings** in the menu. Select the **Navigation** tab near the top of the screen and scroll down to the 2nd block to find "Zoom". Drag and drop "Zoom" into the first block on the top of the screen to make it visible. Be sure to **SAVE** at the bottom of the screen!

Once Zoom is visible in your menu, select it to set up a recurring class meeting. Select the **Schedule a Meeting** button near the top and add the class schedule information.

Schedule a Meeting

Topic   INSC 552: Academic Libraries

Description (Optional)   Enter your meeting description

When   01/14/2020   [🗓]   12:40 ∨   PM ∨

Duration   1 ∨ hr   15 ∨ min

Time Zone   (GMT-5:00) Eastern Time (US and Canada) ∨

☑ Recurring meeting   **Every week on Tue, until Apr 21, 2020, 15 occurrence(s)**

Recurrence   Weekly ∨

Repeat every   1 ∨ week

Occurs on   ☐ Sun   ☐ Mon   ☑ Tue   ☐ Wed   ☐ Thu   ☐ Fri   ☐ Sat

End date   ⦿ By 04/21/2020 [🗓]   ◯ After 7 ∨ occurrences

Meeting Password   ☑ Require meeting password   use

Video   Host   ◯ on   ⦿ off

                Participant   ◯ on   ⦿ off

Audio   ◯ Telephone   ◯ Computer Audio   ⦿ Both

                Dial from United States of America   Edit

6

Meeting Options
☑ Enable join before host

☑ Mute participants upon entry ▣

☐ Enable waiting room

☐ Only authenticated users can join

☐ Breakout Room pre-assign

☑ Record the meeting automatically   ● On the local computer   ○ In the cloud

Alternative Hosts   [Example: mary@company.com, peter@school.edu]

[Save] [Cancel]

Add the Zoom link to the Announcements section of the Canvas to provide easy access for your students. If you set Zoom to automatically record the class, a link to each session will automatically appear on the Zoom page.

Zoom Security and Helpful Settings

While Zoom is a great class tool, it is subject to unauthorized intrusion and disruption if left open. The following helpful options in your Zoom Settings can be used to avoid these incidents.

- *Join Before Host* – turn this off to prevent anyone from accessing the class before you have logged in
- *Authentication* – only allows UTK-affiliated persons to join the meeting
- *Require a Password* – use a password provided to students enrolled in the course
- *Mute on Entry*

For additional helpful links for Canvas, Zoom, and class recordings, see the Resources page.

Organizing Your Class

Graduate classes are typically one meeting per week (2 hours, 40 minutes). Fall and spring semesters are 15 weeks, while summer terms are 8 weeks. Here are class recommendations that may be helpful.

In Class

Begin your presentation slides with an "agenda" slide to set up the class for the session. Include any housekeeping (questions and announcements). Plan at least one break after

the first hour of class. Pause the recording and/or use the "away" icon in Zoom.

Assignments, Grading, and Grades

Assignments in required courses should be standard, but assignments for elective courses will vary based on course content and goals. Try to grade/return an assignment within two weeks. Have a graded assignment planned within the first 6 weeks of class so students have an idea for where they are in the course.

Handling Student Issues and Concerns

On occasions, issues arise during the semester regarding student performance in the course. This can include problems such as excessive absences, late/missing assignments, disagreement with grading, and plagiarism.

Regular Attendance
Have an attendance policy (and any penalties) clearly stated in your syllabus. While roll calls in classes are not required, you can use various ways to keep up with students in the class, including calling on names from the roster and using the polling function in Zoom. If a student has not attended class or multiple classes per the course policy, try contacting them directly.

Grades

When providing feedback on assignments, substantive comments can help students better understand scoring and improve on future assignments. However, there are times when students want to discuss or contest an issued grade. Recommend that students wait at least 24 hours before contacting about a grade and to make an appointment to speak with you instead of discussing via email. (For additional information on grade appeals, see the UTK catalog.)

