Spring 2021 Syllabus

Instructor: Dr. Barbara Schultz-Jones
Teaching Assistant: Natalie Parker

At UNT, our first priority is keeping our Mean Green Family safe and healthy. Please, follow the Covid 19 updates.

Office hours: Course contact will be online. Please email us within the course.

School Library Certification Reminder
In Texas, ALL requirements for school library certification must be completed before a student may apply for certification. According to the Texas Education Agency, the four requirements to work as a certified school librarian are:

1. Two years as an early childhood–12th-grade classroom teacher in a public or accredited private school.
2. A master's degree from an institution of higher education that is accredited by an accrediting agency, as recognized by the Texas Higher Education Coordinating Board.
3. Completion of a state-approved program in librarianship. School library certification courses taken must be no more than five years old when an application is made for the school librarian certificate.
4. Passing score on the TExES School Librarianship Certification exam, administered by the State of Texas.

Course prerequisite: INFO 5001 is the prerequisite for this course. INFO 5001 orients you to the roles of the school librarian and introduces you to research skills needed to be successful in the program. INFO 5208 will provide you with the content knowledge to be successful in the Automation Module of INFO 5050 where you will also utilize the Portfolio constructed in this course.

Course description: This course is an introduction to the organization of learning resources through standard descriptive cataloging, subject cataloging and classification of library resources and materials.
Course Texts:

Publication Manual of the American Psychological Association:
Seventh Edition. (This is the final word on APA style, if you use the online resources there may be some discrepancies.)

Supplemental APA resources include:
- Purdue OWL (http://owl.english.purdue.edu/owl/resource/560/01/)
- Citation Builder (http://www.lib.ncsu.edu/lobo2/citationbuilder/citationbuilder.php)
- CrosRef (http://www.crossref.org/)
- RefWorks in UNT Library Electronic Resources

**See the TA’s Tips in the Welcome module for a list of APA sections to review.

Course objectives:
By the end of this course, students should be able to:

CO1. Demonstrate the ability to navigate and communicate in Canvas and identify the expectations of the online course

CO2. Summarize the central role of bibliographic organization in relation to other library activities.

CO3. Relate bibliographic principles and techniques to other courses in the curriculum.

CO4. Identify the technical literature and reference aids of bibliographic study.

CO5. (Evaluate, Critique, Explain) the principles and purposes of description and access.

CO6. Transcribe and encode basic MARC bibliographic records for monographs and other resource formats.

CO7. Describe authority control and authority files.

CO8. Evaluate the use of Library of Congress Subject Headings.

CO9. Classify items using Dewey Decimal Classification.

CO10. Demonstrate an introductory knowledge of Library of Congress Classification and Cutter.

CO11. Explain the new cataloging standard, Resource Description and Access (RDA).

CO12. Identify key current and historical figures and organizations related to bibliographic access.

Skills are assessed through quizzes, exams, research papers and a resource portfolio.

Hints to being successful:
This course is highly detailed. You are encouraged to start each module, the portfolio and the project early to provide for time to ask questions. You are encouraged to ask questions early as concepts in this course build on each other. Don't be afraid to ask - we enjoy questions and participation! One caveat to this… (because someone might have already asked the same question), we ask that you please read threads and questions already posted before you start a new thread—especially “Questions (about the course)” and “Issues with technology.”
Two areas provide for interaction with the professor and the TA:

1. **Chats:** Chats with the professor are scheduled for each module and as a review for the exams. Please see the Zoom link on the course lefthand menu for instructions. The chats are not mandatory but highly encouraged because all content and assignments are discussed. All chats will be archived so you can access them through the Zoom Recordings are on the course Home page later. We will confirm the chat dates once everyone is registered and the course is underway.

2. **Discussions:** Each module has a corresponding discussion topic that is graded. You are welcome to work ahead on your discussion posts. However, late posts will not be graded. All discussion posts are due on the same day as the quiz for the corresponding module (e.g., Module 1 discussion is due the same day as Module 1 quiz: see course schedule for details).

