

**Course:** IFS101 Information Skills in the Digital Age  
**Section:** 26080 Fall 2013  
**Instructor:** Megan McGuire  
**Office:** Library, 2<sup>nd</sup> Floor, Room 206  
**Contact:** 480-256-2596 or [megan.mcguire@mesacc.edu](mailto:megan.mcguire@mesacc.edu)

#### **Class Times/Locations/Canvas:**

This is an entirely web-based course. You can complete all work from your home as long as you have an internet connection and are able to master the features of Canvas, the college's online course management system. Although we are not tied down to specific times of day, we will adhere to a weekly schedule that includes discussions, assignments, quizzes, etc.

View Canvas tutorials at <http://ctl.mesacc.edu/resources/canvas/canvas-tutorials/>. Technology support is available to all students through the Help Center by phone (480) 461-7217, through email [HelpCenter@mesacc.edu](mailto:HelpCenter@mesacc.edu), or via chat during their open hours <http://www.mesacc.edu/helpcenter/>.

#### **Textbook:**

A textbook is not required for this course. All readings and tutorials will be accessed online. Given that this is an online course, it is possible to complete all assignments for this course from your home computer without going to the library. However, you will gain much more from this course if you are able to actually visit a college library and use some of the resources on site.

#### **Course Description:**

Development of skills and competency in accessing, evaluating and using information resources while examining the social and historical context, as well as the technological implications of the use and organization of information.

#### **Prerequisites:**

ENG101 or ENG107, or equivalent.

Good critical thinking skills, reading and writing skills, and computer skills.

In order to be successful in an online course, students must be disciplined, organized, motivated, and self-directed. You should already know how to use e-mail, the Internet, and word processing software. You should know how to save files and attach files to email messages.

The focus of this course is not on writing a formal research paper. You did that in ENG 101 and you will do that again in many of your other courses. The focus of this course is on locating, accessing, evaluating, and citing information sources. You will go through the steps of the research process and you will produce a final project but you won't be writing an actual research paper. You will be documenting the research process and reflecting on the experience, and you will be refining your abilities to identify and use credible sources of information. Your final project will be evidence that you can locate, access, evaluate, organize, and present quality information sources. The skills you learn in this course should prepare you to write better research papers in the future and to be a more knowledgeable consumer and producer of information in your life beyond college.

#### **Course Competencies:**

1. Describe the evolution and integration of information from print to digital formats.
2. Determine the nature and extent of the information needed.
3. Access needed information effectively and efficiently.

4. Evaluate information and its sources critically and incorporate selected information into a knowledge base and value system.
5. Describe the economic, legal, and social issues surrounding the use of information.
6. Synthesize and communicate information effectively to accomplish a specific purpose.

**Course Content:**

The course consists of 14 modules over 15 weeks. Each module corresponds to one week. Modules will contain some or all of the following components:

**Announcements:** Be sure to check this link (in the frame at the left of Canvas). Here will you find time-sensitive announcements, reminders, and changes.

**Notes and Readings:** These are comparable to lectures in an onsite class. Every module will have Notes. You should start each module by reading the Notes. In Notes you will also find that week's assigned Readings, along with points to consider while you are reading. (TIP: "Points to Consider" are likely to show up as quiz questions.) The readings will be from various academic web sites, from articles in periodical databases, and from e-books. There might also be online tutorials or videos required for you to view. These activities are designed to help reinforce the lesson and to prompt you to practice what you have learned. Some of the activities are interactive tutorials that will give you opportunities to practice and reinforce the concepts learned in that module. A few modules will have other optional material for you such as games, videos, and tutorials.

**Assignments:** 7 modules will have assignments to demonstrate that you understand that week's main concepts and will be graded with a rubric provided. Each week's Assignment is due the following Tuesday by 11:59 p.m.

**Discussions:** There are 6 discussion boards. Here you will reply to the question posed on the Discussion Board. Discussion Board postings are designed to prompt you to reflect on that week's lessons. You will read the discussion posts of your classmates to get a sense of the variety of perspectives and viewpoints on a particular topic. It is important to engage in discussions to build a sense of community and camaraderie. Discussion boards are used in place of the interaction you would have in a face-to-face course. Please take the time to read and respond to each other's posts. A rubric will be used to assess discussion board posts. Some discussion boards are not graded but are there to allow you to support each other and work together. Please see info about netiquette below.

**Journal Entry:** You will write one journal entry around half way through the course reflecting your experience to date. This is a form of self-assessment.

