

**University of Oklahoma  
School of Library and Information Studies.**

**LIS/KM 4990/5990 – Information and Communication Technologies**  
Online Delivered Course

**Instructor:**

Stacy Zemke, MSKM. MA.  
szemke@ou.edu

**Contact me:**

- **Office Hours:** Tuesdays 1:00-3:30, Wednesdays 9:00-11:00, and by appointment – **during office hours**, I will be available online (AOL screen name OUZemke), via email, and physically in my office (Bizzell room 120, or 325-3921)
- **email** ([szemke@ou.edu](mailto:szemke@ou.edu)) - For email send outside of office hours, I will respond within 24 hours during the school week

**Required Text:**

- Joseph B. Miller *Internet Technologies and Information Services*. Westport, Connecticut: Libraries Unlimited, 2009. ISBN: 978-1-59158-626-5
  - This book is available online (Amazon, Half) and in the OU bookstore – it is usually less expensive from online sources.
- Additional readings will be available through learn.ou.edu, or through electronic reserve at Bizzell Library

**I. Course Description:** Introduction to the theory and application of information and communication technologies including hardware, software, systems, systems analysis and the nature and functionality of networks; social, technical and organizational influences on the use and users of information technology

- II. Course Objectives:** On completion of this course students will be able to
- Outline the history and current developments in formation technology, including hardware, software, and Internet-based technologies.
  - Outline the fundamentals of computer networks and the Internet.
  - Identify functions of and utilize current online information tools.
  - Discuss security, privacy, and other social issues inherent in information technology.
  - Identify critical issues involved in managing and implementing information systems including technology, human, social, and organizational issues.
  - Design and implement information technology solutions in networked environments.

### III. Teaching/Learning Methods:

- Online lectures, research, and exploration
- Group/team work, both general discussion and group completed projects
- Individual assignments covering systems analysis, design, and implementation
- All assignments focus on both practical application and analysis of concepts and issues.

### IV. Course Evaluation:

- **Topic Introduction/lectures - Graduate and Undergraduate Students**  
Written Introductions designed to set the stage for that week's topic and readings. Addresses certain aspects of the weekly content to focus on as well as additional web pages for you to view on that week's topic.
  - When visiting assigned Web sites, you should focus on
    - understanding the purpose and nature of the site and its author
    - looking for connections to the text, introductions and assignments
    - gathering tools you can use in your assignments and in the future as an information user and professional
  - **Graduate Students:**
    - **Logistics –**
      - These Introductions will be available on learn.ou.edu in the Content Section
      - Read the introduction early each week, ideally by Tuesday at midnight.
      - There is no completion quiz for graduate students.
  - **Undergraduate Students:**
    - **Logistics** - These Introductions will be available on learn.ou.edu in the Content Section. After reading each Introduction, you will take a brief, one-question **Introduction Completion "quiz"** at learn.ou.edu.
    - Average completion time = 1 hour, including "quiz"
    - Points per Introduction = 5
    - Due - **Tuesday, at 11:00 p.m.**, of the week assigned unless otherwise specified (see weekly schedules in the course content area of learn.ou.edu).
- **RSS Journal – Graduate and Undergraduate Students**  
In this course, you will keep a journal as you explore new information technologies. Each student will subscribe to multiple RSS feeds (see specific assignment) and then create a periodic report on the information you gather.
  - **Logistics; Graduate and Undergraduate**
    - The RSS journal updates will be available on learn.ou.edu in the Content Section. You will create a response in

MSWord, Notepad or Pages/TextEdit (Macintosh) and post in the dropbox for that week. After turning in the Journal entry you will take a brief, one-question **Journal Entry Completion "quiz"** at learn.ou.edu (see specific assignments for additional instructions) .

- Average completion time = 45 minutes, including "quiz"
- Points per Entry = 7
- Due – **Fridays, at 11:00 p.m.**, of the week assigned unless otherwise specified (see weekly schedules in the course content area of learn.ou.edu).