**Labs:**
Labs are assigned in conjunction with each lecture. Labs are not submitted for grades; however, answer keys will be released so that students may assess their own work. Skills developed via the labs will be assessed by the quizzes and exams.

**Quizzes:**
Short quizzes follow each module. They are administered via the Quizzes tool. Click on the heading Quizzes in the menu on the lefthand side of the course content. Students will be allowed multiple tries on each quiz. Check your submission for each attempt by going back to the submission and clicking on the right-hand dropdown arrow for "view submission". You will be able to view your answer and how each question was graded. This will enable you to learn from the quiz experience and try again. Correct answers are displayed the day following the quiz due date.

**Self-Assessments:**
Some modules include self-assessment quizzes. They will be administered via the Quizzes tool. Students will be allowed to repeat each self-assessment as often as they like. Self-assessment quizzes do not count towards your grade. They are intended to advance your understanding.

**Portfolios:**
Students construct a portfolio of MARC records for 6 resource types, located in the Resource Portfolio folder in the Assignments area of the course, using two imaginary works and examples of artifacts and kits. The appropriate MARC fields for each resource will be researched using the Library of Congress MARC Bibliographic resource: http://www.loc.gov/marc/bibliographic/ A discussion area allows you to collaborate with fellow students on how and where to research the MARC fields. The portfolio is due in the Portfolio Assignment Dropbox by 11:59 PM (Central) on the due date specified in the schedule.

**Research projects:**
Students select a topic from an approved list located in the Research Paper folder in the Assignments area of the course, and write a research paper that incorporates graphics. Only one student may report on any given topic or information science pioneer. Students must submit their choice of topic for approval in the designated discussion area and papers are due on the Projects discussion board forum and to TurnItIn by 11:59 PM (Central), on the due date specified in the schedule. Ungraded projects will be posted for all students to review.

**NOTE:** Questions from the papers will be included in Exam III.
Exams:
There are 4 exams. A review, similar in format to the exam, will precede each of the 4 exams (note: reviews will not include short answer questions). The 4th exam mirrors the portfolio assignment, with the instruction to convert records from the portfolio to RDA. Access the reviews and exams in the Assignments area of the course. Please see the schedule and the calendar for a schedule of dates for review releases, review key releases, exam releases and exam due dates. Exams are due in the Assignment drop box by 11:59 PM (Central) of the due date.

Grades*:
- 10% Discussions
- 10% Quizzes
- 10% 1st exam (descriptive cataloging)
- 15% 2nd exam (access points, subject headings)
- 15% 3rd exam (classification, research projects)
- 10% 4th exam (RDA)
- 15% Portfolio
- 15% Research Paper

Grading:
90 - 100 = A
80 – 89 = B
70 – 79 = C (Note: a grade of C or below may not be applied to school library certification.)
60 – 69 = D
< 60 = F

*Students must complete all course requirements. A missing quiz, discussion, exam or assignment will result in a drop of one grade level. Students will not be exempted from any assignments. There will be no exceptions.

Dropping this course:
To officially withdraw or drop this course the student must notify the course professor (Dr. Schultz-Jones), the INFO office, and the UNT Registrar. You are not officially dropped until the professor approves it and the registrar officially processes it. Being denied access to Canvas does not ensure that you are dropped by the Registrar. It is your responsibility to ensure that the process is complete. A student who does not participate and does not officially withdraw will receive an F in the course.

Coursework & Reading Assignments:
The coursework is designed to be cumulative, and each subsequent course unit adds to the bibliographic understanding of how to catalog resources. Although there is a lot of content provided in the course itself, much of the details needed to perform well on the quizzes and exams come from reading the corresponding chapters from the textbook, and reviewing the AACR2r rules, RDA rules and MARC tags for the unit.

The textbook provides chapters to read, the MARC tags associated with each unit can be reviewed with the course unit descriptions and using the online resources, and the AACR2r rules and RDA rules can be referenced through the RDA Toolkit. The following table shows you the Course Unit and corresponding MARC tags, textbook chapters and AACR2r rules.