Incompletes

A grade of Incomplete can be assigned to a student under extraordinary circumstances that affect a student's performance in the course. It is the responsibility of the student to request a grade of Incomplete prior to the last day of classes. Students must complete the request form available from the School, and provide a rationale. (It is recommended that the student communicate directly with the instructor prior to the request.) After review of the request, if approved, notify the School of the arrangement and the deadline for completion of the remaining coursework. A grade of "I" can then be added in the grading system when it opens.

Resources

Information regarding grade appeals and plagiarism can be found in the Resources section

of this handbook. In any of the above cases, try to communicate with the student directly. If the issue remains unresolved even after communication or if there is no response at all, please reach out to the Director of Graduate Studies or the Assistant Director of Academic Programs for assistance.

Administering Your Class

As an instructor, you will have a MyUTK account where you can see your class roster(s), complete the required attendance tracking, and enter your final course grades.

Attendance Tracking

The university requires that all instructors verify that students who are receiving any form of financial aid are attending class. The attendance tracking system opens on the first day of classes. While you are not required to take daily attendance, instructors must verify that students have attended at least once. For more information and instructions, please see the Registrar's website at https://registrar.utk.edu/banner-general-information-for-faculty/banner-attendance-tracking-instruction-guide/.

Class Roster

Your class roster is available in both Canvas and MyUTK. The list in MyUTK is more accurate as it is updated automatically when there any changes (e.g., if a student drops your class). Class rosters are listed by section in MyUTK.

Final Grade Entry

Final grades are entered via MyUTK. Near the end of the semester, the Registrar's Office sends a reminder when the grading period opens. (You can also find the dates and deadlines in the Key Dates calendar at https://registrar.utk.edu/calendar/.)

In your MyUTK account, your grade entry screen may look like the one below. This is also used to enter a grade after the semester has ended when changing a grade from Incomplete to a letter grade.

Select a section to begin entry. The system will require you to acknowledge and accept FERPA policies before entering the grade entry system. (This page is also where you will find instructions on how to enter grades.)

In your section, you will see a list of students and grading status for each.

The "Grading Status" column shows the grading status of each course section. The "Rolled" column is controlled by the Registrar, so there is no action needed for this. Upon selection of a course section, a window will open to list the students enrolled in the section. Here is where you will enter a grade for each student.

Course Evaluations

The university system TNVoice is the course evaluation system for students to provide feedback near the end of the semester. You will receive an email notification when the system has opened, and instructors should encourage their students to complete the course evaluation at that time.

Evaluation Questions

- Please rate the following questions based on your experiences in this course. The rating categories are 5=Strongly Agree, 4=Agree, 3=Neutral, 2=Disagree, and 1=Strongly Disagree. If the question does not apply to this course then choose 0=Not Applicable.

  - The instructor contributed to your understanding of course content.
  - The instructor created an atmosphere that invited you to seek additional help.
  - The instructor responded to your inquiries about the course (e.g., emails, texts, phone calls) within a reasonable timeframe (i.e., 48-72 hours).
  - The instructor created a respectful and positive learning environment.
  - The instructor provided useful feedback on course assignments.
  - The course challenged you to learn something new.
  - The class sessions were well organized.
  - The course materials (readings, homework, laboratories, etc.) enhanced your learning in this course.

- Is there any additional feedback you would like to provide about the instructor (e.g., teaching style, time management, accessibility)?

- Is there any additional feedback you would like to provide about the course (e.g., workload, content, technology)?

- Is there any feedback you would like to provide about the instructor's transition of this specific course to remote/online learning?

Resources

Required Training

- UTK Title IX Mandatory Reporter Site

Teaching Resources

Administering Your Class

- Academic Calendar
- Attendance Tracking Instructions
- Grade Entry Instructions
- Grade Appeal Process for Students
- Plagiarism

Canvas, Zoom, and Class Recordings

- Canvas Access Calendar
- Using Canvas – be sure to check out the Frequently Asked Questions near the bottom of the linked page
- Combining/Merging Course Sites into One Site
- Reusing Course Content from Previous Semesters
- Adding Users to a Course
- Using Zoom
- Using Zoom Cloud Recordings (easiest way to record a class)
- Adding Zoom Integration to Canvas (when used in combination with Zoom cloud)
- Uploading Zoom or other videos with Canvas Studio

Syllabi

- Graduate Studies Syllabus Template
- Graduate Course Syllabus Upload Form
- Campus Syllabus

Diversity & Inclusion Instructional Resources

- Inclusive Teaching Resources from Teaching and Learning Innovation
- Allyship and Antiracism Reading List from the Office of Multicultural Student Life
- Cooke, N. A. (2020, May 30). Anti-Racism Resources for all ages. [A project of the Augusta Baker Endowed Chair at the University of South Carolina].

