

Syllabus
INFO 4615.001, 005
Electronic Information Services
Fall 2017

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Course Format

Online course accessible through UNT Blackboard Learn website (learn.unt.edu). Eight learning modules are used to organize and deliver online course materials to students. Learning modules are available on course Blackboard Learn site. Blackboard Accessibility Statement - <http://www.blackboard.com/accessibility.aspx>

Course Description

INFO 4615: Electronic Information Services 3 hours

Basic concepts of electronic information services and databases in different fields; conducting online searches and evaluating services. Supervised practical experience.

Course Textbook

Course textbook:

Bell, S. S. (2012). *Librarian's Guide to Online Searching*. 3rd ed., Westport, CT: Libraries Unlimited

Course Goals and Objectives

Course Goal: To provide students with an understanding of online information sources and the skills necessary to retrieve information effectively and efficiently from these resources.

Course Objectives and Learning Outcomes:

Upon completion of the course, students should be:

- able to describe the basic processes involved in digital information access
- aware of the cognitive, affective, as well as procedural aspects of information retrieval
- familiar with a variety of online electronic sources of information
- able to apply digital information access principles, techniques, and critical thinking skills to perform various types of library and information services
- knowledgeable about the practices behind information seeking

- able to perform a basic evaluation of electronic information resources
- introduced to the ethical issue and copyright questions in the use of electronic resources
- familiar with the issues of interest to information professionals related to electronic information systems and services

Course is organized in eight learning modules:

Module 1: Introduction to electronic databases and resources

Module 2: Online search strategies

Module 3: Information services and electronic resources

Module 4: Online catalogs and bibliographic databases

Module 5: Subject databases

Module 6: Evaluation of electronic databases and resources

Module 7: Electronic resources instructions and training

Module 8: Current trends in electronic resources and services

Course Communication

The course uses online communication tools in Blackboard Learn: discussions and course email.

The course instructor will make every attempt to respond to your emails/questions within *2 business days*. If you have not received a response after that time, please email the course instructor again, as the instructor may not have received your email.

This course is taught completely online. Students are encouraged to follow netiquette or appropriate online behavior. Please review the netiquette guidelines available from the following websites:

<http://www.centenarycollege.edu/cms/en/academic-services/blackboard-guidelines/online-etiquette/> and <http://www.albion.com/netiquette/corerules.htm>

Email

Blackboard Learn email tool functions much like any other kind of email. One can send individual and group emails to the course members. Please use **only** course email for all course-related matters.

Course Requirements

Technology Requirements:

Students are required to demonstrate general computer proficiency. This proficiency will include knowledge of computing terminology and concepts, as well as minimal competency in the use of specific types of applications software MSOffice (Microsoft accessibility statement - <https://www.microsoft.com/enable/microsoft/mission.aspx>) and experience with the Blackboard Lear environment (<http://www.unt.edu/helpdesk/bblearn/>).

Course Prerequisites: There are no course prerequisites

Course Materials

Module readings are listed in the course modules. Students are expected to review module readings. Students are expected to use these readings resources as well as additional sources of information for the course assignments.

To access the UNT Libraries and their e-databases go to www.library.unt.edu and enter your EUID and password to access the resources. The UNT Libraries' Policy Manual is available here - <http://policy.unt.edu/policy-alphabetical/a> and includes chapters on Web accessibility and Electronic and Information resources accessibility Policy - <http://policy.unt.edu/policy-by-number/5>

Citation Style Manual:

American Psychological Association (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.

APA Style

All written assignments should follow APA style to ensure that all sources are cited completely, correctly, and with consistency. It is important to provide details of all the sources of information that you have used to prepare your work. Consult the Publication Manual of the American Psychological Association, 6th edition.

Assignments:

Six Module Discussions (Modules 1, 2, 4, 5, 7, 8)

Four Module Exercises (Modules 1, 2, 4, 5, 7)

Two Chapter Quizzes (Chapter 1 Quiz and Chapter 2 Quiz)

Search Project by group
Database Evaluation Assignment (Mid-term)

See detail descriptions and instructions about each of the course assignments in the Assignments & Submission tab in the course in Blackboard.

Week One Activities and Requirements

1. Please write your introductory message and reply to your classmates' posts. See instructions in the Introduce Yourself discussion forum.
2. Read other students' instructions in the Introduce Yourself discussion forum. Reply to TWO other students' posts (use Reply button in the original post) with comments on other students' introduction posts.
3. Become familiar with the structure of the course in Blackboard.
4. Submit Current Zip Code Survey
5. Submit Module 1 Discussion by the due date indicated in the course Schedule of Activities.

