



University of North Texas
College of Information
Department of Information Science

INFO 4100 - Introduction to Information Science

I. COURSE INFORMATION

Instructor

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Office Hours

Every Tuesday, 9:00 A.M. – 11:00 A.M. Students are also welcome to make an appointment with the instructor at any time to discuss course-related questions, issues, or concerns. Please send an email to the instructors to schedule a meeting, including during the office hours.

Course Format

Students are required to complete the remainder of the course online.

Reading Materials

- 1) Bawden, D. & Robinson, L. (2022). [Introduction to information science](#). Chicago, IL: Neal-Schuman.

Required readings are listed for each module and on the Canvas course website (under the Learning Module tab); they are either directly linked from the website or can be found through the [UNT Electronic Library](#).

Course Descriptions

3 hours. This is a 100% online course. This course serves as a core course of the BS-IS program and prepares undergraduate students of the field of Information Science to understand the origin and history of "Information Science", essential characteristics and the scope of this discipline, as well as fundamental principles and international standards of this discipline. This course guides students through the essential conceptual blocks of information science, such as information behavior, bibliometric analysis, information

organizing and retrieval, e-publishing, information security & privacy, the future of the discipline.

Course Objectives

- Developing communication skills by mastering key concepts and domain subjects in information science;
- Developing in-depth understanding of Information Sciences as an academic discipline and professional practice area;
- Understanding the fundamentals of indexing and abstracting which will be applicable to various formats of information;
- Developing creative and critical thinking capabilities through carrying out a set of hands-on projects;
- Applying research methods of information science to analyze information behaviors and information sources;
- Analyzing, synthesizing, visualizing information in a logical, coherent, and professional manner;

Learning Outcomes

Upon completion of this course, students will have:

- Discussed topics of “Information Science” with appropriate domain terminology;
- Explain basic concepts of “information science” and identify appropriate examples to interpret these concepts from both academic and practical perspectives;
- Applied principles and standards in the information science field to analyze and evaluate current technology implementations;
- Gained knowledge about the impact of technology on individuals, society and the information profession.
- Applied rules and norms of scholarly communication frequently in the academic writing process.

Course Outline:

The course is organized into 16 Learning Modules:

- Module 1: Introduction
- Module 2: Understand “Information Science” as a discipline & professional field (Chapter 1)
- Module 3: APA Style
- Module 4: History, Philosophies, and Paradigm of Information Science (Chapters 2-4)
- Module 5: Basic Concepts of Information Science (Chapter 5-6)
- Module 6: Basic Concepts of Information Science (Chapter 5-6) (Continued)
- Module 7: Domain analysis & information organization (Chapters 7-8)
- Module 8: Information system (Chapter 10)
- Module 9: Informatics (Chapter 11)

- Module 10: Information Behavior & changing contexts (Chapters 12-13)
- Module 11: Information Behavior & changing contexts (Chapters 12-13) (Continued)
- Module 12: Information Management and Policy (Chapter 14)
- Module 13: Information Science Research (Chapter 18)
- Module 14: Future of Information Science (Chapter 19)
- Module 15: Final Exam Review
- Module 16: Final Exam

II. COURSE REQUIREMENTS

1. Module Activities (50% of total grade)

Purposes: Module activities allow the students to understand key concepts, examine issues facing information and knowledge society, and reflect on critical and creative thinking.

a. Module Discussions (30% of total grade). These are graded discussions, and students are required to participate in the online discussions. The discussion posts must answer the discussion question in a thoughtful and reflective manner. In addition, it is important to demonstrate original thoughts supported by specific examples, relevant experiences, and assigned/self-selected readings. The initial post should cite minimum THREE (3) articles from the reading list of a module. Also, students are expected to reply to at least one response made by another student in class (100-150 words).

Deadlines & Submissions: Each post must be completed before the specified deadline.

b. Module Quizzes (20%): Students are required to complete online quizzes to examine their understanding of the readings and the critical concepts in a module. Detailed instructions will be shown on the Canvas site.

3. Assignments 1 to 3 (35% of total grade)

Assignment #1: Information indexing & retrieval procedure

Points: 10% of assignment grade

Description: Students will be asked to analyze a web-based information retrieval system and evaluate the indexing and retrieval procedure based on a set of standards. Detailed instructions are provided in the "Assignments" area of Canvas.