**Quizzes:** There will be 7 graded quizzes. Quizzes will be multiple choice, True/False, and short answer. Each quiz is worth 10 points. There will be no time limit on the quizzes. Quizzes will be available for the entire week and will be due the following Tuesday by 11:59 p.m. You will not be able to access the quiz after that. After 11:59 p.m. on Tuesday, you will have access to the following week's module.

**NOTE:** You are able to access everything you need for each week's work from within that week's module.

**FINAL PROJECT** for this course has three components:

- 1) You will create an annotated bibliography using a minimum of 10 resources. You will choose a topic from a list of topics provided to you.
- 2) You will create an outline as *if* you were going to write a paper on your chosen topic.
- 3) You will create a visual presentation illustrating your topic using your choice of a Web 2.0 application such as [Glogster](#), [Animoto](#), or [Prezi](#). You can also use a website or wiki application such as Google Sites (which you have through your student Google accounts) or [Weebly](#). If you would like to use something else, please ask me for approval. Because I want you to learn to use new technology, I will not allow PowerPoint.

You will become the Research Guru for your chosen topic. You will create an outline and an annotated bibliography to lead future researchers to exemplary sources (books, articles, and web sites) that you have screened and given your seal of approval, using evaluation criteria learned in during the first half of the course. Your annotated bibliography should include at least 10 varied sources (books, articles, web sites, and, if relevant to your topic, organizations, special collections, and/or audiovisual) in MLA format. More details will be given to you later in the semester, including the rubric by which it will be graded.

**Final Exam:** The Final Exam will be a short answer/essay exam. Having completed all of the modules, plus the online information literacy tutorial, you should be well prepared for the final exam.

**Grading:**

Assignment	Point Value	Final Grade
Orientation Confirmation Letter	10	<b>A 549-610 (90-100%)</b>
SmarterMeasure Survey	20	<b>B 488-548 (80-89%)</b>
6 Discussions	60 points (10 each)	<b>C 427-487 (70-79%)</b>
7 Assignments	140 total (20 each)	<b>D 366-426 (60-69%)</b>
7 Quizzes	70 total (10 each)	<b>F Below 366 (0-59%)</b>
1 Journal Entry	10 points	
Draft of annotated bibliography & paper outline	50 points	
Final Project	200 points	
Final Exam	50 points	
<b>TOTAL</b>	<b>610 points</b>	

**Attendance:**

As per university policies, students are expected to attend classes ("faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the

number of times a class meets per week”). The expectation is that the student will login no less than twice a week and will complete all assignments, discussions, quizzes, and projects by the deadlines (see below late-assignment policy for further details). Please contact me if you anticipate not being able to login to the course for a full week during the semester. If I determine through the tracking data that a student has not logged in during the week or if a student has not submitted work for two weeks, I will contact the student via e-mail and through a mail message within the course prior to initiating a withdrawal.

### **Assignment Deadlines:**

All assignments have a specific due date. They must be posted or submitted by 11:59 pm on the date specified. Assignments may not be turned in late unless there is a legitimate emergency that must be documented, or if you email me before the due date and ask for an extension. I will consider these requests on a case-by-case basis and generally will approve an extension for a student a couple times a semester. **Late assignments will automatically lose 10% of the grade.** As the semester progresses, please contact me as soon as possible if you find yourself falling behind for any reason. I am very willing to consider adjustments to the weekly schedule to accommodate students' individual needs if I am informed of the need for such changes in a timely manner.

The deadline for each module's assignments will always be the by 11:59 pm the Tuesday after a module has been posted (always on Wednesday morning). Thus, you will have one week to complete the assignments for each module.

Deadlines for the semester project are as follows:

Draft of annotated bibliography & paper outline: Tuesday, November 12

Final Project: Sunday, December 8

### **Submitting Assignments:**

All assignments must be submitted through Canvas unless otherwise noted. You must type your assignment in a Word document or as an RTF file and then add it as an attachment to the Assignment module. Your work should be in a standard typeface and size. Please use either 12 Times New Roman or 12 Arial in all Word documents. (This document is in 12 point Arial type.) Again, be sure to keep copies of all your work.

### **Required Computer Skills:**

- Be able to access and navigate the Internet.
- Be able to use email, including attaching and downloading files.
- Be able to save and retrieve files on your computer.
- Be able to use a computer, a keyboard, and a mouse or touch pad.
- Be able to run and operate a variety of software programs, including a word processor.
- Be able to organize, copy, paste, name and rename files.
- Be able to browse, upload and attach files.
- Be able to cut and paste information from one document/program to another.

