A_S100-203 – ITIQ – Information Technology “IQ” Introduction
2013 – Spring, part-of-term 6 week (March 18th – May 3rd)

Course Access/Class Time and Location:

This is an online course. We will be using Canvas in this course instead of Blackboard. You should receive an email invitation to the course that you should accept. It will use your email address as the username, and you will create a password. Once you have accepted, you can access the course by going to http://uk.instructure.com. Students who have registered for the course can login with their Canvas username and password on March 8th.

Course Developer: Dr. Derek Eggers,
Director of Online Education, College of Arts and Sciences
Office address: 333 Patterson Office Tower
UK e-mail address: Derek.Eggers@uky.edu.
Office phone: (859) 379-5309 (Please leave a message. However, I prefer email)

Your primary contact will be your teaching assistant. Any questions about the course assignments or grading should go to him.

Teaching Assistant: Andy McDonald
Email address: Andrew.mcdonald@uky.edu
Office address: 110b Kastle Hall
Office phone: 859-257-4393 (Please leave a message. However, I prefer email)

Virtual Office Hours:
The fastest way to contact your TA is through email. They will respond within 1 business day (Monday-Friday). For face-to-face, telephone, Skype, or Adobe Connect appointments: please e-mail to set up a meeting time.

Office hours will be by appointment only. Please do not hesitate to email to set up an office hours appointment; we want to be very available to you for any questions, concerns, or discussions you’d like to have about the course material. We can set an appointment for you to either come into one of our physical offices or meet in our Adobe Connect room at http://connect.uky.edu/ITIQ.

Course Description:

This course provides a basic overview of several technologies and issues that are important to students’ success at UK, in online or traditional courses, in their future careers, and as digital citizens.
Course topics include:

1. **Digital Video Basics** including optimizing your computer for video and finding video sources, and tips for **downloading and installing** free and University licensed applications including: Microsoft Office, Zotero, Google Earth, and Sketchup.
2. **Video conferencing** and collaboration.
3. **Information management** tools including Zotero, Evernote, and Drop-Box and **information searching strategies** using online library resources at UK, Google, and other search engines.
4. An introduction to **intellectual property**, copyright and open-source licensing issues, and information regarding **digital citizenship** including social networking, e-etiquette, password security, information privacy, and other current issues.
5. **Creating a presentation** with PowerPoint or Prezi, adding audio with Jing, and sharing your presentation online.

**Prerequisites and Requirements:**
There are no prerequisite courses. However, the fundamental ability to use a computer, surf the web, download video, and submit files online is a necessary prerequisite skill for this course. If you have any concerns about prerequisite skills, contact your TA.

**Student Learning Outcomes:**
At the end of this course, successful students should be able to effectively:

- Describe a variety of information technologies and identify their utility to academic, professional, and personal life.
- Locate information sources including libraries, journals, government databases, open source, and other publicly available databases.
- Construct a viable search strategy.
- Analyze the trustworthiness of information sources.
- Prepare documents for private and public distribution on the Internet.
- Construct a personal, private, and public database of library, Internet, and other digital literature.
- Identify intellectual property issues including: copyright, plagiarism, piracy, open-source, public domain, and creative commons licensing.
- Locate, install, and configure free and licensed applications appropriate to academic, professional and personal use including: Web browsers, Zotero, Microsoft Office, Prezi, Google Earth, Google Sketchup, and Jing.
- Identify Privacy Issues related to Social Networking sites.
- Construct an Internet Account ID strategy.
- Analyze security concerns with account ID’s, Identity Theft, and Privacy.
Course Goals/Objectives:

The overall goal of this course is to increase students’ awareness of a variety of information technology tools and issues important to success in academic, professional and personal life. Basic skills for using a few applications are modeled in the course.

Required Materials:

All literature and software applications required will be accessible through a password-protected website or freely downloadable from the internet or http://download.uky.edu. Renting one online film is required and should cost less than $5. No additional purchase is necessary for this course.