Important Contacts

- Abebe Rorissa (Director of SIS) arorissa@utk.edu

- Wade Bishop (Director of Graduate Studies) epatillo@utk.edu
- Tanya Arnold (Assistant Director of Academic Programs) tnarnold@utk.edu
- Dan Greene (IT Administrator) dgreene@utk.edu

Communications
- SIS Lecturer Email List: SIS-LECTURERS@LISTSERV.UTK.EDU
- SIS General Email List: UTKSIS-L@LISTSERV.UTK.EDU

Other Resources
- *Are You New – Faculty and Staff* – Office of Innovative Technology
- UTK Teaching and Learning Innovation

Revised: August 2023

Appendix A: Graduate Studies Syllabus Template

INSC Course Number and Title, Term and Year

University of Tennessee, Knoxville

Class Meetings: Weekday, time on ZOOM;

ZOOM Course ID/Link

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

- 451 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 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) 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, or at the Walk-in HelpDesk,.

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*. 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

Students with Disabilities

The University of Tennessee, Knoxville, is committed to providing an inclusive learning environment for all students. If you anticipate or experience a barrier in this course due to a chronic health condition, a learning, hearing, neurological, mental health, vision, physical, or other kind of disability, or a temporary injury, you are encouraged to contact Student Disability Services (SDS) at 865-974-6087 or sds@utk.edu. An SDS Coordinator will meet with you to develop a plan to ensure you have equitable access to this course. If you are already registered with SDS, please contact your instructor to discuss implementing accommodations included in your course access letter.

Accessibility Policy and Training

The University of Tennessee, Knoxville, provides reasonable accommodations for individual students with disabilities through its office of Student Disability Services. The university is also committed to making information and materials accessible, when possible. Resources and assistance to support these efforts can be found at http://accessibility.utk.edu/.

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.

Wellness

The Center for Health Education and Wellness empowers all Volunteers to thrive by cultivating personal and community well-being. The Center can answer questions about general wellness, substance use, sexual health, healthy relationships, and sexual assault prevention. The Student Counseling Center is the university's primary facility for personal counseling, psychotherapy, and psychological outreach and consultation services.

Any student who has difficulty affording hygiene products, groceries, or accessing sufficient food to eat every day is urged to contact the Big Orange Pantry for support. The Big Orange Pantry, located in Greve Hall, is a free resource for all students, faculty, and staff, no matter how great or small their need is. Students who need emergency financial assistance can also request funding from the Student Emergency Fund.

Students who are experiencing non-academic difficulty or distress and need assistance should call 974-HELP or submit an online referral. The 974-HELP team specializes in aligning resources and support to students experiencing mental health distress.

Emergency Alert System

The University of Tennessee, Knoxville, is committed to providing a safe environment for learning and working. When you are alerted to an emergency, please take appropriate action. Learn more about what to do in an emergency and sign up for UT Alerts. Check the emergency posters near exits and elevators for building specific information. In the event of an emergency,

course schedules and assignments may be subject to change. If changes to graded activities are required, reasonable adjustments will be made, and you will be responsible for meeting revised deadlines.