- **Weekly Readings and Reading Quizzes - Graduate and Undergraduate Students**

- **Graduate Students:**

- **Logistics:**

- Each week you will have reading assignments from the required textbook and/or reserve readings to complete
- Average reading completion time = 1 hour to 1.5 hours- will vary based on amount of reading.
- DO NOT take the reading quiz – this is not required for graduate students

- **Undergraduate Students:**

- **Logistics:**

- Each week you will have reading assignments from the required textbook and/or reserve readings to complete
- Average reading completion time = 1 hour to 1.5 hours- will vary based on amount of reading.

Each week you will have a **brief quiz - 5 to 15 questions** - covering the readings for that week. These quizzes are open book and are designed to help you identify some of the important information in the text as well as encourage you to read the text.

- **Logistics** - Quizzes will be available at learn.ou.edu. You may take each quiz a total of 3 times and your grade will be determined by averaging the scores from each attempt
- Average completion time for quiz = 20 minutes
- Points per Quiz = 15
- Due - **Saturday, at 11:00 p.m.**, of the week assigned unless otherwise specified (see weekly schedules in the course content area of learn.ou.edu).

- **Group Discussions - Graduate and Undergraduate Students**  
Each week you will have a discussion within your group. Three assignments for this semester will be based upon your group work/discussions (see the content area of D2L for specifics).
  - **Logistics – Graduates and Undergraduates**
    - Each individual in the group will be responsible for making at least **3 discussion board posts**, either as responses to other group members comments or to add your own ideas. At least 1 post must be made by **noon on Thursday**. (See specific assignments for additional instructions)
    - After posting all of your responses, you will take a brief, one-question **Discussion Completion "quiz"** at learn.ou.edu.
    - Note: Though as the instructor I monitor the discussions, I will rarely contribute unless the group has veered off topic or becomes dysfunctional. The discussion board is a place for you to have a professional exchange of information - to convey your thoughts as well as listen to others. I constantly monitor the discussion board, but as with all professional interactions, the quality of that interaction and of your contribution is determined by you and your colleagues.
  - Average completion time = 2 hours throughout the week.
  - Points per Discussion = 15
  - Due - **Sunday, at 11:00 p.m.**, of the week assigned unless otherwise specified (see weekly schedules in the course content area of learn.ou.edu).
  
- **Course Assignments - Graduate and Undergraduate Students**  
Throughout the semester, there will be 3 assignments to complete – 3 will be group assignments structured around the discussion board (Website planning, database planning, and case study planning) and 3 will be individual assignments (website implementation, database implementation, and case study analysis).
  - Points –
    - Individual assignments = 100 points each
    - Group assignments = 75, 75, and 50 points
  - See specific assignments for logistics.
  
- **Graduate Research Paper:** Each graduate student will complete and turn in a research paper exploring a current issue, topic, initiative, or development in information technology management (see specific assignment in D2L Content area)
  - Points = 280

**V. Grading Criteria:** For each assignment, you will be graded based on your fulfillment of that assignment, as well as your critical thinking and additional perspectives and information you bring to the assignment. In general:

- **A: exceeded** expectations, assignment work above what is required, **superior** effort, organization, presentation, and critical thinking/assimilation of information into overall course goals
- **B: met all expectations** as specified for the assignment in a **professional** manner, exhibits some additional effort and critical thinking
- **C: met minimum** assignment requirements, simply completing all of the steps w/out additional critical thinking and assimilation into overall course goals
- **D: did not meet** minimum requirements but shows **evidence** of being able to complete the assignment
- **F: did not meet** minimum requirements for the assignment.

• **Grade Distribution Undergraduates**

Item	Points	Iterations	Total
Introduction	5	14	70
RSSJournal	7	10	70
Reading Quiz	15	14	210
Discussion	15	10	150
Group Assignments	75, 75, 50	3	200
Individual Assignments	100	3	300
<b>Class Total</b>			<b>1000</b>

• **Grade Distribution Graduates:**

Item	Points	Iterations	Total
RSSJournal	7	10	70
Discussions	15	10	150
Group Assignments	75, 75, 50	3	200
Individual Assignments	100	3	300
Paper			280
<b>Class Total</b>			<b>1000</b>

**VI. Late Assignments:** will NOT be accepted w/out prior approval of the instructor. All late work is subject to a **10% reduction** of the grade per every 48 hours the work is late.