*Student must have access to a computer with a web-cam, a broadband internet connection (ie. Cable, DSL, Campus WiFi), and a UK Gmail account ending in “@g.uky.edu”. Please see the minimum technology requirements section below for instructions on testing your connection before the course begins.

Additional readings (articles, book chapters, news media, films, videos, etc.) may be required as well, but will be made available through E-reserves through the UK library, the UK full text online articles services, through the Modules section of Canvas, and through Internet sources.

It will be required for students to use Amazon Streaming to rent an online film, Pirates of Silicon Valley (trying to keep rental fees $5 or less).

Description of Course Activities and Assignments:

The course is comprised of several Course Modules that are designed to be completed in 2-5 hours of time per module and are chunked into parts, such that students can complete a part in about 15-30 minutes of time at the computer. Students must successfully complete 5 Course Modules to receive an A in the course. It should reasonably take about 30 hours to complete the course. There is only 1 required times to meet synchronously online, during a video conference recording, which you can arrange according to your own schedule. There are due dates for each module to keep everyone on track, but you are welcome to work ahead if you would like.

Due Date Information:

Most everything in this course is due on Sundays at 11:59pm. Assignments need to be turned in on time, but late work may be accepted for a legitimate reason up to seven days late with a 25% deduction, at the instructors’ discretion. If you know that you need more time, you must contact your section’s instructor BEFORE the due date.
Optional In-Person Class meetings

Once a week there will be an optional in-person class meeting. These meetings are intended to give students a forum to ask questions of their TAs and work on their assignments with the TAs present. These meetings will be completely optional and attendance or lack thereof will have no effect on a student’s grade. The time and place of these meetings are TBA

Course Assignments Breakdown:

Simulation Assignment Part 1: 50 points (5%)
Weekly Exercises: 200 points (20%)
Online Collaboration Meeting Recording: 100 points (10%)
Weekly Writing Assignments: 300 points (30%)
Simulation Assignment Part 2: 50 points (5%)
Final Presentation: 300 points (30%)

Simulation Assignment Part 1:
Before you start any of the course content, complete Part 1 of the Simulation Assignment. In this assignment, you will be provided with five scenarios, and you will write a paragraph or two about how you would handle each scenario. Please do not research anything; we just want to see how much you know about technological tools before starting the class. You will repeat this assignment at the end of class to see what you have learned. Worth 50 points, or 5% of your grade.

Weekly Exercises:
Complete 5 online exercises at the end of each of the 5 modules comprised of 10-20 items each (T/F, MC, Matching). All exercises are open book/notes, and are designed to be taken after you have read over the material. Each exercise will contain feedback so that you know where to find any information that you may have missed. You will not be able to move on until you have received a 90% on the exercise, and you can take each exercise multiple times. Worth 200 points or 20% of the final grade.

Online Collaboration Meeting Recording:
Attend and record 1-2 minutes of an “Online Collaboration meeting” that must be scheduled by you and attended by at least one other participant. The other participant can be a class member, family member, friend, work colleague, etc. If you coordinate with another other class member (or several), the group of you can complete this assignment at one time. Worth 100 points, or 10% of your grade.

Weekly Writing Assignments:
Write one writing assignment following each of the 5 modules meeting the assignment criteria stated within each module. In addition to the writing criteria stated within each module, each post must have one original test question that you write for each module AND one additional source that you found interesting and relevant to the module topic.
Include a brief sentence or two about why you think that source is important or useful. See the Rubric within the module for grading criteria. Worth 300 points or 30% of the final grade.

Simulation Assignment Part 2:
As you go through the course, think about the five scenarios that you saw in Part 1 of this assignment. As you learn a new tool, think about which scenario it could help with. You are encouraged to take notes about this and keep them with you throughout the class. During the last week, you will turn in an answer the five scenarios again, integrating the tools and tips that you have learned in the class, and compare your answers now to those you gave at the beginning of class. Worth 50 points, or 5% of your grade.

