INFO 5600.002 Information Access and Knowledge Inquiry

Faculty Contact Information

**Name:** Seti Keshmiripour, MS, Adjunct Faculty, Associate Librarian  
**Pronouns:** she/her/hers  
**Email:** Setareh.Keshmiripour@unt.edu  
**Instructors’ Office Hours:** By appointment

**Communication Expectations:** If you have a personal concern or question, please contact the faculty using Canvas email. Students should expect a response to their emails within 48 hours. Office hours are available M - F by appointment via Zoom. Please check the course Canvas page for announcements, assignments, etc. on a regular basis.

**Welcome to UNT!**

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT’s full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

**Course Description**

- Epistemological foundations of information use  
- Basic principles and techniques of information retrieval and knowledge inquiries  
- Survey of research in information seeking behavior and user interaction  
- Introduction to systems of access, search, retrieval, and navigation skills, as well as reference collection management and services  
- Study of evaluation methods for all formats of resources, services, and user satisfaction

**Course Structure**

Two major components, Foundation Lessons and Resources, comprise the course content and are organized into 14 modules. Each module lasts one week and runs from Monday to the following Sunday.

**Foundation Lessons** (e.g. Foundation Lesson: Information in Society) contain basic concepts of information access and knowledge inquiry. Each lesson includes lecture(s) and readings as appropriate. Students are expected to read and comprehend all the readings for Foundation Lessons in order to complete course assignments successfully.

**Resources** (e.g. Resource: Dictionaries) present the practical application tools necessary to be able to access and retrieve information efficiently and effectively. For each type of resource (e.g. dictionaries), there is a lecture, textbook readings, and a list of information resources (print and electronic) as appropriate. The lectures serve as an overview of each type of resource and should be reviewed before reading the textbook materials.
Course Prerequisites or Other Restrictions

There are no prerequisites for the course.

Course Learning Outcomes

By the end of this course, students will be able to:

1. Explain the foundations, philosophy, and ethics of information services.
2. Describe issues concerning users and diversity.
3. Identify the attributes of information behavior.
4. Use and evaluate information resources.
5. Describe basic principles of information retrieval.
6. Demonstrate search and retrieval skills.
7. Conduct a reference interview.
8. Explain effective practices in information and instructional services.
9. Identify the elements of collection management of information resources.
10. Describe management responsibilities.
11. Articulate the purpose of evaluation and evaluate information access services.
12. Describe and evaluate information technologies.
13. Summarize emerging trends and issues in the field of information access and knowledge inquiry.

Materials


In each module, there are additional resources, such as PowerPoint lectures and journal articles available through the UNT Libraries’ electronic resources for you to read and review. Please note that reviewing the course lectures is not enough for learning key concepts in this course. Careful reading of the textbook and additional resources is necessary for gaining needed knowledge to successfully complete the course assignments.

Teaching Philosophy

This core course is time consuming, and you will need to plan to spend a minimum of 10-12 hours per week on your assignments. You will be learning thorough reading, so it will require dedication, time management, and critical thinking. Work of high quality is expected to be submitted by the scheduled due dates.

As your faculty, we encourage you to actively communicate with us, as we cannot support you if we do not hear from you. We want you to succeed as students in the course.

Course Technology & Skills

Minimum Technology Requirements

- Computer
- Reliable Internet access
- Speakers
- Microphone
• Microsoft Office Suite
• Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements)

Computer Skills & Digital Literacy
The technical skills students must have to succeed in the course are being able to use the following:

• Canvas
• Email with attachments
• Presentation programs
• Zoom

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: UIT Student Help Desk site (http://www.unt.edu/helpdesk/index.htm)
Email: 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)

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

• While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
• Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
• Ask for and use the correct name and pronouns for your instructor and classmates.
• Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
• Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
• Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
• Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
• Avoid using “text-talk” unless explicitly permitted by your instructor.
• Proofread and fact-check your sources.
• Keep in mind that online posts can be permanent, so think first before you type.