This course is highly detail intensive and all of the extra practice and examples you can find will best prepare you to do well. Use your own personal collection, for example, as a way to further practice the concept you are learning.
## Course Schedule

### INFO 5208 Spring 2021

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<td>Post Welcome Message</td>
<td>Jan. 11 Jan. 17</td>
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<td>Research Project Topics</td>
<td>Jan. 11 Jan. 17</td>
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<td></td>
<td><strong>Research Project</strong></td>
<td>Jan. 11 Mar. 14</td>
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<tr>
<td></td>
<td>Portfolio</td>
<td>Jan. 11 Apr. 11</td>
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**Modules 1, 2, 3**

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<td>Module 1</td>
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<tr>
<td>January 11</td>
<td>Module 2</td>
<td>Jan. 21 Jan. 24</td>
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<tr>
<td>January 11</td>
<td>Module 3</td>
<td>Jan. 28 Jan. 31</td>
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<tr>
<td></td>
<td>Review Modules 1,2,3</td>
<td>Jan. 30 Feb. 4</td>
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<tr>
<td></td>
<td>Exam 1: Modules 1,2,3</td>
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**Modules 4, 5, 6**

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<td>February 6</td>
<td>Module 5</td>
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<tr>
<td>February 6</td>
<td>Module 6</td>
<td>Feb. 25 Feb. 28</td>
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<tr>
<td></td>
<td>Review Modules 1,2,3,4,5,6</td>
<td>Feb. 27 Mar. 4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Exam 2: Modules 1,2,3,4,5,6</td>
<td>Mar. 4 Mar. 7</td>
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<tr>
<td></td>
<td><strong>Research Project</strong></td>
<td>Jan. 11 Mar. 14</td>
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**Modules 7, 8**

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<tr>
<td>March 6</td>
<td>Module 8</td>
<td>Mar. 25 Mar. 28</td>
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<td></td>
<td><strong>Portfolio</strong></td>
<td>Jan. 11 Apr. 11</td>
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<tr>
<td></td>
<td>Review Modules 1,2,3,4,5,6,7,8</td>
<td>Mar. 27 Apr. 1</td>
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<tr>
<td></td>
<td>Exam 3: Modules 1,2,3,4,5,6,7,8</td>
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**Modules 9, 10**

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<tr>
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<td>Review Modules 9, 10</td>
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<tr>
<td></td>
<td>Exam 4: Modules 9, 10</td>
<td>April 22 April 25</td>
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**Class Evaluation:** see My.UNT.edu for SPOT link

Online chats for this course are scheduled at 7 p.m. CST on Tuesday evenings (beginning January 12th) throughout the semester. See Zoom Chats link for exact dates.

The chat room will open before the start time. Chats will vary in length depending on subject matter, participants, and questions. These sessions are optional, but very strongly encouraged. This is your opportunity to "see" demonstrations of the lessons and ask questions.

