# INFO 4615 **Electronic Information Services/ Electronic Databases and Information Services**

## Instructor Contact

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**Office Location:**

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**Office Hours: Monday 8:00-10:00 AM by appointment**

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**Communication Expectations:** The course uses online communication tools in Canvas: 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:

* Netiquette Guide for Online Courses: [http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf (Links to an external site.)](http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf)
* Netiquette Guide for Online Courses  
  [https://www.memphis.edu/fcbe/students/netiquette.php (Links to an external site.)](https://www.memphis.edu/fcbe/students/netiquette.php)
* Online Course Netiquette Guidelines  
  [https://wnc.instructure.com/courses/1065621/pages/online-course-netiquette-guidelines?module\_item\_id=7763002Links to an external site.](https://wnc.instructure.com/courses/1065621/pages/online-course-netiquette-guidelines?module_item_id=7763002)

Course Description

**INFO 4615: Electronic Databases and Information Services: 3 credit hours**

Development and use of online information services. Study of available databases in different fields. Conducting online searches; client interviews; developing, promoting and evaluating online services; current trends. Supervised practical experience.

**Prerequisite(s):** INFO 5600 or consent of department.

## Course Structure

This class is delivered 100% online. The course is 16 weeks long and consists of modules that open on a weekly basis, one or two per week. Each module has readings and may require public discussion posts or exercises/assignments. There are several more involved assignments during the semester. There is no group work in this class.

Please be aware that there are Graduate students in the Canvas course taking a Graduate version of this class. Assignments differ for undergraduates. Please be careful to do only the undergraduate version of the assignments.

## Course Prerequisites or Other Restrictions

## INFO 5600 or consent of department.

## Course Objectives

Add course level objectives here. For a quick overview of how to write measurable learning objectives, please see the Carnegie Mellon University resource “[Articulate Your Learning Objectives](https://www.cmu.edu/teaching/designteach/design/learningobjectives.html)” (https://www.cmu.edu/teaching/designteach/design/learningobjectives.html). Please see the suggested format below.

Upon completing of the course, students should be:

1. able to describe the basic processes involved in digital information access
2. be able to articulate the cognitive, affective, as well as procedural aspects of information retrieval
3. be able to search a variety of online electronic sources of information
4. able to apply digital information access principles, techniques, and critical thinking skills to perform various types of library and information services
5. demonstrate knowledge about the practices behind information seeking
6. able to perform a basic evaluation of digital information resources
7. be able to articulate the ethical issues and copyright questions in the use of electronic resources
8. be able to articulate the issues of interest to information professionals related to electronic information systems and services

## Materials

* Textbook information: Bell, Suzanne S. Librarian's Guide to Online Searching: Cultivating Database Skills for Research and Instruction, 5th Edition : Cultivating Database Skills for Research and Instruction, July 2018. Available through Amazon and UNT Bookstore.
* Additional readings from periodicals and other resources are incorporated into each lesson.

## Teaching Philosophy

I teach from the perspective that you the student have a vested interest in learning the material and protecting your investment in this class. As such it is your responsibility to thoroughly read the material, become accustomed to the methodology for submitting assignments, and communicating when you encounter any obstacle. In turn, I will be responsive in guiding you through your learning experience

## Technical Requirements & Skills

### Minimum 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/en-us/accessibility (Links to an external site.)](https://www.microsoft.com/en-us/accessibility)). In addition, students should have access to:

* Computer
* Reliable internet access
* Speakers
* Microphone
* Plug-ins
* Microsoft Office Suite
* [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)

### Computer Skills & Digital Literacy

Students must be proficient in the following course-specific technical skills to succeed in the course:

* Using Canvas
* Using email with attachments
* Downloading and installing software
* Using spreadsheet programs
* Using presentation and graphics programs

### Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors online. Here are some general guidelines:

* Treat your instructor and classmates with respect in email or any other communication.
* Always use your professors’ proper title: Dr. or Prof., or if in doubt use Mr. or Ms.
* Unless specifically invited, don’t refer to your instructor by first name.
* Use clear and concise language.
* Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
* Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you.”
* Use standard fonts such as Ariel, Calibri or Times new Roman and use a size 10 or 12 point font
* Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
* Limit and possibly avoid the use of emoticons like :) or ☺.
* Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
* Be careful with personal information (both yours and fellow students’).
* Do not send confidential information via e-mail
* Do not loose sight of your learning objectives for this course. Avoid the temptation to use this class as a vehicle for promulgating a personal or social agenda.sd

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.

### Success in an Online Course

While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and expectations. Best practice for success in this class includes:

* Becoming familiar with the organization of the course
* Becoming familiar with the assignment schedule
* Thoroughly reading all parts of each assignment
* Turning assignments in on time
* Avoiding last minute assignments, particularly as instructors may not be available at the last minute if you need help with the assignment
* Allowing sufficient response time when asking an instructor a question
* When seeking assistance, asking definitive questions instead of making ambiguous statements
* Do not expect instant response when you send an email or make a discussion post

Additional resources on online best practices can be found here: “How to Succeed as an Online Student” (https://clear.unt.edu/teaching-resources/online-teaching/succeed-online).