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

Course Requirements

Students are expected to complete course assignments independently except for the Final Project. The points earned in each assignment are added to determine your grade. Each assignment is graded independently and may have a different weight in your final grade. The table below lists assignments and their weight.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Information Hunts &amp; Evaluations</strong></td>
<td>40%</td>
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<tr>
<td>The purpose of the information hunts &amp;</td>
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<tr>
<td>evaluations is to learn about a broad</td>
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<tr>
<td>range of information resources in</td>
<td></td>
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<tr>
<td>different formats. There are 14</td>
<td></td>
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<tr>
<td>information hunt &amp; evaluation assignments; each one is worth 16 points.</td>
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<tr>
<td><strong>Instructional Information Service</strong></td>
<td>35%</td>
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<tr>
<td>The purpose of the instructional</td>
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<tr>
<td>information service project is to</td>
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<tr>
<td>learn the process of teaching a</td>
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<tr>
<td>specific audience or community about a</td>
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<tr>
<td>particular information resource or</td>
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<tr>
<td>technology by working in groups.</td>
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<tr>
<td><strong>Reading Reflection</strong></td>
<td>10%</td>
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<tr>
<td>The purpose of the reading reflection</td>
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<tr>
<td>is to synthesize the major issues in</td>
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<tr>
<td>information access and knowledge inquiry as reflected in the literature.</td>
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<tr>
<td><strong>Professional Philosophy</strong></td>
<td>10%</td>
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<tr>
<td>The purpose of the professional</td>
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<td>philosophy is to formulate your own</td>
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<tr>
<td>philosophy about providing information</td>
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<tr>
<td>services.</td>
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<tr>
<td><strong>Ethical Dilemma Discussion</strong></td>
<td>5%</td>
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<tr>
<td>The purpose of this assignment is to</td>
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<tr>
<td>engage in a discussion of issues related</td>
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<tr>
<td>to information access and knowledge</td>
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<tr>
<td>inquiry.</td>
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</tr>
<tr>
<td><strong>Total Points Possible</strong></td>
<td>100%</td>
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</tbody>
</table>
Grading
A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 0-59

Please note that this is a core course and if your total grade is below 80%, you will need to repeat the course. Only one submission is accepted for each assignment. Late submissions and resubmissions are not accepted. There is no extra credit assignment in this course so put all your efforts on the assignments listed above.

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. Information about the SPOT evaluations will be shared via the “Announcements.”

Course Policies

Assignment Policy
The official due dates, instructions, and submission information for each assignment are included in the “Modules” section of Canvas.

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 faculty will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the faculty and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The faculty and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Faculty Responsibilities
Throughout the semester, the faculty will:

- Provide a stimulating learning environment
- Present a current perspective on the topic
- Provide clear instructions for assignments and constructive feedback on student submissions
- Answer students’ questions in a timely manner

Late Work
Students are expected to submit all of their assignments on time unless other arrangements have been made with the faculty prior to the due date of the assignment(s). There is only one opportunity available for submitting each assignment. Resubmission of assignments are not accepted and will not be graded.
**Sundown Rule**
From the time that grades are posted for each assignment, you only have one week to inquire about your grade. After that, the grades for that assignment will not be discussed.

**Incompletes**
The UNT Graduate Catalog describes and explains grading policies. A grade of Incomplete (I) will be given only for a justifiable reason and only if the student is passing the course. The student is responsible for communicating with the instructor to request an incomplete and discuss requirements for completing the course. If an incomplete is not removed within the time frame agreed to by instructor and student, the instructor may assign a grade of F.
https://registrar.unt.edu/grades/incompletes

**Attendance Policy**
This course has in-person, remote (via Zoom), and online working sessions. Students are expected to attend in-person and remote classes unless otherwise arranged with the course faculty.

**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 the faculty if you are unable to complete your assignments because you are ill, or unable to complete your assignments due to a related issue regarding COVID-19.

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.

**Class Materials for Remote Instruction**
Remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a webcam and microphone to participate in fully remote portions of the class. Information on how to be successful in a remote learning environment can be found at https://online.unt.edu/learn.

**Statement on Face Covering**
**Face coverings are required in all UNT facilities.** Students are expected to wear face coverings during this class. If you are unable to wear a face covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor.

**Syllabus Change Policy**
Any changes to the syllabus, course information, or due dates will be communicated through the “Announcements.”
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.

Students caught cheating or plagiarizing will receive a "0" for that particular assignment.

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/).

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)
The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

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. Visit 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/).
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.