All chats are recorded and posted for later reference.
<table>
<thead>
<tr>
<th>Dates Modules Open</th>
<th>Content Covered in Course Modules 1 to 10</th>
<th>*MARC Tags covered</th>
<th>Textbook: Intner &amp; Weihs 5th Edition Chapters</th>
<th>AACR2r rules (access through RDA Toolkit)</th>
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<tbody>
<tr>
<td>Jan. 11</td>
<td>Introduction</td>
<td>Intro</td>
<td>1-Introduction</td>
<td>Introduction</td>
</tr>
<tr>
<td></td>
<td>Module 1: Title &amp; Statement of Responsibility; Alternate Titles; Series</td>
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<td>2-The Cataloging Environment 1.0, 3-Preparing Bibliographic Descriptions 1.0-1.1, 1.6, 12-Computer Encoding 2.0-2.1, 2.6, 13-Managing the Catalog Department Appendix A &amp; Appendix B</td>
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<tr>
<td>Jan. 11</td>
<td>Module 2: Edition; Publication; Physical Description; Standard Numbers</td>
<td>250, 260, 300, 010, 020</td>
<td>Review Chapter 3</td>
<td>1.2, 1.4, 1.5, 1.8, 2.2, 2.4, 2.5, 2.8</td>
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<tr>
<td>Jan. 11</td>
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<td>500, 504, 505, 520, 586</td>
<td>Review Chapter 3</td>
<td>1.7, 2.7</td>
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<tr>
<td>Feb. 6</td>
<td>Module 4: Access Points</td>
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<td>21.0-21.6</td>
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<td>Feb. 6</td>
<td>Module 5: LC Subject Headings</td>
<td>N/A</td>
<td>5-Subject Analysis, 6-Subject Heading Authorities, 7-Library of Congress Subject Headings, 8-Sears List of Subject Headings</td>
<td>N/A</td>
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<td>Feb. 6</td>
<td>Module 6: LC Subject Headings cont.</td>
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<td>7-Library of Congress Subject Headings</td>
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<tr>
<td>Mar. 6</td>
<td>Module 7: Dewey Decimal Classification</td>
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<td>9-Classification and Call Numbers, 10-Dewey Decimal Classification</td>
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<tr>
<td>Mar. 6</td>
<td>Module 8: LCC Classification and Cutter</td>
<td>050</td>
<td>11-Library of Congress Classification</td>
<td>N/A</td>
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<tr>
<td>Apr. 3</td>
<td>Module 9: RDA, FRBR, and FRAD</td>
<td>040, 336, 337, 338</td>
<td>Review Chapter 1-Introduction to Library Cataloging</td>
<td>RDA Toolkit</td>
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<tr>
<td>Apr. 3</td>
<td>Module 10: RDA Cataloging</td>
<td>264, 344, 345, 346, 347, 380, 381, 385, 386</td>
<td>Review Chapter 3-Preparing Bibliographic Descriptions</td>
<td>RDA Toolkit</td>
</tr>
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</table>

*MARC tags are computer encoding identifiers for bibliographic data. Details about each tag can be found in the course modules, and web-based resources listed below, under Resources.
Web-Based Class Resources

**RDA Toolkit** (login info provided on Home page)
Location: http://access.rdatoolkit.org/
NOTE: when you login the screen doesn’t change but you will see the UNT id in the upper righthand corner (it’s a subtle change)
**Purpose:** For access to Resource Description and Access (RDA) and to the Anglo-American Cataloguing Rules, 2nd ed., revised (AACR2r)

**Dewey Decimal Classification system via WebDewey:**
http://www.dewey.org/webdewey/login/login.html
   Name: 100-098-691
   Password: Training

Other VERY IMPORTANT Web-Based Resources:
MARC Resources:
   • [LC (Understanding MARC Bibliographic)](http://www.loc.gov/marc/umb)
   • [LC (MARC 21 Concise)](http://www.loc.gov/marc/bibliographic/ecbdhome.html)
   • [Follett](http://www.follettsoftware.com/tagofthemonth.cfm?tagID=112)
   • [ITSMARC](http://www.itsmarc.com)
   • [OCLC Bibliographic Formats and Standards](http://www.oclc.org/us/en/bibformats/default.htm)

LC Name & Subject Authorities:
   • [Library of Congress](http://authorities.loc.gov/)

Cutter/Sanborn Tables:
   • [UNFORBI Cutter Tables](http://www.unforbi.com.ar/cutteren/)
   • [Using the Cutter Table](http://www.loc.gov/aba/pcc/053/table.html)

**SEARS List of Subject Headings:** [http://irservices.library.unt.edu/resource.cfm?ai_id=585](http://irservices.library.unt.edu/resource.cfm?ai_id=585)
Course Materials:
Assignments may require you to use print resources available at the UNT Library, your local public library, or your local school library processing center.

Extensions:
Extensions to deadlines for the exams or the presentation will only be granted under extreme/emergency circumstances.

Communication:
Given the important role of communication in instructional quality, IS faculty will respond to course-related email within 2 business days and will return or give an update on course assignments within 4 working days of the due date.

COURSE POLICIES
“Attendance” is mandatory, meaning that you must check in to the class often to read posts and get announcements. (Log in at least once daily.) If you do not check in, you will miss posts and notices by the professor and other students that might help clarify the assignments or give important information about upcoming due dates, etc. Your professor expects your active participation in this course and will deny any student access to this class who has not logged in and/or participated in 10 days. It is your responsibility to keep a calendar handy so that you do not miss deadlines for assignments. You are responsible for making your own calendar.