### **Required Technologies:**

1. Access to a computer with Internet connection.
2. MS Word or another word processing program that can save and export in RTF.
3. Web browsers: The newest version of [Chrome](#), [Firefox](#), or Safari. [Internet Explorer](#) is not recommended (especially anything below IE 8).
4. Plug-ins: [Adobe Flash](#), [Adobe Acrobat Reader](#), and [Java](#).

**Information for Students with Disabilities:** If you have a documented disability, including a learning disability, and would like to discuss possible accommodations, please call or email me and/or contact [MCC Disability Resources and Services](http://www.mesacc.edu/students/disability/) (<http://www.mesacc.edu/students/disability/>) by phone (480) 461-7447 | TTY (480) 969-5587.

**Student Services & Resources:** You will find a list of student resources at: <http://www.mesacc.edu/students/>. Resources included are advisement, registration, financial aid, disability services, counseling, tutoring, library, and more.

**Academic Integrity:** Every student is expected to produce his/her original, independent work. Any student whose work indicates a violation of the MCCCDC Academic Misconduct Policy (cheating, plagiarism) can expect penalties as specified in the Student Handbook (<http://www.mesacc.edu/sites/default/files/pages/section/students/publications/mcc-student-handbook-2012-2013.pdf>).

**Conduct:** You are expected to treat your instructor and your fellow classmates with respect. In all correspondence and in Discussion Board postings, you should show respect for the viewpoints of others who may disagree with you or see things from a different perspective. Criticizing, ridiculing, insulting, or belittling others will not be accepted. Keep in mind that electronic communications do not have the advantage of nonverbal cues that are so much a part of interpersonal communication. Humor or satire can sometimes be misinterpreted in strictly electronic communication forums.

#### **Netiquette:**

Netiquette refers to the rules of behavior while on the Internet. When interacting within the online course environment, please follow the below guidelines.

- Show professionalism and courtesy in all communications within the course.
- No one else should be given access to the course or conferences without the instructor's permission.
- Do not use the words or text from others without acknowledging the source.
- Humor can easily be misinterpreted within the online environment, please be cautious with the use of humor and use symbols to help prevent misunderstandings. :- ) :- (
- Adhere to the same behavioral standards as you would in a face-to-face classroom and as is specified in the student handbook.
- Avoid typing in all capital letters, for those of us using the Internet frequently, this can seem like you are 'yelling'.
- Respect other people's time and contribute thoughtful comments and ideas to the discussions rather than simply making statements such as 'I agree'.
- Use correct spelling and grammar. Avoid the use of abbreviations and use spell check within your word processor or within the course to check the spelling of your communications.

**Withdrawing from the Course:** There are two kinds of withdrawal: student initiated withdrawal and instructor initiated withdrawal. You can find the specific withdrawal dates in [my.maricopa.edu](http://my.maricopa.edu) > Student Center > My Class Schedule > IFS 101 > Calendar button under Deadlines. After the last day for student initiated withdrawal, students may ask instructors to withdraw them. Other relevant dates are listed in the college calendar ([http://www.maricopa.edu/publicstewardship/governance/adminregs/students/print/Academic 2013-2014 Final.pdf](http://www.maricopa.edu/publicstewardship/governance/adminregs/students/print/Academic%202013-2014%20Final.pdf)). Failing to submit assignments and maintain steady progress will result in withdrawal by your instructor. After two consecutive weeks of absences, students who do not submit weekly assignments, quizzes, etc., will be dropped from the class.

**IMPORTANT:** Please keep copies of all your work. Save a copy of every file you send to me in case there is a problem. Also, you should keep copies of any and all emails that you send to me. You can cc: yourself on all messages you send out. Later, if there is a question about whether you submitted an assignment on time, you can forward the original message to me as verification.

**MCC Early Alert Program (EARS):** Mesa Community College is committed to the success of all our students. Numerous campus support services are available throughout your academic journey to assist you in achieving your educational goals. MCC has adopted an Early Alert Referral System (EARS) as part of a student success initiative to aid students in their educational pursuits. Faculty and Staff participate by alerting and referring students to campus services for added support. Students may receive a follow up call from various campus services as a result of being referred to EARS. Students are encouraged to participate, but these services are optional.

Early Alert Web Page with Campus Resource Information can be located at:  
<http://www.mesacc.edu/student/ears>.