Final Presentation
Create a unique multimedia presentation using Jing not to exceed 2 minutes. More information and project requirements will be provided at a later date. Worth 300 points or 30% of the final grade. The project should meet the following criteria:

- Describe in your own words the topic featured in the course module that you found most interesting.
- Include at least 5 images in support of your topic presentation.
- Narrate the presentation with 2 minutes of audio.
- Post the presentation according to the assignment requirements.

Extra Credit Opportunities
There are two extra credit opportunities at the beginning of class, and others may arise throughout the semester.

- Permissions Survey (5 points): We may want to use some of the work that you do in this course to show as exemplary work in a later class session, or as promotional materials on our website. Please just answer whether or not you give us permission to display your work.
- Introduction Discussion Board (5 points): Please briefly introduce yourself to the class by going to the “Discussions” menu option, and choose “Student Introductions.” Click “Write a Reply” and type a paragraph or two about yourself (e.g. where you are from, what is your major, what you hope to learn from this course, a fun fact about yourself, your hobbies, etc.).

Summary Description of Course Assignments:
The assignments are used to evaluate your individual performance toward the Student Learning Outcomes identified earlier. Specific feedback will be provided to you about your performance.

Course Grading:
Grading scale for undergraduates based on 1000 points for the course:
900 – 1000 points = A  
800 -- 899 points = B  
700 -- 799 points = C  
600 -- 699 points = D  
599 and below = E  

Students can review their scores by going to MY GRADES in Blackboard.

Final Project Information:

The final project may be completed after completing the individual course modules. No modules will be accepted for grading after the final project is submitted. The intent here is that you will complete all of the modules, then complete the final project – equipped with knowledge and skill that you acquired during each module.

Course Policies:

All assignments must be submitted online as specified. Exercises are completed online in Canvas. Writing Assignments will be submitted in the Canvas Assignment set up for each Module and must adhere to proper online etiquette, as well as proper writing/grammar requirements. The objective test item and additional source for each module must be at the bottom of the Writing Assignment document. Assignments sent via e-mail will not be accepted/graded.

If you have problems submitting an assignment, it is your responsibility to let your instructor know. My goal as the instructor is to help you understand this process and successfully submit your assignments as specified. Send me an email and I’ll get back to you right away.

Assignments are due by 11:59PM EST on the specified date. Assignments need to be turned in on time, but late work may be accepted for a legitimate reason up to seven days late with a 25% deduction, at the instructors’ discretion. If you know that you need more time, you must contact your section’s instructor.

If you experience technical difficulties and are not able to reach us during the virtual office hours, please contact the Customer Service Center at 859-218-HELP (4357) or by e-mail at helpdesk@uky.edu. Please also inform the course instructor when you are having technical difficulties.

Attendance:

All course materials are online and it is YOUR responsibility to access material in a timely manner. To help keep you on track I have provided a Course Schedule that you should follow. The schedule is at the end of this syllabus.
This is a 1 credit hour “semester” course compressed to be delivered in a 6 week session. You are expected to spend a MINIMUM of 1 hour per day (totally around 5 hours a week) working with the course material (including reading, writing, interacting with other students in the course, etc).

**Excused Absence/ Make-up opportunities:**

Students need to notify the professor of absences prior to class when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit “reasonable cause for nonattendance” by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

Problems associated with your computer, procrastination, or forgetfulness are not acceptable excuses for late submission of assignments. It is YOUR responsibility to make sure that you access and submit assignments on time.

Make-up quizzes will only be given for DOCUMENTED excused absences (or inabilities) as defined by the University (Senate Rule V.2.4.2) and are scheduled as needed. A missed quiz will result in a score of zero for that exam/quiz, unless an acceptable written excuse is presented within 36 hours of the missed quiz.