**VII. Syllabus Changes** – this syllabus is subject to change. Any changes will be posted in the News section of learn.ou.edu.

### VIII. Weekly Topics,

WEEK	TOPICS
Week 1	Introduction
Week 2	History of Computing
Week 3	Computer Hardware
Week 4	Computer Software
Week 5	Data as a resource, creation and use
Week 6	Data Storage and Retrieval
Week 7	Information Systems Analysis & Design
Week 8	Information Systems Implementation
Week 9	Database Design
Week 10	Network Basics
Week 11	Internet – History, Technology & Structure
Week 12	Immerging Web-based Technologies
Week 13	Website Creation
Week 14	Thanksgiving Break
Week 15	Social Issues in IT
Week 16	IT Theory and Implementation

## IX. RELATED POLICIES

- **Style Manual**

The required style manual is the Chicago Manual of Style, 15<sup>th</sup> Ed. Papers must be double-spaced with the first line of each paragraph indented. A standard 12-point font must be used. Margins must be one inch on all sides. Pages must be numbered consecutively. Resources used in preparing the paper must be appropriately, accurately, and completely attributed. Assignments that do not adequately conform to the principles of style stated in the course syllabus will be returned for correction and will be docked one letter grade.

- **Attendance - *University Policy 4.19.1 Class Attendance - Students***

"Students are responsible for the content of courses in which they are enrolled. Specific policy concerning attendance requirements and announced and unannounced examinations is the responsibility of the individual instructor. Students have a responsibility to inform faculty prior to absences whenever possible. Faculty should make every effort to find a reasonable accommodation for students who miss class as a result of participation in Provost-approved University-sponsored activities or legally required activities such as emergency military service. Students missing class on account of jury duty must receive such an accommodation.

When absences seriously affect a student's class work, the instructor will report this fact to the Admissions and Records Office, where the information will be directed to the dean concerned."

Students are expected to complete all scheduled activities, including participating in group work. All late work must be pre-approved by the instructor.

- **Grades of Incomplete (I)**

The University has strict conditions under which a student is given an incomplete in a regularly scheduled, letter-graded course. A grade of Incomplete (I) will be given only for a justifiable reason (due to unavoidable circumstances, not lack of planning on the student's part) and only if the student is passing the course. Incompletes are designed for students who cannot complete the LAST 10% to 30% of the required assignments, generally only the final exam or a last written assignment.

**It is the responsibility of the student to request a grade of Incomplete (I) and to meet with the instructor as early as possible to determine and document the requirements for completing the course.** Prior to requesting an Incomplete (I), students are urged to consult with their academic advisors.

Any incomplete granted must be removed by the deadline specified by the instructor. The time limit set for removal of an incomplete will take into account the circumstances of the situation but cannot exceed one (1) calendar year.

Check the current OU Academic Calendar for Spring 06, available at <http://www.ou.edu/admrec/spring2006calendar.htm>, for deadlines for dropping/withdrawing from classes.

- **Academic Calendar.**

The University academic calendar is available at <http://admissions.ou.edu/calendar.html>

- **Academic Integrity:** (the following statement is extracted from <http://www.ou.edu/provost/integrity> -- all students are encouraged to review the OU policy and to discuss any issues or questions with me)
  - Academic integrity means honesty and responsibility in scholarship. Professors have to obey rules of honest scholarship, and so do students. Here are the basic assumptions about academic work at the University of Oklahoma:
    - Students attend OU in order to learn and grow.
    - Academic assignments exist for the sake of this goal.
    - Grades exist to show how fully the goal is attained.
    - Thus, all work and all grades should result from the student's own effort to learn and grow. Academic work completed any other way is pointless, and grades obtained any other way are fraudulent.
  - Academic integrity means understanding and respecting these basic truths, without which no university can exist. Academic misconduct -- "cheating" -- is not just "against the rules." It violates the assumptions at the heart of all learning. It destroys the mutual trust and respect that should exist between student and professor. Finally, it is unfair to students who earn their grades honestly.
- Students with Disabilities

*Excerpt from University Policy 5.4 Reasonable Accommodation Policy*

- "Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact me personally as soon as possible so we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunities."