UNIVERSITY OF OKLAHOMA
SCHOOL OF LIBRARY AND INFORMATION STUDIES
Spring 2013
LIS 1013.995 Acquiring Knowledge in the Digital Age

INSTRUCTORS
Instructor: Dr. Kyungwon Koh
Office hours: 2:00-4:30 on Mondays and Tuesdays; also by appointment
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COURSE DESCRIPTION
This course addresses the processes of defining information needs and locating, selecting, and evaluating appropriate resources. It assists students in becoming more knowledgeable consumers of information; focuses on applying, synthesizing, and repackaging information and knowledge for communication to others. Course activities emphasize a range of sources and services available in the digital age. (3 credit hours)

GOALS AND OBJECTIVES
Goals
The general goal of the course is to help students become information literate by developing an awareness of the variety of information resources available in our society.

Objectives
Upon completion of this course, students will be able to:

• Describe how experts define information and recognize how that knowledge can help determine the direction of a search for specific information;
• Evaluate the content, function, and use of information sources;
• Identify useful information from information sources or information systems;
• Describe the way collections of information are physically organized and accessed;
• Select and use appropriate methods to access information from local and geographically distant information agencies, both public and private;
• Demonstrate ability to problem-solve using approved methods;
• Develop research paper topics, organize information, and prepare bibliographies in accordance with departmental/professional standards.
**DELIVERY MODE**
This course is delivered completely online. Assignments and activities will be listed on the course website and will be facilitated via the Desire2Learn course management system.

**REQUIREMENTS**
**Required text:**

Students are expected to read assigned portions of the required text as indicated on the weekly schedule. Some materials will come from the required text and some of the materials will be posted online in Desire2Learn.

Required course work consists of weekly activities, assignments and a course-long research project. All assignments will be submitted electronically through the digital drop box in Desire2Learn. Quizzes and a final examination will be administered online through the Desire2Learn system on designated dates only.

PLEASE NOTE: At the beginning of each week there is a list of activities. Please pay close attention to it, as it contains complete directions for everything we will be doing during the week. Please do not work beyond the week we are in.

**EVALUATION**
The grade for the course will be determined on the following basis:

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Discussion/Participation (15 activities x 8 pts each)</td>
<td>120</td>
</tr>
<tr>
<td>Assignments (7 assignments x 15 pts each)</td>
<td>105</td>
</tr>
<tr>
<td>Quizzes (7 quizzes x 10 pts each)</td>
<td>70</td>
</tr>
<tr>
<td>Research project checklist</td>
<td>5</td>
</tr>
<tr>
<td>Research project</td>
<td>100</td>
</tr>
<tr>
<td>Final exam</td>
<td>100</td>
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<tr>
<td>Total points</td>
<td>500</td>
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The grading scale for the course is:
A=450-500  
B=400-449  
C=350-399  
D=300-349  
F=below 300

**Quizzes and Exams**
There will be seven quizzes in this course as well as a final examination. All will be administered online using the Desire2Learn quizzing function. Note that:

- Quizzes and exams may be taken only one time.
• Absolutely no tolerance will be given to students collaborating on the quizzes or exams.

• Students must complete each quiz and exam during the time allotted for each test. The length of time allotted for each test is as follows: quiz (20 minutes) and final exam (120 minutes). If students go over the allotted time for quizzes/exams, a score of zero will be recorded in the gradebook.

If additional time for testing is required, please contact the Office of Disability Services (ODS). ODS will notify the instructor if special accommodation is required.

**Discussion Board Participation**
Discussion board participation will be evaluated based on evidence of critical thinking, clear identification of the issues, understanding problems, and the ability to propose and evaluate solutions. All participants are expected to welcome open expression of opinions, attitudes and beliefs, to accept the legitimacy and value of dissent, and to respect for the ideas of your classmates and the instructor.

**Extra Credit**
You can earn up to 10 extra credit points by providing answers to others' questions or helpful resources relevant to the course on the Peer-Support discussion board throughout the semester. You will earn 2 credits per post that provides an answer, help, tip, or resource; however, the total of extra credit you get cannot exceed 10 points, even if you make more than 5 helpful posts.

Everyone in this course is responsible for helping one another to master the course contents. I encourage you to post a question or ask for help in Peer-Support and provide an answer or helpful tips.

**Writing**
Substantive content and the quality of the student's writing will be considered in all written assignments, including discussion board postings. Substantive content includes closely following instructions for the content of the assignment. Quality of writing covers clarity of expression and organization, appropriate use of references and academic writing style, use of inclusive language, and correct grammar, spelling, and punctuation. Note that ten percent of the grade on all written work will be assigned to spelling, grammar, and punctuation.

In addition, all written assignments will adhere to the format of the Publication Manual of the American Psychological Association; another ten percent of the grade on written work will be assigned to APA format.

The Writing Center here at OU is a resource I encourage you to use for general writing and APA style guidance. Visit their web site for more information: www.ou.edu/writingcenter.

**Deadlines**
All assignments must be submitted on time. Assignments will be accepted later than the due date only by prior arrangement with the instructor or in the case of a documented illness or emergency. Please contact the instructor by email if an emergency situation occurs.
Students must take all exams and quizzes on designated dates. If you cannot take an exam or quiz on the designated date due to an emergency situation such as medical procedures, please contact me prior to the exam or quiz date.

**Student evaluation of course and instruction**
At the end of the semester, each student will be asked to complete an online standard evaluation form that elicits opinions about the quality and relevance of course content and the quality of instruction. The instructor will not see course evaluations until well after grades have been submitted to the Registrar's office. Student input is used for the teacher's improvement of instruction and for annual assessment purposes. It is important that you be careful and accurate.

**RELATED POLICIES**

**Communications**
Students are expected to check both their OU email accounts and the course website on Desire2Learn daily.

Use the Faculty Office forum for general questions so that everyone can benefit from the answers. (LIS1013 course website on D2L > Discussions > Faculty Office)

Email the professor directly when you have personal concerns or question or you’d like to set up an appointment. All emails about the class should include a subject line that begins with the course number (LIS1013). Also, please include your full name in the body of your email.

**Incomplete**
The OU School of Library and Information Studies advises its faculty to be very strict about the conditions under which a student is allowed to take 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. It is the responsibility of the student to request a grade of "I" and discuss it with the instructor as early as possible to determine requirements for completing the course. If an extension is granted, students will be asked to sign an I-make-up contract that will specify the work that needs to be completed and the time period in which the work must be done. 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 may not exceed one calendar year.

**Absence for Religious Holidays**
However, “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 classwork 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 classwork or rescheduling of examinations.
Academic Integrity
This following Web page outlines OU’s expectations of academic integrity: defines misconduct, provides examples of prohibited conduct (including plagiarism, improper collaboration, and Internet cheating), and explains sanctions for misconduct:

http://integrity.ou.edu/index.html

Codes and Policies of Behavior
To protect its faculty and students, the School of Library and Information Studies 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 are strongly encouraged to acquaint yourself with both your responsibilities and your protections. See “Student Code” at:

http://studentconduct.ou.edu/

Reasonable Accommodations
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."

Please advise me (kkoh@ou.edu) of such disability at some point before, during, or immediately after the first week of classes. I will work with you and the Office of Disabled Student Services to provide reasonable accommodations.

Last updated: Jan. 2013