**Verification of Absences:**

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request “appropriate verification” when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

**Academic Integrity:**

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other
academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: http://www.uky.edu/Ombud. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of Student Rights and Responsibilities (available online http://www.uky.edu/StudentAffairs/Code/part2.html) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else’s work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student’s assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Accommodations due to a disability:

If you have a documented disability that requires academic accommodations, please contact me as soon as possible during scheduled office hours either in-person or online by email. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym,
257-2754, email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

**Online Behavior Policies:**

Students are expected to maintain decorum that includes respect for other students and the instructor, to regularly log in to the course, and to display an attitude that seeks to take full advantage of the educational opportunity. All students are expected to be prepared to work and actively participate in class activities.

Virtual communication and discussion "in cyberspace" occur in a social environment where normal rules of social interaction apply. The remoteness of the recipients is no excuse to behave in an anti-social manner and post unacceptable messages.

Unacceptable messages include those that harass, intimidate, threaten, belittle, ridicule, express hatred for, or aggression toward others. Let us be mindful to avoid words that imply that some groups of people are less worthy than others (e.g., avoid racist, sexist, anti-Semitic, age-ist, and homophobic language).

Discussion board and other electronic communication for this course should relate only to the course subject matter, generally respond to the instructor threads, and always seek to further the aims of that particular discussion forum or chat session (e.g., stay on topic).

Contributions to discussion boards and synchronous chat are the intellectual property of the authors. Students who quote another person in class projects, publications or even in remarks made on the discussion board should always acknowledge the source of that quote (e.g., do not plagiarize your classmates).

Personal comments about other users and their views should not be placed in any of our Canvas course areas that are viewable by other users.

Do not copy private messages to another person without the author's explicit permission. Consult the UK Student Rights and Responsibilities regarding the steps for addressing unresolved academic issues at [http://www.uky.edu/StudentAffairs/Code/part2.html](http://www.uky.edu/StudentAffairs/Code/part2.html)

**Minimum Technology Requirements:**

Complete the following steps to make sure your computer is correctly configured and the necessary software is installed. Note: You will not be able to access course material if you fail to complete these steps.

1. In order to use Jing, you must have either Windows XP, Vista, Windows 7, or Windows 8, or Mac OS X 10.6.8 or later.
2. Go to this site to check the minimum hardware, software and browser requirements:

3. Internet Explorer is NOT recommended for Blackboard. Firefox is the recommended Internet browser for the course. Go to https://download.uky.edu/ to download a free version of Firefox. Log in with your LINK BLUE id and password and search for Firefox.


5. You will also need Flash, Adobe Acrobat Reader, Windows Media Player and QuickTime and Adobe Shockwave. Go to http://wiki.uky.edu/blackboard/Wiki%20Pages/Browser%20Check.aspx then click BbGO! If you do not have these installed, you can download them from this site.

6. Students and faculty can download Microsoft Office Suite (including Word and PowerPoint) from this site: https://download.uky.edu/.

7. Furthermore, You need a USB webcam to participate in course web conferences and virtual office hours.

8. Student must have access to a computer with a webcam, a broadband internet connection (ie. Cable Modem, DSL, Fast WiFi such as on campus), and a UK Gmail account ending in “@g.uky.edu”. If you have another UK email account you may setup your g.uky.edu account before or during the course. (Visit: http://www.uky.edu/ukit/Help/CloudEmail/GoogleApps)

To check your connection speed enter this URL below in the browser from the computer you will be using with the connection you will be using:
https://connect.uky.edu/common/help/en/support/meeting_test.htm

The Connection test will check 4 necessary elements to participate in the course (in addition to others listed): 1) Flash Player, 2) Connection Test, 3) Speed Test, and 4) Add-in Test. If you don’t get a "check" for all four items you will not be able to fully participate in the course. If your speed test is “Modem” you will not be able to fully participate in the course. Your Speed Test needs to report LAN/DSL or CABLE speed to participate. If it reports “Modem” you will need to find a faster connection to participate in the course.

