Course Readings

Required textbook

Concise Guide to Information Literacy, 3rd Edition
Edition: 3rd
ISBN: 9781440878190
Author: Lanning
Publisher: ABC-CLIO, Incorporated
Formats: PAPERBACK

Course Description

Lecture 3 hours; 3 credits.

This course is designed to provide students with skills necessary to identify, to access and to utilize task appropriate information. Students will learn to evaluate information sources and to apply good research strategies. The course will address qualitative, quantitative, visual and auditory data sources along with the ethical use of data and respect for intellectual property. Focus will be given to research topics in business, humanities, social science and technology.

Information Literacy

Entering students should have competence in basic computer literacy skills such as the operation of a computer, word processing and use of the Internet. IT 150G will build on and enhance those skills as student access information sources and learn to incorporate information in reports and presentations in order to use the information for maximum impact.

IT 150G is a broadly based introduction to Information Literacy and Research. It has a suffix of G because it fulfills the University General Education Requirement for Information Literacy and Research. Students may also take this course to fulfill the older D (computer literacy) requirement. Please see your advisor for specific information about these requirements.

Goals and Objectives

To provide students with concepts and skills necessary to acquire and organize information and to incorporate information from various sources. These skills include:

- Determine the nature and extent of the information needed for research and use the information appropriately for scholastic and workplace tasks.
- Identify information effectively, ethically and efficiently.
- Compare and critically evaluate different information repository structures, such as traditional database, hypermedia and collaborative environments.
- Determine the properties of information such as quality, timeliness and precision.
- Use various forms of information, such as text, quantitative data, graphical and video.
- Identify the economic, social, legal, and ethical issues surrounding the access and use of information.
- Organize, synthesize and communicate data from information sources, to address a research question in a research paper project or its purpose with clarity and depth.

How the Course Works

Delivery Method

- The course will meet in the classroom (Constant Hall 1066).
- All interaction and communication will be held in class.
- Course management is delivered through Canvas.

Instructional Approach

- Instructional content is also delivered via assigned readings, text, graphics, videos, and web links.
- Assessments are completed through written homework assignments and exams.
    - **Assignments/Quizzes/Tests/Exam**:
      Canvas will be used to provide assignments. Students are expected to **activate their Canvas accounts and review its contents on a regular basis**. Assignments will normally be submitted via Canvas.
      Acceptance of late work is at the discretion of the instructor. Assessment of penalties for lateness when that work is accepted is at the discretion of the instructor. Normally, that will mean <u>at least</u> a **50% penalty** for a late assignment. Normally, NO work can be accepted that is more than two weeks late. Valid doctor and hospital documentation should be submitted where applicable. Makeup exams are at the discretion of the instructor. After a lengthy delay in communication with the instructor, no excuses will

be accepted nor any makeup provided. Instructors have no obligations to extend extra credit opportunities in any case. Computer hardware and/or software malfunction are not valid excuses; a wise work schedule allows for a backup plan in case of failure.

Computer problems and textbook issues are not acceptable excuses for lateness. Be sure to duplicate your work in case your computer crashes.

Quizzes, tests, and exams will be given throughout the semester at the discretion of the instructor. If a student misses a quiz due to an uncontrollable situation or emergency, appropriate documentation is required.

- The class will use Microsoft Office standard for the submission of most assignments.

Instructional Resources

Instructional resources include:

- Library Modules
- Required textbook which will be provided in digital format
- Canvas
- Librarians and the Library

Summary

- Check announcements and assignment schedule at least twice a week.

Grading Criteria

The course grading will be calculated as follows:

Item	Ratio
Library Tutorials	5%
Assignments	10%
Test 1	10%

Test 2	10%
Final Examination	20%
Research Paper	See Below
Class attendance and discussion	5%
Total	100%

Research Paper Grade Breakdown

Part	Item	Percentage
Part I	Research topic and paper outline	10%
Part II	Research paper first draft	10%
Part III	Research paper final draft	20%

The final letter grade is based on the suggested guidelines in the university catalogue.

There will be progress report grades starting in the 5th week to be recorded on Leo online.

Grading Scale

Percentage	Letter Grade
93 or Greater	A

90 – 92	A-
87 – 89	B+
83 – 86	B
80 – 82	B-
77 – 79	C+
73 – 76	C
70 – 72	C-
67 – 69	D+
63 – 66	D
60 – 62	D-
Below 60	F

Student Responsibilities

Communication

- Students are responsible for reviewing their ODU email, and Canvas messages on a regular basis. At least once daily is recommended.
- Students are to send homework via Canvas attachments, wikis, and discussion boards. Email is not an acceptable way to submit homework.
- Students are to send messages to the instructor via Canvas messages and email.