Assignment #2: Information behavior analysis

Points: 10% of assignment grade

Description: Students will be asked to choose one of the information behavior research methods to collect users' information behavior data for

analysis. Detailed instructions are provided in the “Assignments” area of Canvas.

Assignment #3: Bibliometric analysis

Points: 15% of assignment grad

Description: Students will complete a bibliometric analysis paper on an assigned topic to find the patterns of leading authors, most frequently used keywords, most productive institutions, co-citation of journals, etc. Detailed instructions are provided in the “Assignments” area of Canvas.

4. Final Exam (15%)

The final exam will be released online at the end of this semester. The final exam assesses students’ understanding of the key concepts learned in this course.

Detailed instructions will be shown on the Canvas site.

5. Extra Credit (3%)

Extra credit assignments are marked on Canvas. Overdue extra credit assignments are not accepted.

III. COMMUNICATIONS

Course announcements and information will be by email and posted under “Announcements,” and students are expected to monitor this area; Students are also expected to check their Canvas Message box and UNT email address regularly, as this is the main avenue of communication the Teaching Team will use to contact you individually.

If students have questions that might interest other students, they are encouraged to post them in the “Assignment Discussion” thread under the “Discussions” tab. Someone else likely has the same question. If a student needs the instructor’s immediate attention to some questions, the questions can be emailed to the instructor (ting.wang@unt.edu).

ASSESSMENT & GRADING

See Information under “Course Requirements” (above) for information about assignments and grading. Assignment grading is based on a rubric attached to each assignment description on Canvas.

Grading Percentages

Table 1

Online Discussions	30%
Online Quizzes	20%
Assignment #1	10%

Assignment #2	10%
Assignment #3	15%
Final Exam	15%
Extra Credit	3%
Total	100%

Grading Scale

The UNT scale for grading is as follows:

A = 90 - 100 points

B = 80 - 89 points

C = 70 - 79 points

D = 60 - 69 points

F = 59 points and below

V. TECHNICAL REQUIREMENTS / ASSISTANCE

The following information has been provided to assist you in preparation for the technological aspects of the course. The University Information Technology (UIT) Helpdesk offers helpful resources and addresses any issues that might arise with Canvas Learn. <http://www.unt.edu/helpdesk/>

1. Be sure you are using a supported [web browser](#).
2. Commonly used 3rd party plug-ins you may need to install for this course:
 - [Acrobat Reader](#)
 - [Real Player](#)
 - [Windows Media Player](#)

3. Additional help for using [Canvas Learn](#):

The UNT Helpdesk recommends using Java version 7 update 10.

You will need word processing software such as Word 2010. Acceptable file formats include .txt, .rtf, .doc, and .docx.

4. Student Support

The University of North Texas provides student technical support in the use of Canvas and supported resources. The student help desk may be reached at:

- Website: <http://www.unt.edu/helpdesk/>
- Phone: 940-565-2324
- In Person: Sage Rm. 130

Regular hours are maintained to provide support to students. Please refer to the website for updated hours.

VI. ACCESS & NAVIGATION

- Access and Log in Information

This course was developed and will be facilitated utilizing the University of North Texas' Learning Management System, [Canvas Learn](https://canvas.unt.edu/). To get started with the course, please go to: <https://canvas.unt.edu/>.

You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: <https://ams.unt.edu/>.

- Canvas Learn Student Orientation

As a student, you will have access to the "Canvas Learn Student Orientation" tutorial via Canvas Learn. You are strongly encouraged to become familiar with the tools and tutorials within the student orientation to better equip you to navigate the course.

- Accessing Grades

As assignments are graded, grades will be posted in the class grade book. Effort will be made to complete grading and post grades expeditiously, so please be patient. If a student has a question about a grade, please consult the rubric first before contacting the instructor.

- Assignment Submission Instructions

Please do not wait until the last minute to post assignments as technical problems may occur.

- Participation / Discussion / Attendance

Discussions and class participation are an important part of the class and there will be discussion questions for all modules except Module 3. Discussion posts should adhere to the principles in the "Guide to Success."

Please use proper web etiquette in discussions.

[Netiquette \(Internet Etiquette\)](#)

[The Core Rules of Netetiquette](#)

VII. COURSE EVALUATION

All courses at UNT allow the student to evaluate the effectiveness of the teaching methods. Typically, the SPOT course evaluation will be available 7 days before the end of class. It can be accessed from a student's my.unt.edu page. NOTE: The survey closes at the end of the term!