You should be able to install needed items and may be able to find a faster connection, but you should do so before the class starts. If you still have questions, please contact me, I will give you advice.
If you experience technical difficulties contact the Customer Service Center at 859-218-HELP (4357) or by e-mail at helpdesk@uky.edu. Please also inform the course instructor when you are having technical difficulties.

**Distance Learning Library Services:**

(http://www.uky.edu/Libraries/DLLS)
Carla Cantagallo, DL Librarian, Email: dlservice@email.uky.edu
Local phone number: 859. 257.0500, ext. 2171;
Long-distance phone number: (800) 828-0439 (option #6)

**Canvas Student Orientation:**

For this class, we will be using Canvas. You should automatically be enrolled in a Canvas Student Orientation class inside Canvas, and you can work through that to familiarize yourself. If you ever have questions about where something is located or how you should submit an assignment, don’t hesitate to let me know.

**Course Schedule:**

The following list identifies the due date for each activity.

**Most Assignments are due by 11:59PM EST on the specified date. IN ORDER TO RECEIVE EMAIL SUPPORT, YOU MUST EMAIL BY Friday at noon.** Late work may be accepted for a legitimate reason up to seven days late with a 25% deduction, at the instructors’ discretion. If you know that you need more time, you must contact your section’s instructor.

<table>
<thead>
<tr>
<th>Week</th>
<th>Synchronous Meeting</th>
<th>Topic (Module)</th>
<th>Assignments/Activities DUE BY 11:59PM EST</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day</td>
<td></td>
<td>Getting Started</td>
<td>Check Minimum Technology Requirements and familiarize yourself with the syllabus, course requirements, and schedule. Watch the Intro video.</td>
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<tr>
<td>March 18</td>
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<tr>
<td>Wednesday</td>
<td></td>
<td>Prior Knowledge</td>
<td>Complete syllabus quiz, Simulation Assignment Part 1 and Exercise 1 by 11:59PM.</td>
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<td>March 20</td>
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<tr>
<td>Week 1</td>
<td></td>
<td>1) Digital Video Basics and Downloading and Installing Software</td>
<td>Writing Assignment with resource and test question. Extra Credit: Introduce yourself in the Discussion Board and fill out the</td>
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<tr>
<td>Week</td>
<td>Dates</td>
<td>Task</td>
<td>Due Date</td>
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<td>2</td>
<td>March 25-31</td>
<td>Must arrange a mandatory Video Conferencing Meeting and record it</td>
<td>Exercise due March 27th by 11:59p. Writing Assignment with resource and test question, and link to recorded videoconferencing session Due March 31st by 11:59pm</td>
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<tr>
<td>3</td>
<td>April 1-7</td>
<td>3) Information Searching and Information Management</td>
<td>Exercise due April 3rd by 11:59pm. Writing Assignment with resource and test question Due April 7th by 11:59pm.</td>
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<td>4</td>
<td>April 8-14</td>
<td>4) Intellectual Property and Digital Citizenship</td>
<td>Exercise due April 10th by 11:59p. Writing Assignment with resource and test question Due April 14th by 11:59PM.</td>
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<tr>
<td>5</td>
<td>April 15-21</td>
<td>5) Creating a Presentation</td>
<td>Exercise due April 17th, Writing Assignment with resource and test question Due April 21st by 11:59PM.</td>
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<tr>
<td>6</td>
<td>April 22-28</td>
<td>Work on your final presentation and Simulation Assignment Part 2</td>
<td>You may post your final presentation and the Simulation Assignment Part 2 as early as April 22nd (and will get 15 points extra credit if you turn it in before the 28th).</td>
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<tr>
<td>Final week of class</td>
<td>April 29 – May 1</td>
<td>Final Presentation</td>
<td>You must post your final presentation and Simulation Assignment Part 2 by 5PM on May 1st. If you turn in your final project by April 28th, you will get 15 points extra credit.</td>
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*The course instructor remains the right to modify or adapt this outline to meet the needs of the class. Adequate notice will be given of any change.*