Instructor:
Stacy Zemke, M.S.K.M, and M.A.
szemke@ou.edu

Office Hours – Wednesdays & Thursdays 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 sent outside of office hours, I will try to respond within 24 hours Monday through Friday You must place the course number (LIS 2003.996) and purpose of correspondence in subject line of email – see item VII below.

I. Required Text

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: Each week you will have a variety of activities designed to introduce specific content (introductions and readings) and provide opportunities to interact with the content and your classmates (journals and discussions). In general each week is made up of the following activities...

• **Topic Introduction/lectures and Journal Entries**-
The weekly course lectures/introductions are designed to set the stage for that week's theme 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. At the end of the lecture will be some reflective questions you will use to complete your Journal Entries - In this course, the journal entries are designed to do two things- 1, to gather your individual connections to the weekly topic and 2, report your thoughts and critical analysis of current issues. Your entry should be approximately 200 to 400 words in length.

  o **Logistics** –
    ▪ The Introductions/Journal questions will be available on learn.ou.edu in the Content Section.
    ▪ After reading the Introduction, review the Journal questions for that week.
    ▪ Complete this activity by taking the Journal “quiz” this is where you will record your answers/thoughts to the weekly journal questions.
    o **Average completion time** = 1.5 hours, including filling out the Journal assignment
    o **Points per Introduction** = 25
    o **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).

  o **NOTE** – By submitting your journal you will earn 5 of the 25 points for the activity. The final points will be added based upon personal reflection and critical thinking shown in the journal.

• **Weekly Readings and Reading Quizzes**
Each week you will have a quiz - 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. The quizzes will consist of approximately 15 multiple choice/true-false/matching/multiple select questions and 1 or 2 short essays over the weekly readings.

  o **Logistics** - Quizzes will be available at learn.ou.edu.
  o **Average completion time** for reading and quiz = 2 hours
  o **Points per Quiz** = 50
  o **Due** - **Sundays, 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** -
  You will have a weekly 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.
  o **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.
    o **Average completion time** = 1 hour
    o **Points per Discussion** = 25
    o **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).

• **Library Field-trip** –
  o **Logistics** - Follow specific assignment Week 3 of the course.
  o Complete an **online tour of Bizzell library services**
  o **Complete the Bizzell Library Quiz**
  o **Points per assignment** - 50 pts.
  o **Due** – **April 7th** at 11:00 p.m.

• **Copyright Field-trip**
  o Follow assignment in the course
  o **Complete the activities**
  o **Complete the Quiz**
  o **Points per assignment** – 50
  o **Due** – **April 28th** at 11:00 p.m.

• **Final Essay Exam** – The final for this course is an essay exam over the specific objectives of this course.
  o **Points** = 200
  o **Due** – **Wednesday, May 8th** at 11:00 p.m.

V. **Late Assignments**: No late assignments will be accepted w/out prior approval of the instructor. All late work is subject to a 10% reduction for each day the assignment is late, even with prior approval. All late work must be turned in within one week of the original due date. Course content is available two weeks before it is do, so you can work ahead if you have planned time away from class.
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:
  o **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%
  o **B**: met all expectations as specified for the assignment in a professional manner, some additional effort and critical thinking; 80-89%
  o **C**: met minimum assignment requirements, simply completing all of the steps w/ out additional critical thinking and assimilation into overall course goals; 70-79%
  o **D**: did not meet minimum requirements but shows evidence of being able to complete the assignment; 60-69%
  o **F**: did not meet minimum requirements for the assignment; 0-59%

• Distribution

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
<th>Iterations</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction/Journal</td>
<td>25</td>
<td>7</td>
<td>175</td>
</tr>
<tr>
<td>Reading Quiz</td>
<td>50</td>
<td>7</td>
<td>350</td>
</tr>
<tr>
<td>Discussion</td>
<td>25</td>
<td>7</td>
<td>175</td>
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<tr>
<td>Final Exam</td>
<td>200</td>
<td>1</td>
<td>200</td>
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<tr>
<td>Fieldtrips</td>
<td>50</td>
<td>2</td>
<td>100</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>1000</strong></td>
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VII. Contacting the Instructor

• During office hours, I will be available
  • in my office (Bizzell room 120, or 325-3921)
  • online (AOL screen name OUZemke),
  • via email, and physically
  • If for any reason I have to reschedule office hours, I will post an announcement in learn.ou.edu.

• Email, outside of office hours. ([szemke@ou.edu](mailto:szemke@ou.edu)) -
  • Any email that you send to me for the class must contain this information in the subject line
    o The course designation...(LIS xxxx)
    o the main subject of the message (not just your name, or “question about class”) but something that lets me know what your email is about
    o Must be sent from your OU email address
    o I will not respond to emails that do not contain this information in the subject line.
  • For email sent outside of office hours, I will try to respond within 24 hours Monday through Friday

VIII. Syllabus Changes – this syllabus is subject to change. Any changes will be posted in D2L.

IX. Weekly Topics
<table>
<thead>
<tr>
<th>WEEK</th>
<th>TOPICS</th>
<th>READINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Course Introduction&lt;br&gt;Information in Society and Fundamental Concepts&lt;br&gt;Information Needs and Information Seeking Behavior</td>
<td>Ch. 1-3</td>
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<tr>
<td>Week 2</td>
<td>Spring Break</td>
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<td>Week 3</td>
<td>History of Information Technology&lt;br&gt;Current Information Technology</td>
<td>Ch. 4-5</td>
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<td>Week 4</td>
<td>Social Institutions &amp; Information&lt;br&gt;&lt;mark&gt;Library Fieldtrip Quiz Due&lt;/mark&gt;</td>
<td>Ch. 6</td>
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<tr>
<td>Week 5</td>
<td>Information Professions&lt;br&gt;Impact of Information on Cultures &amp; Society</td>
<td>Ch. 7-8</td>
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<td>Week 6</td>
<td>Economics of Information&lt;br&gt;Information, Power, and Society</td>
<td>Ch. 9-10</td>
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<td>Week 7</td>
<td>Regulation and Politics of Information&lt;br&gt;Information Policy&lt;br&gt;&lt;mark&gt;Copyright Fieldtrip Quiz Due&lt;/mark&gt;</td>
<td>Ch 11-12</td>
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<tr>
<td>Week 8</td>
<td>Information Ethics&lt;br&gt;Information Future</td>
<td>Ch. 13-14</td>
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<tr>
<td>Final Due</td>
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<td>May 8th</td>
<td>Final Exam Due</td>
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X. 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.

- 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://www.ou.edu/admissions/home/academic_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://integrity.ou.edu
  Academic Integrity: (the following statement is extracted from
  http://integrity.ou.edu/students_guide.html -- 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.
    Academic assignments exist to help students learn; grades exist to
    show how fully this goal is attained. Therefore all work and all grades
    should result from the student's own understanding and effort.

• 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.
  o Academic Integrity
    http://integrity.ou.edu
  o Nine things you should know about plagiarism
    http://integrity.ou.edu/files/nine_things_you_should_know.pdf
  o Writing Center
    http://www.ou.edu/writingcenter.html
  o Academic Misconduct
    http://integrity.ou.edu/students_guide.html

• Students with Disabilities
  Excerpt from University Policy 5.4 Reasonable Accommodation Policy
  o "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."