ITS Help Desk

Technical Support at ODU is handled through ITS

- **Web:** ITS Help Desk
- **Email:** itshelp@odu.edu
- **Phone:** Hampton Roads 757-683-3192 or Toll Free 877-348-6503

Attendance

Students are responsible for all class work. Students must meet all course deadlines and participate in all quizzes, tests, and examinations.

There are students with legitimate **documented** absences for University-approved events and for medical emergencies. All excused absences need to be reported as promptly as possible if they are to be excused. Electronic messages to the instructor are possible around the clock.

Nonetheless, **any absence for an extended period** will require that the student contact the Office of the University Ombudsman in Student Affairs promptly.

Classroom Conduct

Class participation is strongly encouraged. Please observe the University policy's on classroom conduct located at Office of Student Conduct & Academic Integrity

Collaborative Work and Communications

This class will require collaborative exercises. Students are judged on their willingness to work cooperatively.

Course Policies

Course Ethical Requirements

Students must adhere to the University's Standards of Conduct, specifically those related to the Honor Code and plagiarism. Because the course has synergies with the Honor Code, teaches relevance of the Honor Code and also demonstrates how the Honor Code is relevant in contexts beyond college, **Honor Code violations in this course are taken seriously.**

Topics and Schedule

Course topic list, topic modules, assignments, project details, test review and schedules are provided within Canvas.

The Final Examination is given on the date provided by the University Final Exam Schedule .

All students will be required to make arrangements for the comprehensive final examination on the scheduled days (listed above) and time (to be announced). There will be no exceptions to this University Policy. There will be no early examinations under any conditions. Make your travel plans accordingly.

A Final Note

The instructor reserves the right to amend the course syllabus, after proper notification, announcement will be made in class.

University Policies

Class Conduct

The following standards are intended to define acceptable behavior that preserves academic integrity and ensures that students have optimum environmental conditions for effective learning.

1. Students should notify instructors in advance when falling behind. In the event of an emergency that might affect the progress in the course, instructors must be notified as soon as possible.
2. Students will activate their Old Dominion email accounts and check them before each class. If the student chooses to have his/her messages forwarded to another account, it is the student's responsibility to take the necessary steps to have them forwarded.
3. Offensive language, gestures and the like are disrespectful and disruptive to the teaching-learning process.

Academic Integrity

Old Dominion University is committed to students' personal and academic success. In order to achieve this vision, students, faculty, and staff work together to create an environment that provides the best opportunity for academic inquiry and learning. All students must be honest and forthright in their academic studies. Your work in this course and classroom behavior must align with the expectations outlined in the Code of Student Conduct, which can be found at www.odu.edu/oscai. The following behaviors along with classroom disruptions violate this policy, corrupt the educational process, and will not be tolerated.

● **Cheating:** Using unauthorized assistance, materials, study aids, or other information in any academic exercise.

- **Plagiarism:** Using someone else's language, ideas, or other original material without acknowledging its source in any academic exercise.
- **Fabrication:** Inventing, altering or falsifying any data, citation or information in any academic exercise.
- **Facilitation:** Helping another student commit, or attempt to commit, any Academic Integrity violation, or failure to report suspected Academic Integrity violations to a faculty member.

Academic dishonesty will be reported to the Office of Student Conduct & Academic Integrity and may result in sanctions up to and including expulsion from the University.

Plagiarism

No plagiarism will be tolerated under any circumstances. As faculty, I am bound to report any instances of plagiarism. All cases are heard before the honor council. If found guilty, the student automatically receives a failing grade in the course, and a notice is entered into the permanent record for a period of time.

College Class Conduct

The following standards are intended to define acceptable classroom behavior that preserves academic integrity and ensures that students have optimum environmental conditions for effective learning.

1. Students must turn off cell phones and pagers during class or have them set to vibrate mode.
2. Classes are expected to begin on time, and students will respect the time boundaries established by the professor. If classroom doors are locked, students may not knock or seek entrance in other ways.
3. Students should notify instructors in advance when a class will be missed. In the event of an emergency that causes a class to be missed, instructors must be notified as soon as possible.
4. Instructors may require that cell phones and other electronic devices be left on their desks during tests or examinations.
5. Students must not engage in extraneous conversations during classes. Such acts are considered to be violations of the Code of Student Conduct.
6. Students will activate their Old Dominion e-mail accounts and check them before each class. If the student chooses to have his/her messages forwarded to another account, it is the student's responsibility to take the necessary steps to have them forwarded.
7. Consumption of food and drink during class is prohibited, except when the professor has specifically approved of such acts.