Policies

ADA accommodation

If you have a disability and require accommodation under the terms of the federal Americans with Disabilities Act (ADA), you must present a written accommodation request to the instructor by the end of the **third week of the semester**. You should submit a request even if it is possible that accommodation may not be necessary later in the semester. You should register with the UNT Office of Disability Accommodation (ODA; <http://www.unt.edu/oda/> or 940-565-4323), which provides many kinds of support services. Procedures are explained in the UNT Disability Accommodation Policy for Students and Academic Units (<http://policy.unt.edu/policy/18-1-14>).

Academic Integrity

The UNT Students Standards of Academic Integrity (2009) are available at the Provost office website: <http://vpaa.unt.edu/academic-integrity.htm>. The Student Standards of Academic Integrity *UNT Policy Manual* (http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf) defines six categories of academic dishonesty: cheating, plagiarism, forgery, fabrication, facilitating academic dishonesty, and sabotage. The

category **plagiarism** defined as follows:

“Use of another’s thoughts or words without proper attribution in any academic exercise, regardless of the student’s intent, including but not limited to:

1. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation.
2. the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials.”
(http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf)

The Department of Information Science (DIS), formerly the Department of Library and Information Sciences (DLIS), COI, UNT academic misconduct and academic integrity policy is compatible with the UNT Academic Integrity policy (<https://policy.unt.edu/policy/06-003>).

Enrollment in any Department of Information Science course is considered implicit acceptance of all DIS, COI and UNT student policies. It is the **responsibility of the student** to understand and adhere to these policies. Department of Information Science has zero tolerance for academic dishonesty. Department of Information Science instructors may choose to submit any student work to **Turnitin** for verification of originality. **Penalties** for plagiarism in INFO 5310 are as follows:

- First offense: Final course grade reduced by **one complete grade**
- Second offense: Final course grade reduced to **F (Fail)**

Course Grading

All the course assignments must be submitted by/on the due dates indicated in the course Schedule of Activities. Generally, you will receive feedback on assignments *within a week of the due date*. However, if that time frame is to be altered, you will be informed of the change as soon as possible.

Grade distribution

Grades are determined on a 100-point scale with 10 points per grade (90-100 = A, 80-89 = B, etc.). The grade distribution determines how much each assignment grade counts toward the final grade for the course, as follows:

Grade distribution

Assignment	%%
Six Module Discussions (Modules 1, 2, 4, 5, 7, 8)	30%
Four Module Exercises (Modules 1, 2, 4, 5)	20%
Two Chapter Quizzes	10%
Search Project by group	10%
Database Evaluation Assignment (Mid-term)	15%
Module 7 Exercise	15%
Total	100%

Grading criteria

Grades evaluate the quality of your work and adherence to the assignments. Note penalties below.

Content: All topics must relate to the course, either as assigned or approved by the instructor.

Deadlines: To facilitate timely grading, all assignments must be submitted/posted before 11:59 p.m. on the due date in CST. ***Half a grade (5 points) is deducted for each day an assignment is late.*** An exception can be made if you absolutely cannot meet the deadline; please notify the instructor **in advance** if possible.

Completeness: Assignments are detailed. Avoid losing points for incompleteness or failure to follow instructions. If you do not understand the assignment, ask for help prior to the deadline.

Writing: Both substantive content and quality of writing are considered. Substantive content includes demonstrated knowledge of appropriate concepts, completeness, strong supporting material, and reasonable conclusions. Quality of writing covers organization and clarity of expression, appropriate use of references, and correct grammar, punctuation, and spelling. References must be in APA style.

Grade options

Extra credit: Assignments for extra credit will not be made under any circumstances. If you are having trouble with regular assignments, consult the instructor as soon as possible.

Incomplete: See *UNT Graduate Catalog* for policies and UNT semester schedule for deadlines. A grade of incomplete (I) will be given only for a justifiable reason and only if you are passing the course. It is your responsibility to contact the instructor to request an incomplete and discuss requirements for completing the course. If you do not remove the incomplete within one calendar year, you will receive a grade of F.

Withdrawal: See *UNT Graduate Catalog* for policies and UNT semester schedule for deadlines. A grade of withdraw (W) or withdraw-failing (WF) will be given depending on your participation and grades to date. If you simply disappear and do not file a formal UNT withdrawal form, you may receive a grade of F.

Acknowledgement

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