#### **Course Disclaimer:**

This syllabus is intended to contain complete and accurate information; however, I reserve the right to make adjustments to this syllabus during the course. I will notify students via the Announcements link if there are additions or modifications to the syllabus during the course. You should check the Announcements link in Canvas frequently.

#### **Contacting the instructor:**

**MCC email:** [megan.mcguire@mesacc.edu](mailto:megan.mcguire@mesacc.edu)

Please use messaging within Canvas to email me. (Top right corner where it says Inbox). If Canvas is down or you need an alternative email, you can use my MCC email account. Be sure to label all messages as IFS101, followed by a brief subject description. I urge you to contact me as soon as you have a question or a concern. I ask that you allow 48 hours during the week and 72 hours during the weekend for me to respond to email or other forms of contact, although I usually respond within 24 hours. Don't wait until the last minute to ask for help with an assignment in case I am unable to get back to you right away. ***Please let me know ASAP if you discover that any link in the course is not working so that I can resolve it or substitute another link.***

For questions that may be of general interest to the class, please use the general course discussion board in Canvas. For more specific questions about the class, or to discuss matters that are personal in any way, please email me in Canvas.

#### **My office address/phone**

Mesa Community College, Library – Room LB 206, 1833 W Southern Ave, Mesa, AZ 85202  
Telephone/Text: (480) 256-2596

Please do not hesitate to contact me whenever you have concerns about how well you are doing or if you need help. This not only helps you get assistance you need, but also provides valuable feedback as to how the course can be improved.

**Welcome to IFS101! I wish each of you a productive, successful semester!**

## **Course Outline with Due Dates:**

### **Week 1 (9/3-9/10)**

Introductions  
History of Information

Due midnight 9/6:  
Orientation and Commitment Letter

Due midnight 9/10:  
Discussion 1 (introduction)  
Info Lit pre-test (this test is scored but is NOT part of your final grade)  
Smarter Measure Survey

### **Week 2 (9/11-9/17)**

Information  
Information Sources

Due midnight 9/17:  
Popular versus Scholarly Articles Assignment  
Information & Information Sources Quiz

### **Week 3 (9/18-9/24)**

Counterfeit Information  
Media Literacy  
Information Literacy

Due midnight 9/24:  
Counterfeit Information Assignment  
Information Literacy Discussion  
Counterfeit Information & Information Literacy Quiz

### **Week 4 (9/25-10/1)**

Evaluating & Citing Information

Due midnight 10/1:  
Evaluating & Citing Sources Quiz  
Evaluating & Citing Sources Assignment

### **Week 5 (10/2-10/8)**

Information Need  
Research Process  
Topic Selection & Focus

Due midnight 10/8:  
Broadening & Narrowing a Topic Assignment  
Choose Final Project Topic

**Week 6 (10/9-10/15)**

Keywords vs. Subject Headings  
Search Tools

Due midnight 10/15:

Keywords vs. Subjects & Search Tools Quiz  
Keywords & Synonyms Assignment

**Week 7 (10/16-10/22)**

Books  
Catalogs

Due midnight 10/22:

Searching for Books Assignment  
Reflective Journal Entry

**Week 8 (10/23-10/29)**

Periodical Databases

Due midnight 10/29:

Searching for Articles Assignment  
Periodical Database Quiz

**Week 9 (10/30-11/5)**

Internet & WWW  
Search Tools & Strategies

Due midnight 11/5:

Internet Searching Assignment

**Week 10 (11/6-11/12)**

Deep Web & Web 2.0

Due midnight 11/12:

Deep Web & Web 2.0 Discussion  
DRAFT of annotated bibliography & paper outline due

**Week 11 (11/13-11/19)**

Visual Literacy

Due midnight 11/19:

Visual Literacy Discussion

**Week 12 (11/20-11/26)**

Economic, Legal & Social Issues -- Part I

Due midnight 11/26:

Intellectual Property, Copyright, Fair Use, Plagiarism, & Piracy Quiz  
Intellectual Freedom, Copyright, and Ethics Discussion



**Week 13 (11/27-12/3)**

Thanksgiving! Work on final projects.

**Week 14 (12/4-12/10)**

Economic, Legal & Social Issues -- Part II

Due midnight 12/8:

FINAL PROJECT due

Due midnight 12/10:

Freedom of Speech & Censorship Discussion

Digital Divide, First Amendment, Intellectual Freedom, Censorship, and Patriot Act Quiz

**Final Exam (12/12)**

Final Exam will be announced

Due midnight 12/12:

Course evaluation

Final Exam