COVID-19 Guidelines (updated August 8, 2022)

CDC guidance recognizes the changing dynamics of living in a world with COVID-19. It rates COVID-19 community levels as low, medium, and high, with recommendations at each level about the use of masks and other precautions. At all levels of community spread, staying up-to-date with vaccination is the best way to protect yourself from serious illness and to limit the spread of COVID-19. Wearing a mask is always an option for any individual who chooses to do so, and the CDC recommends that those with high risk of severe illness talk with their health care providers. If you are sick, please stay in, avoid being around others as much as possible, and contact your health care provider for any symptoms that are worsening, moderate to severe, or concerning to you. For more information about vaccination or to self-report an illness and receive support, visit http://studenthealth.utk.edu/CommunityHealth. For more information about COVID-19, visit http://studenthealth.utk.edu/covid-19.

ASSIGNMENTS, ASSESSMENTS, AND EVALUATIONS

Academic Integrity

Each student is responsible for their personal integrity in academic life and for adhering to UT's Honor Statement. 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."

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_. 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.

Your Role in Improving the Course Through 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, and through the TNVoice course evaluation. Please take the few moments needed to respond to these requests as they are used by instructors, department heads, deans and others to improve the quality of your UT learning experience.

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

Appendix B: Graduate Studies Syllabus Guide

Guidelines for Implementation for SIS Graduate Studies Syllabus Template

Heading	Syllabus Element	Required*, Recommended+, or Suggested#?	Notes/Examples
Course Information	Course number, title, term and year University of Tennessee	∗	
	Class meeting days and times ZOOM URL	∗	
	Instructor Contact Information	∗	
	Instructor Photo	#	If you include your photo, please add an "ALT" tag (available under 'format picture' menu).
	SIS Office Information	∗	
	Welcome Statement	#	Words welcoming students and setting the tone for the class, e.g., course highlights and the importance of participation in online discussions.
Course Information	Catalog Description	∗	Copy from UTK Graduate Catalog:
	Additional Information	+	Instructor's interpretation of the course content and focus. **Example (INSC 552):** *Though this course will touch on the libraries that serve all kinds of academic institutions in the U.S., emphasis is on those of mid- and large size. Though this is not strictly a history class, we will refer to the historical development of higher education and academic libraries to provide a context for our discussion of the 21st Century academic library's theory and practice. There are no facts to memorize and no skills to demonstrate, and you will not learn how to manage any specific function of academic librarianship. The purpose of the course is to help you establish an informed perspective and theoretical framework in preparation for any assignment in an academic library.*

Heading	Syllabus Element	Required*, Recommended+, or Suggested#?	Notes/Examples
	Student Learning Outcomes	∗	• Measurable outcomes reflect what students will be expected to do by the end of the course. • Well-written SLOs should be measurable and align with course evaluation/grading methods. • SLOs may include cognitive, behavioral, affective and metacognitive outcomes.
	Course Design	+	• The instructor's vision of what will take place in the course. • Offers information about the methods of instruction (e.g. synchronous, asynchronous, combination; what kinds of activities and assignments students will have; and the tools for learning, etc. **Example:** *This course is delivered synchronously via ZOOM. Course content will incorporate lecture, activities, and discussion. You will complete small and larger group and individual assignments.*
	Required Texts	∗	• Specific information about required text, including title, author, publisher, and ISBN. • State if no text is required.
	Recommended Texts	#	Might suggest an APA Guide or CMS.
Communication	Email	∗	
	Instructor Availability	+	• List specific days and times when the instructor is available to meet with students online or talk over the phone. • Include an estimated turn-around time for responding to emails. **Example:** *Please don't hesitate to email me with updates, questions, or concerns. I will typically respond within x hours during the week and y hours on the weekend. I will notify you if I will be out of town and if connection issues may delay a response.*
Computing Requirements and Resources	Requirements	∗	**Example:** *You must have adequate computing skills, including but not limited to use of word*

Heading	Syllabus Element	Required*, Recommended+, or Suggested#?	Notes/Examples
			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) 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. 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.*
	Technical Support	∗	**Example:** *Please review the OIT website for help getting started with the tools you'll need in the program.* *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 Resources	+	• Information about the course Canvas site, and any type of research/reference materials or technology the student will need for the course. • Could include links to Getting Started with Zoom, Online@UT Canvas, the UT Library, the UT Library's Information for Distance Education, and UT Research Guides and Subject Librarians, and/or to a specific journal or other resource used in class.
Course Attendance and Participation Policies	Learner Expectations	+	Outline expectations for student behavior. **Example:** • *Be prepared for all classes* • *Be respectful of others* • *Actively contribute to the learning activities in class* • *Abide by the UT Honor Code*