8. Offensive language, gestures and the like are disrespectful and disruptive to the teaching-learning process.

Honor Code

The Old Dominion University Honor Code will be strictly enforced. By attending Old Dominion University, you have signed a pledge accepting the responsibility to abide by the following Honor Code found at <u>Office of Student Conduct and Academic Integrity</u>.

> *We, the students of Old Dominion University, aspire to be honest and forthright in our academic endeavors. Therefore, we will practice honesty and integrity and be guided by the tenets of the Monarch Creed. We will meet the challenge to be beyond reproach in our actions and our words. We will conduct ourselves in a manner that commands the dignity and respect that we also give to others.*
> *ODU Honor Code*

This is an institutional policy approved by the Board of Visitors. The University Honor Code applies to all assignments.

Honor Pledge

> *I pledge to support the honor system of Old Dominion University. I will refrain from any form of academic dishonesty or deception, such as cheating or plagiarism. I am aware that as a member of the academic community, it is my responsibility to turn in all suspected violators of the honor system. I will report to Honor Council hearings if summoned.*
> *ODU Honor Pledge*

By attending Old Dominion University you have accepted the responsibility to abide by this code. This is an institutional policy approved by the Board of Visitors. For more information, please visit <u>Policies and Student Responsibilities</u>.

Educational Accessibility

In compliance with PL94-142 and more recent federal legislation affirming the rights of disabled individuals, provisions will be made for students with special needs on an individual basis. The student must be identified by the university and provide a letter from the Office of Educational Accessibility (OEA), located at 1021 Student Success Center. Any accommodations will be based upon written guidelines from the Office of Educational Accessibility (OEA). All students are expected to fulfill all course requirements.

Old Dominion University is committed to ensuring equal access to all qualified students with disabilities in accordance with the Americans with Disabilities Act. The Office of Educational Accessibility (OEA) is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations.

- If you experience a disability which will impact your ability to access any aspect of my class, please present me with an accommodation letter from OEA so that we can work together to ensure that appropriate accommodations are available to you.
- If you feel that you will experience barriers to your ability to learn and/or testing in my class but do not have an accommodation letter, please consider scheduling an appointment with OEA to determine if academic accommodations are necessary.

The Office of Educational Accessibility is located at 1021 Student Success Center and their phone number is (757)683-4655. Additional information is available at the OEA Website.

University Email & Electronic Messaging Systems Policies

Electronic messaging systems and communication services are provided by Old Dominion University for the purpose of enhancing productivity and maintaining effective communication.

Old Dominion University employees, students, employees of affiliated organizations, and guests, volunteers, and researchers who are provided official email accounts must activate and maintain regular access to these accounts. These accounts must be used to send and receive electronic communications related to official University business.

Failure to access the email account will not exempt individuals from their responsibility of being aware of and meeting requirements and responsibilities included in electronic communications.

Message content is the sole responsibility of the individual sending the message and users must adhere to University Policy 3500, Use of Computing Resources, and Information Technology Standard 09.1.0, Acceptable Use Standard. Users are also encouraged to practice generally accepted online etiquette.

Instructors retain the discretion of establishing class expectations for email and other electronic messaging communication as a part of the course requirements.

Alternative messaging services should be arranged in cases where users' access to information technology resources is limited or unavailable.

Incomplete

Documented illnesses, deaths in family, car accidents, or other traumatic occurrences call for flexibility and good judgment on the part of the student and instructor. These situations are rare and are handled individually. Should such a situation occur, students **MUST** contact Student Outreach & Support. Email oducares@odu.edu or by phone 757-683-3442 to acquire the necessary documentation. An incomplete grade will only be given under the following circumstances

1. The student has completed ½ or more of the course requirements with a C or better
2. There is legitimate deficiency due to the illness or emergencies deemed acceptable to the instructor
3. There is not neglect on the student's part.

Withdrawal

A syllabus constitutes an agreement between the student and the course instructor about course requirements. Participation in this course indicates your acceptance of its teaching focus, requirements, and policies. Please review the syllabus and the course requirements as soon as possible. If you believe that the nature of this course does not meet your interests, needs or expectations, if you are not prepared for the amount of work involved - or if you anticipate that the class meetings, assignment deadlines or abiding by the course policies will constitute an unacceptable hardship for you - you should drop the class by the drop/add deadline, which is located in the ODU Schedule of Classes. For more information, please visit the Office of the Registrar.

Student Acknowledgement

"I, _____ , have completely read this syllabus and understand and agree to the course requirements".