VIII. SCHOLARLY EXPECTATIONS

All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical, particularly at the graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. Work submitted at the graduate level is expected to demonstrate higher-order thinking skills and be of significantly higher quality than work produced at the undergraduate level.

IX. RESOURCES

- [UNT Portal](#)
- [UNT Canvas Student Resources: Technical Support:](#)
- [General access computer lab information](#) (including locations and hours of operation)
- [UNT Library Information for Off-Campus Users](#)
- [UNT Computing and Information Technology Center](#)
- [Computer Lab at Discovery Park:](#)

X. COURSE POLICIES

- Assignment Policy
Please use the academic calendar included here as the official due date repository. Additional information on assignments can be found in the modules.
- Late Work
All students are expected to submit their module activities and other assignments by the due date. This prevents students from getting too far behind in the course and allows the instructor to assign grades in a consistent manner. Assignments are due by 11:59 PM (midnight) on the date due. If an extenuating circumstance such as a medically diagnosed illness or family emergency arises, request an extension prior to the due date in a professional and effective manner. Contact the instructor via Canvas e-mail.
- No resubmission is allowed.
- After the final exam is due, no submission is accepted.
- Incompletes
An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. The student must arrange with the instructor to finish the course at a later date by completing specific requirements. Please refer to the [Office of the Registrar](#) for more information on incompletes. It is your responsibility to contact the instructor to request an incomplete and discuss the requirements for completing the course. You will receive an F grade if you do not remove the incomplete within one calendar year.
- Withdrawal: See the UNT Graduate Catalog for policies and the UNT semester schedule for deadlines. A grade of withdraw (W) or withdraw-failing (WF) will be given depending on your participation and grades. You may receive an F grade if you simply disappear and do not file a formal UNT withdrawal form.
- Copyright Notice
Some or all of the materials on this course website may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and

written permission of the copyright owner unless fair use or another exemption under copyright law applies. Additional copyright information is available through the University Libraries [Copyright Advisory Services](#).

- Syllabus Change Policy

The information in this document is intended for students taking INFO 4100. The instructor will use this syllabus to guide the course and notify the class if changes occur.

- Policy on Server Unavailability or Other Technical Difficulties

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 that 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 also contact the UNT Student Help Desk at 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

XI. UNT POLICIES

- ADA Policy

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 Access](#) or 940-565-4323, which provides many kinds of support services. Procedures are explained in the [UNT Disability Access Policy for Students and Academic Units](#).

- Academic Integrity

1. The [UNT Students Standards of Academic Integrity](#) (2009) are available at the University Policy Office.
2. [The Student Standards of Academic Integrity UNT Policy Manual \(PDF\)](#) defines six categories of academic dishonesty: cheating, plagiarism, forgery, fabrication, facilitating academic dishonesty, and sabotage.
3. 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:
 - a. [Academic Dishonesty](#)
 - i. is 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.
 - ii. Is 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.

Enrollment in any INFO course is considered implicit acceptance of all DIS and UNT student policies.

It is the responsibility of the student to understand and adhere to these policies. DIS has zero tolerance for academic dishonesty. DIS instructors may choose to submit any student work to Turnitin for verification of originality. Penalties for plagiarism in INFO 5000 are as follows:

- First offense: Students caught cheating or plagiarizing will be given a warning for this incident. Penalty on grades will be applied to this assignment.
- Second offense: Final course grade reduced to F (Fail). Also, the incident will be reported to the Dean of Students, who may impose further penalty.
- Add/Drop Policy
Please refer to the [UNT Registrar's Office website](#) regarding the Add/Drop Policy.
- Code of Conduct
Please refer to the [UNT Dean of Students Office website](#) regarding the Student Code of Conduct Policy.

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](#).

The specific portion concerning distance education courses is located at "[Title 8 CFR 214.2 Paragraph \(f\)\(6\)\(i\)\(G\)](#)" and can be found buried within this document:

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.

COVID-19 Impact on Attendance

Due to the COVID-19 impact, 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.

Class Materials for Remote Instruction

The UNT spring schedule requires this course to have fully remote instruction beginning November 28th. Additional 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 – faculty member to include what other basic equipment is needed] to participate in fully remote portions of the class. Additional required classroom materials for remote learning include: [list specific software, supplies, equipment, or system requirements needed for the course]. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>.

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.