Heading	Syllabus Element	Required*, Recommended+, or Suggested#?	Notes/Examples
	Instructor Expectations	+	Outline what students might expect of you. **Example:** • *Be prepared for all classes* • *Evaluate all fairly and equitably* • *Be respectful of all students* • *Create and facilitate meaningful learning activities* • *Behave according to University codes of conduct*
	<u>Attendance and Participation</u>	+/*	If policies regarding attendance and/or participation will affect students' grades, this section is required. **Example**: *It is assumed that each student be present and speak in class -- the equivalent of a "B" grade for "participation." Missing more classes or failing to participate will lower your grade; frequent participation will raise the grade.* *Regular attendance is required and necessary. A substantial portion of your grade will be based on in-class work and participation. Unexplained absences will affect your grade. Contact me as soon as possible if you cannot attend class. If you will be absent from class, you must:* • *Inform me in advance or as soon as possible after class* • *Submit any work due from the missed class period* • *Listen to class recording* • *Obtain notes, handouts, etc. from Canvas* • *Check with classmates for notes, announcements, etc.* Acceptable reasons for absence from class include: • *Illness* • *Serious family emergencies,* • *Special curricular or job requirements (e.g., judging trips, field trips, professional conferences),* • *Military obligation,* • *Severe weather conditions,* • *Religious holidays*

Heading	Syllabus Element	Required*, Recommended+, or Suggested#?	Notes/Examples
			• *Participation in official university activities such as music performances, athletic competition or debate* • *Obligations for court imposed legal obligations (i.e., jury duty, subpoena)* *Missing more than one class meeting for reasons other than those listed above will have a negative impact on your course participation grade.*
	Inclement Weather	*	
Additional Policies and Points of Information	Disability Statement	*	
	Civility	*	
	CCI Diversity Statement	*	
	Instructor Status as a Title IX Mandatory Reporter	*	
Assignments, Assessments, and Evaluations	Academic Integrity	*	
	Plagiarism	*	
	Assignments and Grading	*/+	This section should include a general statement of your expectations and policies. Required if you have specific expectations that might have an impact on student grades. **Example:** *Student work is assigned a grade based on quality of thought and writing style, thoroughness of research and of references,*

Heading	Syllabus Element	Required*, Recommended+, or Suggested#?	Notes/Examples
			appropriateness of length, and originality. Only exceptional work will receive an "A" grade. Papers that are received after the due date will be assigned a lower grade than would otherwise be received. All sources must be cited, quotations must be in quotation marks and attributed correctly. Not doing so constitutes plagiarism.
	<u>Preparation of Written Work</u>	+/*	If policies regarding preparation and/or submission of written work will affect students' grades, this section is required. **Example:** • *I prefer that you use either APA or CMS documentation styles.* • *All sources must be cited, quotations must be formatted and attributed correctly. Not doing so constitutes plagiarism.* • *Grades for assignment submissions that include incomplete in-text citations or reference lists will be lowered by one-half grade level (e.g., an assignment that would have received 17/20, or an 85/100: B, will be lowered to 16/20, 80/100: B-).* • *All assignments must be word-processed and include your name, date, and class number (552).*
	Due Dates and Late Assignments	+/*	It's advisable to include a policy regarding late submissions, and required if late submissions will be penalized. **Example:** *Assignments should be submitted to the "assignments" area of Canvas and are due (officially) at 11:59 p.m. EST on the due date listed on the syllabus. I will download the submissions from Canvas early the next morning. **I will ONLY download assignments from Canvas ONCE.** Therefore, if your assignment is not ready by the deadline…* • *You must send me an email informing me that your assignment will be late. **Not doing so will result in a one-point deduction for each day I don't hear from you.*** • *When it's ready, you must submit it to me via email, as an attachment*