## Getting Help

### Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

**UIT Help Desk**: <http://www.unt.edu/helpdesk/index.htm>

**Email**: [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone**: 940-565-2324

**In Person**: Sage Hall, Room 130

**Walk-In Availability**: 8am-9pm

**Telephone Availability**:

* Sunday: noon-midnight
* Monday-Thursday: 8am-midnight
* Friday: 8am-8pm
* Saturday: 9am-5pm

**Laptop Checkout**: 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

### Student Support Services

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

* [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
* [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
* [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
* [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
* [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Other student support services offered by UNT include

* [Registrar](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\Registrar) (https://registrar.unt.edu/registration)
* [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
* [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
* [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
* [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
* [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
* [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
* [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

### Academic Support Services

* [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
* [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
* [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
* [Writing Lab](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)
* [MathLab](https://math.unt.edu/mathlab) (https://math.unt.edu/mathlab)

## Course Requirements

Assignments:

| **Assignment** | **Points Possible** | **Percentage of Final Grade** |
| --- | --- | --- |
| Learning Module One: Introduce Yourself Discussion Post | 3 points |  |
| Learning Module One: Discussion Post - Hannigan and Das Articles | 3 points |  |
| Learning Module One: Exercise - Scope of Databases | 4 points |  |
| Learning Module Two: Exercise - Ebsco, Proquest, & MARC Fields | 4 points |  |
| Learning Module Three: Discussion Post- Google and Role of Librarian Searchers | 3 points |  |
| Learning Module Three- Part One: Reading Summary Assignment - Information Behavior and User Interviewing | 4 points |  |
| Learning Module Four: Exercise  Database Searching | 4 points |  |
| Learning Module Five: Exercise – Online Search Tools - Proximity Searching, Truncation, Wildcards, and Delimiters | 4 points |  |
| Learning Module Seven: Discussion Post – MLA Bibliography | 3 points |  |
| Learning Module Seven: Discussion Post – Social Science and Humanities Databases | 3 points |  |
| 4615 Database Bibliography Mid Term | *10 points* |  |
| Learning Module Ten: Discussion Post - Online Public Access Catalogs | 3 points |  |
| Learning Module Ten: Exercise - OPACs and WorldCat Catalogs | 4 points |  |
| Individual Search Project | *10 points* |  |
| Learning Module twelve: Assignment - Evaluation of Information Resources | *10 points* |  |
| Learning Module Thirteen: Assignment - Reading Summary - Wikipedia | 3 points |  |
| Learning Module Fourteen: Discussion Post -Teaching about Databases | 3 points |  |
| Learning Module Fifteen: Discussion Post :Current Trends in Electronic Resources and Services | 3 points |  |
| Learning Module Fifteen: Exercise - Digital Libraries | 4 points |  |
| Information Literacy Instruction Project Instructions | 15 points |  |
| **Total Points Possible** | 100 PTS | 100% |
|  |  |  |
|  |  |  |

## Grading

Include the grading scale (A-F) along with the point totals/percentages you will use to calculate the final grade. For example:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 50-59

This class does not offer extra-credit work.

## **Course Evaluation**

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. 

## Course Policies

### Assignment Policy

All the course assignments must be submitted by/on the due dates indicated in the course Schedule of Activities. Generally, your assignments will be graded within a week of the due date. However, circumstances may stretch that a bit. Assignment due dates will be posted in the class calendar and on the “Course assignment schedule” page. Assignments can be found in the “Assignments” area and in the appropriate modules. All assignments are either submitted as discussion postings or as file (.doc, docx, etc.) uploads. Specific instructions for submission will be found in the instructions for each assignment.

There is no extra credit in this class. In the event that Canvas is down at the time of assignment submission, assignments should be sent as soon as access has been restored.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Instructor Responsibilities and Feedback

* Instructors are usually available for student consultation after class, by appointment, and online in Learn. You are asked not to detain instructors during their preparation time immediately prior to onsite classes or at the beginning of class breaks. Instructors will not under any circumstance provide reviews of student work prior to submission of that work for a grade.
* Students can anticipate a response regarding emails, discussion board posts if applicable, assignment feedback, and grades:
  + Email and discussion board posts (other than assignments): Same day on weekdays before 7:00 PM. Response on Saturdays may not be guaranteed. No responses on Sundays.
  + Assignment feedback and grades: Generally within one week.

Student Responsibilities

* Do not under any circumstances call instructors at their personal phone numbers nor approach their residences, or approach them at or near their vehicles without prior permission. Do not wait outside the instructor’s office unless you have an appointment. Instructors at their discretion may decline to meet with students who do not follow appropriate appointment procedures.
* You are expected to check Canvas frequently to see whether instructors or others are trying to reach you. Do not assume that instructors and teaching assistants are online 24 hours a day, 7 days a week, to answer your questions immediately. Instructors typically respond to email messages within 24 hours. Instructor and teaching assistant response time may be longer during peak periods.

Late WorkLate work will be penalized at a rate of -1 pt  per day late, up to three days.  For example an assignment worth 3 pts will be deduct one point per day late. Assignments submitted more than three days late will receive a grade of “0” even if worth more than 3 pts.

Attendance PolicyThis class does not meet face-2-face. However, students are expected to log into class at least once per week. Students who have not logged in for more than two weeks will be assumed to have walked away from the class.

Class ParticipationStudents are expected to post online discussion assignments as indicated.

Syllabus Change PolicyAny changes to this syllabus or the due dates for assignments will be communicated via the announcement function in Canvas.

## UNT Policies

### Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. [Insert specific sanction or academic penalty for specific academic integrity violation.]

### ADA Policy

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable 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 reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the [Office of Disability Access website](http://www.unt.edu/oda) at http://www.unt.edu/oda. You may also contact ODA by phone at (940) 565-4323.

### 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 Blackboard 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 Blackboard 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. Visit UNT’s [Code of Student Conduct](https://deanofstudents.unt.edu/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](https://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) (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](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\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/) (http://spot.unt.edu/) or email [spot@unt.edu](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\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](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\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](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\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/) (<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](mailto: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) (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**

This course may employ video capture technology to record class chats. Students generally will not appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

This course may employ video capture technology for one-on-one discussions with students. These sessions will generally not be recorded and/or posted.