

University of Oklahoma
School of Library and Information Studies.
LIS 2003 – Introduction to Information Studies

Instructor:

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Office Hours –

- **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) - For email send outside of office hours, I will respond within 24 hours during the school week

I. REQUIRED TEXT

Fundamentals of Information Studies: Understanding Information and its Environment. 2nd ed. By June Lester and Wallace C. Koehler, Jr. New York: Neal-Schuman Publishers, 2007. [The text is available online (Amazon, Half) and in the OU bookstore]. Additional readings may be assigned.

II. COURSE DESCRIPTION - from the Course Catalog:

Explores the definition, impact, and history of information and information transmission. Introduces technology used to create, read, store, retrieve and transmit information. Analyzes societal institutions, techniques, and processes for the creation, distribution and management of information. Assesses the role of the information professions and information systems in culture and society.

III. COURSE OBJECTIVES - At the completion of this course, students should be able to:

- Define information and explain the differences among varying theoretical concepts and philosophical views of information
- Describe the development over time of communications systems and analyze the impact of those systems on information and information transmission.
- Identify and compare functions of current technologies used to create, store, retrieve, and transmit data and information.
- Analyze the functions of societal institutions for creation, distribution, and management of information and their impact on use of information in society.
- Identify and assess the roles of the various sectors of the information profession and their interaction with information systems and technologies.
- Evaluate the effect of information, information technologies, and information systems on cultures and societies.
- Apprise the influence of new information technologies on issues of information ethics.
- Interpret information in an economic framework.
- Identify and explain the key information policy issues and institutions of the past and present and forecast the likely issues and institutions of the immediate future.

IV. Course Evaluation:

- **Topic Introduction/lectures -**

These will be written Introductions that are designed to set the stage for that week's readings and assignment and will contain certain aspects of the weekly content to focus on as well as additional web pages for you to view on that week's topic.

- **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 = 30 minutes, including "quiz"
- Points per Introduction = 6
- Due - **Tuesdays, at 11:00 p.m.**, of the week assigned unless otherwise specified (see weekly schedules in the course content area of learn.ou.edu).

- **Journal Entries -**

In this course, the journal entries are designed to do two things- introduce you to the content or topic of the class for the week to gather your individual connections to that topic as well as to report your thoughts and critical analysis of current issues in the field. Your entry should be 100 to 150 words in length.

- **Logistics** - The journal entries will be available on learn.ou.edu in the Content Section. You will create a response in MSWord, Notepad, Pages, or TextEdit and post in the dropbox for that week. After turning in the Journal entry you will take a brief, one (1) question **Journal Entry Completion "quiz"** at learn.ou.edu (see specific assignments for additional instructions).
- Average completion time = 20 minutes, including "quiz"
- Points per Entry = 9
- Due - **Wednesdays, 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**

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.

- **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 reading and quiz = 2 hours
- Points per Quiz = 15
- Due - **Saturdays, 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 -**
Each week you will have a discussion within your group. Each week, one person in your group will be the discussion leader. This person will post the initial comments to the forum, and the other members of the group will respond to those comments, as well as add their own original ideas and comments.
 - **Logistics** - That week's leader will be responsible for posting an initial response to a specific question or reading summary and for week's discussion. After that each individual in the group will be responsible for making at least **3 discussion board posts**, either as responses to the initial post, responses to other group members comments or to add your own ideas. (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.
 - Average completion time = 1 hour
 - Points per Discussion = 15
 - Due - **Saturdays, at 11:00 p.m.**, of the week assigned unless otherwise specified (see weekly schedules in the course content area of learn.ou.edu).

- **Essay Exams** – The course will contain 3 essay exams.
 - **Logistics** – exams will contain a set of questions over the content of the course (T/F, multiple choice, etc). and 2 to 3 short essay responses to specific questions.
 - Points per Assignment = 150
 - Due - **Sunday, 11:00 p.m.**, of the week assigned unless otherwise specified (see weekly schedules in the course content area of learn.ou.edu).

- **RSS Assignment** – Your Journal entries will be based partially on your reading of current news, blog and/or journal articles that cover developments in the information studies field. To access information sources, you will use a RSS reader. See week 2 for specific assignment.