Heading	Syllabus Element	Required*, Recommended+, or Suggested#?	Notes/Examples
			• *One point will be deducted for each 24-hour hour period the assignment is not turned in.*
	Incompletes	∗	
	Assigning Grades	+	It's helpful to provide some information about your process/basis for grade assignment, i.e., distribution, numeric or letter, etc. **Example:** *Please note that I do not assign letter grades for individual assignments, but will mark your paper with my comments and provide a point score based on the possible points earned for that assignment. If you'd like to compute a letter grade based on the score provided, divide your score by the total points possible for the assignment and refer to the scale on pp. of the syllabus for the corresponding letter grade. For example, if you earned 23/25 points on an assignment, your percentage grade would be 92. Your final grade will be based on total points earned/total possible points over the course of the semester.*
	Evaluation	∗	Use grade scale in template.
	Course Evaluation	∗	
	Assignments: Descriptions and Due Dates, and	∗	
	MSIS Program Outcomes	∗	In syllabus template.
	Assignment Program Outcomes for SLC	∗	• Every SIS course must have at least one assignment that addresses at least one MSIS Program Outcome.

Heading	Syllabus Element	Required*, Recommended+, or Suggested#?	Notes/Examples
			• You may identify Outcomes for as many of your assignments as you'd like. • You may identify multiple Outcomes for each assignment. • If an individual assignment addresses more than one Outcome, please provide additional entries for each Outcome.
Disclaimer	<u>Disclaimer</u>	+	It's in the instructor's best interest to include a statement addressing the possibility that the syllabus will need to be adjusted over the course of semester. **Example:** *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.*

Appendix C: Student Learning Collection

MSIS Program Outcomes

Describe and discuss	the processes of creation, organization, distribution, storage, access, retrieval, management, use, and preservation of information.
Describe and discuss	the nature of leadership and management in the information professions and the importance of participation in the global information society.
Apply	the general principles, values, and ethical standards of providing information services in a variety of settings and for diverse populations.
Comply	with the changing responsibilities of the information professional in a culturally diverse and networked global society.
Identify	critical professional issues in a variety of organizational, cultural, societal, disciplinary, transdisciplinary, and historical contexts.
Analyze and apply	standards or policies related to the processes of creation, organization, distribution, storage, access, retrieval, management, use or preservation of information.
Explain	the changing nature of information, information needs, and information behavior.
Assess and implement	information technologies, systems, sources and services that serve users effectively and efficiently.
Analyze	research and apply it to information practice.

Course Syllabus Example

Assignment	Points	Due Date	MSIS Program Outcome
Participation	15	ongoing	
Response Journals (3)	15	9/18, 10/16, 11/20	
Academic Library Literature Evaluation	30	10/9 or 10/16	9
Final Project: no presentation	40 (project only)	Project due 11/27	5, 9
Final Project: with presentation	25 project/ 15 presentation	Project due 12/4 Presentations 11/20-12/4	
TOTAL	100		

Syllabus Upload Form Example

one MSIS Learning Outcomes, and indicate which outcome(s) it demonstrates. You are required to have at least one assignment that reflects at least one learning outcome. A single assignment can only be associated with a maximum of FOUR outcomes so please select the most relevant outcomes to associate with your assignments.

(Required 1) Assignment Title (e.g., Literature Review; Collection Analysis; Website Assessment; Website Development)

Question Set 1

(Required 1) MSIS Learning Outcome(s) Demonstrated

- ☐ Describe and discuss the processes of creation, organization, distribution, storage, access, retrieval, management, use, and preservation of information.
- ☐ Describe and discuss the nature of leadership and management in the information professions and the importance of participation in the global information society.
- ☑ Apply the general principles, values, and ethical standards of providing information services in a variety of settings and for diverse populations.
- ☐ Comply with the changing responsibilities of the information professional in a culturally diverse and networked global society.
- ☐ Identify critical professional issues in a variety of organizational, cultural, societal, disciplinary, transdisciplinary, and historical contexts.
- ☑ Analyze and apply standards or policies related to the processes of creation, organization, distribution, storage, access, retrieval, management, use or preservation of information.