COVID-19 Impact on Attendance
While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

If you are experiencing any symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

ADA Policy
UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website (https://disability.unt.edu/).
Emergency Notification & Procedures
UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Retention of Student Records
Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior
Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student’s conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. See UNT’s Code of Student Conduct (https://deanofstudents.unt.edu/conduct) to learn more.

Access to Information - Eagle Connect
Students’ access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail Eagle Connect (https://it.unt.edu/eagleconnect).

Student Evaluation Administration Dates
Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (http://spot.unt.edu/) or email spot@unt.edu.

Sexual Assault Prevention
UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault,
there are campus resources available to provide support and assistance. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648.

Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:
(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student’s physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student’s course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student’s responsibility to do the following:
(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.
See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002).

**Use of Student Work**
A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student’s permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student’s written permission.

Download the UNT System Permission, Waiver and Release Form

**Transmission and Recording of Student Images in Electronically-Delivered Courses**

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.

2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.

3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

   Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

**Academic Misconduct:**
The UNT Code of Student Conduct includes the following under Academic Misconduct:

The term "cheating" includes, but is not limited to:

a) copying or any unauthorized assistance in taking quizzes, tests, or examinations,
b) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments,
c) the acquisition, without permission, of tests or other academic material belonging to a faculty member, staff member or student of the university, or

d) dual submission of information from a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s).

e) any other act designed to give a student an unfair advantage.
The term "plagiarism" includes, but is not limited to:
   a) the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement and
   b) the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials.
   c) Penalties for academic misconduct range from reducing the grade for a test or assignment to revoking an academic degree already granted. Penalties and the appeals process are explained in the UNT Graduate Catalog and the UNT Code of Student Conduct. Please also refer to the IS Policy on Academic Misconduct.

Statement on Plagiarism:
*For plagiarism prevention all papers are loaded into Turnitin. Please read the information about Turnitin (http://www.turnitin.com/research_site/e_home.html) for additional information about plagiarism.

Plagiarism is copying: retyping, cutting and pasting, or paraphrasing. All students in this course are warned as follows:
   • Do not quote or paraphrase published sources, including assigned readings and Web-based sources, without explicit reference to the original work. Credit the source using appropriate citation style according to one of the required academic style manuals listed in the syllabus.
   • Do not insert parts of class lectures, online modules, or tutorials, including examples, into your own work. These are published by the instructors, who properly cite the sources of any external published sources.
• Do not insert parts of previous students' work into your own work. The previous students have given written permission for their work to be displayed for illustrative purposes only.
• Anyone repeating the course must produce original work. Work copied from previous semesters, even if by the same person, is considered plagiarism.
• Do not insert parts of current students' work into your own work. That student trusts you to respect his/her intellectual product.
• You are expected to study and learn from the materials provided, then to use your own words in your assignments, or clearly credit sources using appropriate citation style. It is wrong to blindly copy another person's intellectual content or syntax. It is particularly shortsighted--and glaringly obvious--when a student copies another student's errors.
• You do not have to police every word you write, just be aware of your sources. It is not necessary to credit sources for definitions of basic concepts that are general knowledge in the field, but it is wise to reword them.

INFO 5208 Penalties for Plagiarism:
Plagiarism is illegal, unethical, and unacceptable. Any instances of plagiarism in student work will result in the following penalties:
• First offense: Final course grade reduced by one complete grade.
• Second offense: Assignment of F (Fail) for final course grade.

IMPORTANT NOTE: The research project must be submitted to Turnitin.com for verification of originality. Please do not submit your paper to Turnitin through another account (e.g., the account you use at the school where you work), as your paper will indicate 100% plagiarism when we look at Turnitin.

When Technology Fails
If Canvas goes down and you have an assignment due, wait, and check in periodically for the status to change. Assignments may only be submitted through the class and if needed the professor will extend deadlines and/or reopen assignment tools. Do not email assignments to the professor.