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

Class Recordings & Student Likenesses
Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Academic Support & Student Services
Student Support Services
Mental Health
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)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)
**Chosen Names**
A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- UNT Records
- UNT ID Card
- UNT Email Address
- Legal Name

*UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

**Pronouns**
Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don’t assume someone’s name, we should also ask and not assume someone’s pronouns.

You can [add your pronouns to your Canvas account](https://canvas.unt.edu) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](https://www.unt.edu/studentaffairs/)
- [How do I use pronouns?](https://www.unt.edu/studentaffairs/)
- [How do I share my pronouns?](https://www.unt.edu/studentaffairs/)
- [How do I ask for another person’s pronouns?](https://www.unt.edu/studentaffairs/)
- [How do I correct myself or others when the wrong pronoun is used?](https://www.unt.edu/studentaffairs/)

**Additional Student Support Services**
- [Registrar](https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edou.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Pride Alliance](https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry)

**Academic Support Services**
- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources)
- [Academic Success Center](https://success.unt.edu/asc)
- [UNT Libraries](https://library.unt.edu/)
- [Writing Lab](http://writingcenter.unt.edu/)
## COURSE CALENDAR
### Spring 2021

<table>
<thead>
<tr>
<th>Module/ Dates</th>
<th>Class Meeting</th>
<th>Content</th>
<th>Assignments Due (Deadline 11:59 pm Central)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td>No Class Meeting</td>
<td>Review the course syllabus. Review the introduction module in course Canvas.</td>
<td>Submit Student Introduction to the appropriate Canvas Discussions by January 17.</td>
</tr>
<tr>
<td>January 11</td>
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<tr>
<td><strong>Module 1</strong></td>
<td>In-Person class on January 20 from 2:30 – 5:20 pm Location: DP K150</td>
<td>Foundation Lesson: Introduction to the Course Foundation Lesson: Information Resources and Evaluation Resource: Dictionaries</td>
<td>Instructor forms Project Groups by January 24.</td>
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<td>January 18</td>
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<td>January 25</td>
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<tr>
<td><strong>Module 3</strong></td>
<td>In-Person class on February 3</td>
<td>Foundation Lesson: Modeling Information Needs</td>
<td>Submit Final Project Topic by February 7. Submit IH&amp;E: Encyclopedias by February 7.</td>
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<tr>
<td>February 1</td>
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<tr>
<td>Module</td>
<td>Date</td>
<td>Meeting Type</td>
<td>Time</td>
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<tr>
<td>4</td>
<td>February 8</td>
<td>No Class Meeting</td>
<td>2:30 – 5:20 pm</td>
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<td>February 17</td>
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<td>6</td>
<td>February 22</td>
<td>No Class Meeting</td>
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<td>7</td>
<td>March 1</td>
<td>No Class Meeting</td>
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<tr>
<td>8</td>
<td>March 8</td>
<td>No Class Meeting</td>
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<td>9</td>
<td>March 15</td>
<td>No Class Meeting</td>
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<tr>
<td>10</td>
<td>March 22</td>
<td>In-Person class on</td>
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<tr>
<td>March 22</td>
<td>March 24 from 2:30 – 5:20 pm</td>
<td>Resource: Government Documents</td>
<td>Submit IH&amp;E: Geographical Sources by March 28</td>
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<td>Location: DP K150</td>
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<tr>
<td>Module 11 March 29</td>
<td>No Class Meeting</td>
<td>Resource: Data and Statistical Sources</td>
<td>Submit IH&amp;E: Government Documents by April 4.</td>
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<td>Resource: Digital Library Collections</td>
<td>Submit Information Services Philosophy by April 4.</td>
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<td>Module 12 April 5</td>
<td>Remote Class via Zoom on April 7 from 2:30 – 5:20 pm</td>
<td>Foundation Lesson: Administration and Management</td>
<td>Submit Instructional Information Service Project by April 11.</td>
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<td>Location: DP K150</td>
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<tr>
<td>Module 13 April 12</td>
<td>No Class Meeting</td>
<td>Foundation Lesson: Resource Management</td>
<td>Submit IH&amp;E: Data and Statistical Sources by April 18.</td>
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<td>Submit IH&amp;E: Digital Library Collections by April 18.</td>
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<td>Module 14 April 19</td>
<td>No Class Meeting</td>
<td>Summary of the Course</td>
<td>Submit Reading Reflection by April 25.</td>
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