Strome College of Business Statement on Plagiarism

About Plagiarism

Strome College of Business
Old Dominion University

The Old Dominion University (ODU) Undergraduate Catalog (2008-2009, p. 13, F) defines plagiarism as follows:

A student will have committed plagiarism if he or she reproduces someone else's work without acknowledging its source; or if a source is cited which the student has not cited or used. Examples of plagiarism include: submitting a research paper obtained from a commercial research service, the Internet, or from another student as if it were original work; making simple changes to borrowed materials while leaving the organization, content, or phraseology intact; or copying material from a source, supplying proper documentation, but leaving out quotation marks. Plagiarism also occurs in a group project if one or more of the members of the group does none of the group's work and participates in none of the group's activities, but attempts to take credit for the work of the group.
The Old Dominion University (ODU) Undergraduate Catalog

Hints for Avoiding Plagiarism:

- *More than three words is plagiarism.* This is a good yardstick to use when wondering whether or not quotes are appropriate. They are, if you are copying more than three words in sequence.
- *One source is not "common knowledge."* Common knowledge does not require citation, but information is not commonly known if you have found just one source for it.
- *When in doubt, cite!* If you have any doubt about whether or not to cite a source, err on the side of making the attribution.
- *If your co-author sounds surprisingly eloquent, make sure the contribution is his or her own.* We often work in groups and co-author papers and projects. You should ask the question of your co-author if you are unsure the work is their own. In group work you are responsible for a project/paper in its entirety.
- *Look away.* When you are writing, do not have open books or papers in front of you as you type. Read your sources, and then put what you have read into your own words.
- *Writing is hard work.* Paraphrasing is relatively easy but writing is hard. Learning to be a good writer is an important part of a university education. Staring at an empty screen in MS Word does become less daunting over time!
- *Just because it's on the Internet, doesn't mean it's yours.* The Internet is a fantastic resource and search engines are terrific research tools. However, the information you find on the Internet was written by someone. You must cite Internet web sites, and if you use a quote, use appropriate quotation procedures.
- *Paraphrasing is more than changing a verb tense or reordering a list.* There is a difference between citing a source for a fact and creating a poor quote.

- *Use a Style Guide.* Purchase a style guide and refer to it. Your teacher may suggest one or look for one at an online book source. Popular and timeless guides are by the American Psychological Association, Strunk and White, and Kate Turabian.

The High Cost of Plagiarism

In your professional career, you will find that reputation is everything. Plagiarism can ruin your reputation and cost you your professional career, along with the respect of your peers and family. Plagiarism at Old Dominion University is an act of academic dishonesty that has serious consequences. Note that plagiarism is specifically covered in the ODU Honor Pledge. Refer to the Student Handbook and Student Affairs for details about sanctions and penalties for this behavior.

Course Summary:

Date	Details	Due
Sun Sep 8, 2024	Assignment 2.1 Library Tutorial #2	due by 11:59pm
	Assignment 2.2. Homework for Module 2	due by 11:59pm
Sun Sep 15, 2024	Assignment 3.1. Library Tutorial #1	due by 11:59pm
	Assignment 3.2. Homework for Module 3 - Concept Map	due by 11:59pm

	Assignment	
	3.3. Homework for Module 3 - Formulate Your Research Question	due by 11:59pm
Sun Sep 29, 2024	Assignment 4.1. Library Tutorial #3	due by 11:59pm
Thu Oct 3, 2024	Assignment IT 150 Test1	due by 11:59pm
Sun Oct 13, 2024	Assignment 5.1. Library Tutorial #4	due by 11:59pm
	Assignment Part 1 - Outline Revised Submission	due by 11:59pm
	Assignment Part I: Topic and Outline For Peer Review	due by 11:59pm
Sun Oct 20, 2024	Assignment 6.1. Library Tutorial #5	due by 11:59pm
	Assignment	due by 11:59pm

	6.2. Annotated Bibliography Homework	
Sun Oct 27, 2024	Assignment Part II: First Draft for Peer Review	due by 11:59pm
Sun Nov 3, 2024	Assignment 7.1 Library Tutorial #6	due by 11:59pm
	Assignment Part II - First Draft Revised Submission	due by 11:59pm
Sun Nov 10, 2024	Assignment 8.1 Library Tutorial #7	due by 11:59pm
Sun Nov 17, 2024	Assignment 9.1 Library Tutorial 8	due by 11:59pm
Thu Nov 21, 2024	Assignment IT 150 Test2- Requires Respondus LockDown Browser	due by 11:59pm
Tue Dec 3, 2024	Assignment Part III: Final Draft Peer Review	due by 11:59pm

Sun Dec 8, 2024	Assignment Part III - Final Draft Revised Submission	due by 11:59pm
Tue Dec 10, 2024	Assignment Final Exam- Requires Respondus LockDown Browser	due by 3:30pm
	Assignment Final Extra Points_Anonymous Student Opinion Survey	