V. Weekly Topics

WEEK	TOPICS	READINGS
Week 1	Introduction Information in Society and Fundamental Concepts	Ch. 1-2
Week 2	Information Needs and Information Seeking Behavior	Ch. 3
Week 3	History of Information Technology	Ch. 4
Week 4	Current Information Technology	Ch. 5
Week 5	Social Institutions & Information	Ch. 6
Week 6	Essay Exam 1	
Week 7	Information Professions	Ch. 7
Week 8	Impact of Information on Cultures & Society	Ch. 8
Week 9	Economics of Information Information, Power, and Society	Ch. 9-10
Week 10	Regulation and Politics of Information	Ch. 11
Week 11	Essay Exam 2	
Week 12	Information Policy	Ch. 12
Week 13	Information Ethics	Ch 13
Week 14	Thanksgiving – No assignments	
Week 15	Information Future	Ch 14
Week 16	Essay Exam 3	
Finals Week March 11th	Finals Week	

VI. Grading

- **Criteria and Scheme** - 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
 - 90-100%
 - **B: met all expectations** as specified for the assignment in a **professional** manner, some additional effort and critical thinking
 - 80-89%
 - **C: met minimum** assignment requirements, simply completing all of the steps w/out additional critical thinking and assimilation into overall course goals
 - 70-79%
 - **D: did not meet** minimum requirements but shows **evidence** of being able to complete the assignment
 - 60-69%
 - **F: did not meet** minimum requirements for the assignment.
 - 0-59%

- **Distribution**

Item	Points	Iterations	Total
Introduction	2	12	72
Journal	3	12	108
Reading Quiz	5	12	180
Discussion	5	12	180
Essay Exams	150	3	450
RSS assignment	10	1	10
Class Total			1000

VII. RELATED POLICIES

- **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.

- **Absence for religious holidays**

“It is the policy of the University to excuse absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required class work that may fall on religious holidays.” (Section 3.13.2, *The Faculty Handbook*). Students who plan to observe a religious holiday should notify the instructor as soon as possible in order to make appropriate arrangements for class work or rescheduling of examinations.

- **Reasonable accommodations**

The University of Oklahoma is committed to providing reasonable accommodation for all students with disabilities. Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact the instructor as soon as possible to discuss accommodations necessary to ensure full participation and facilitate educational opportunities. Students requesting accommodations are required to contact the Office of Disability Services. This office accepts requests from students for reasonable accommodation after the student has self-identified as an individual with a disability. The Office of Disability Services on the Norman campus is located in Goddard Health Center, Suite 166, phone 405/325-3852 or TDD only 405/325-4173. On the OU-Tulsa campus, students should contact the OU- Tulsa Student Affairs located in Room 1C 53.

- **Academic Calendar.**

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

- **Codes and policies of behavior**

To protect its faculty and students, the School fully subscribes to the University's codes, policies, and procedures involving academic misconduct; grievances; sexual, racial, and ethnic harassment; and discrimination based on disability. You should acquaint yourself with both your responsibilities and your protections. Links are available from

<http://www.ou.edu/provost/pronew/>

- **University of Oklahoma's Position on Academic Integrity:**

Quoted From: <http://www.ou.edu/provost/integrity/>

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.

- **UOSA Honor Pledge.**

During the Spring 2004 semester, the University of Oklahoma Student Association passed, with the concurrence of the Faculty Senate, a resolution encouraging the use of an integrity pledge on all major assignments. The Pledge reads:

On my honor, I affirm that I have neither given nor received inappropriate aid in the completion of this exercise.

- **Useful links**

Students should review expectations for the academic integrity of work by reading and reviewing the items posted at the URLs listed below.

- Academic Integrity <http://www.ou.edu/provost/integrity/>
- Plagiarism Examples <http://www.ou.edu/provost/integrity/plagiarismexample.html>
- Writing Center <http://www.ou.edu/writing/>
- Academic Misconduct <http://www.ou.edu/provost/pronew/content/miscond.html>
- Student Code <http://www.ou.edu/studentcode/OUStudentCode.pdf>