

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

LIS 4103 – Design and Implementation of Networked Information Services.
Online Delivered Course

Instructor:

Stacy Zemke, MA.
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Office Hours – I will be available through email (szemke@ou.edu) and will respond to email inquires usually within 24 hours during the week.

I will be in my office and available for online chat (AOL screen name OUZemke) or phone calls (405.325-3921) on Tuesdays 1:00 – 3:30 and Wednesdays 9:00 – 11:00. I am also available almost any time for appointments.

Required Texts:

- Tom Brinck, Darren Gergle, and Scott D. Wood. **Usability for the Web: Designing Web Sites that Work.** 2001. ISBN: 1558606580
- Friedlein, Ashley. **Web Project Management.** 2001. ISBN: 1558606785
- Both books are available online (Amazon, Half) and in the OU bookstore – they are usually less expensive from online sources

I. Course Description: Design fundamentals for networked information services; implementation of storage, access, and distribution systems; knowledge representation methods; metadata and information structures; connectivity infrastructure; characteristics and behavior of networked audiences; systems use and usability. (From catalog)

II. Course Objectives:

- Be able to define the process of creating or redesigning web sites
- Gain experience in project management
- Develop critical thinking and analysis of issues in managing a project
- Introduce basic tools of project management and website design

III. Course Methods:

- Web research and exploration
- User testing
- Weekly project updates and milestones
- Create a design proposal

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 = 2
- 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 and to get your personal impressions or assumptions about that topic. Journal entry assignments will consist of a list of 5 to 10 questions - one or more questions will be mandatory for you to answer, and you will use the remainder of the questions to formulate your complete journal entry. 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 = 15 minutes, including "quiz"
- Points per Entry = 3
- 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 reading assignments from one or both of the required texts for this course.

- Average reading completion time = 1 hour - will vary based on amount of reading.
- Points per Reading - points for completing your reading will be awarded based on the Reading Quiz score.

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 quiz = 20 minutes
 - Points per Quiz = 5
 - 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 topic and for week's discussion. After that each other 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 = 45 minutes
 - Points per Discussion = 5
 - 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).

- **Weekly Assignments** – For most weeks of the course, you will complete an assignment applying the content you learned that week to an aspect of the re-design of your website. These assignments are designed to help you gather evidence for your final project - a written website re-design proposal.
 - **Logistics** -
 - Each assignment must be
 - Submitted on time - no late assignments will be accepted w/out prior approval of the instructor All late work is subject to a **10% reduction** of the grade for being late.
 - Contain **substantive content**, in other words, it should
 - Follow the assignment parameters
 - Contain **critical analysis** of the issues proposed in the assignment
 - Contain possible solutions or uses for the information gathered in the assignment
 - You will type up all assignments in MSWord, Notepad, Pages or TextEdit and post in the dropbox for that assignment.
 - Average completion time = 1 to 1.5 hours
 - Points per Assignment = 10 - the lowest score on the weekly assignments will be dropped at the end of the course
 - 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).
- **Field trips** - Throughout the semester, there will be occasional field trips. These will be investigative assignments, with a brief written introduction, links to websites for additional background information, and an exploration of the web technology chosen for the field trip.
 - **Logistics** - The field trips will include reading the introduction in the content area of learn.ou.edu, visiting the technology website that is the focus of the field trip and completing an assignment (quiz or written).
 - For written assignment, you will type up all assignments in MSWord, Notepad, Pages, or TextEdit and post in the dropbox for that assignment.
 - Average completion time = 40 minutes to 1 hour
 - Points per Field trip quiz = 10
 - 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).

- **Midterm Written Briefing:** - You will create a written executive briefing, this document will show that you have researched a topic and can then summarize that research. This would be a document suitable to giving to your employer or a client that would introduce them to a specific topic, be informational and provide an opinion as to the importance of this topic. The focus of the assignment is to present information, suggest a possible solution for a client and write persuasively
 - **Logistics** – The specifics assignment will be made available on learn.ou.edu in the Content Section. You will create your document in MSWord, Notepad, Pages or TextEdit and post in the dropbox for the Midterm Written Briefing.
 - Average completion time = 3 hours
 - Points = 20
 - Due – **Sunday, April 5th, 11:00 p.m.**

- **Final Website Re-design Proposal** - You will create a website re-design proposal that could be delivered to a potential client. This proposal will incorporate the information and content from the weekly assignments in a refined written document that would be suitable for delivery to a client to convince that client to hire you to re-design their website. To create this proposal, you will use Chapter 6 of the Friedlein text as an outline.
 - **Logistics** - The specific assignment will be made available on learn.ou.edu in the Content Section. You will create your document in MSWord, Notepad or TextEdit (Macintosh) and post in the dropbox for the final proposal assignment. This assignment will consist of an annotated PowerPoint presentation and a completed project proposal.
 - Average completion time = 8 hours
 - Points = 50
 - Due - **Wednesday, May 13th , 11:00 p.m.**

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, 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.

VI. Weekly Topics

- WEEK 1: Jan 20 - 25
 - Course Introduction
- WEEK 2: Jan 26 – Feb 1
 - Usability – what is it?
 - FIELD TRIP – Using the OU libraries
- WEEK 3: Feb 2 - 8
 - Project Management Introduction
- WEEK 4: Feb 9 - 15
 - User Profiles/Scenarios
 - FIELD TRIP - Wikipedia
- WEEK 5: Feb 16 - 22
 - Website Analysis and setting Goals
- WEEK 6: Feb 23 – March 1
 - Task Analysis
- WEEK 7: March 2 - 8
 - Creating Solutions
 - FIELD TRIP – Accessibility
- WEEK 8: March 9 - 15
 - Information Architecture
- WEEK 9: March 16 – 22
 - Spring Break
- WEEK 10: March 23 - 29
 - Designing Webpage Layouts
- WEEK 11: March 30 – April 5
 - Midterm Briefing
- WEEK 12: April 6 - 12
 - Content Management
 - FIELD TRIP - Social Bookmarking
- WEEK 13: April 13 - 19
 - Production/Construction
- WEEK 14: April 20 - 26
 - Launching a Website
 - FIELD TRIP - Facebook
- WEEK 15: April 26 – May 3
 - Site Evaluation
- WEEK 16: May 4 - 9
 - Course Review
- FINAL WEEK
 - Turn in final Project Proposal by 11:00 p.m. Wednesday May 13th

VI. 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>

