

Course Syllabus for CS120g and CS121g

My Contact Information

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Contact Policy

I will respond to emails within 24 hours on weekdays. For any course-related communication, please use your ODU email, as I will not respond to non-ODU emails.

Course Syllabus

A. Course Description

The objective of this course is to enhance the ability of students to locate, manage, critically evaluate, and use the information for problem-solving, research, and decision-making in a complex, digital world. Students will learn methods of information retrieval from sources such as the World Wide Web, digital libraries, and Internet databases.

Emphasis will be placed on accessing information effectively and efficiently, using search engines, blogs, and social networking tools. This includes evaluation, management, organization, and summarization of information for specific purposes. Students will use Microsoft Office productivity tools to formulate and present information. Additionally, they will be introduced to collaborative tools for effective group development of presentations and documents. We will discuss information security, laws, regulations, institutional policies, and ethics related to the access and use of information resources.

This course uses a strategic approach, by which the student can begin with a topic about which s/he knows nothing and proceed through a series of steps to produce both a research question/thesis and a bibliography, which provides the information needed to address the chosen issue. There is an extensive introduction to databases, including the Internet. The "research" in *Research Strategies* is informational research, which is done in preparation for term papers and literature reviews, rather than field or experimental research, such as that found in the social sciences and sciences.

Throughout the course, the **process is more important than the product**. In this information age, the ability to navigate through data without getting lost is worth more than gold. The training provided in this course will help the student develop a set of strategies that are applicable to any kind of informational research. Process (strategy-building) is more important than the product.

We live in a time when the ability to sift through all the information coming our way, decide what is important, and use that information to address key issues is a life skill that no one should be without. This course will help students develop that research ability, while

also providing an understanding of the ethical and legal use of information.

Course Objectives

Through the use of assignments, projects, and case studies, students will be given research topics for which they must:

1. Determine the nature and extent of the information needed,
2. Identify a variety of potential sources for information, their types, and their formats.
3. Access needed information, effectively and efficiently, including:
 - A. costs and benefits of acquiring the needed information
 - B. most appropriate investigative methods or information retrieval systems for accessing the needed information
 - C. implement effectively-designed search strategies
4. Extract records, manage the information and manage its sources.
5. Summarize the main ideas to be extracted from the information gathered.
6. Articulate and apply initial criteria for evaluating both the information and its sources.
7. Individually, or as a member of a group, use information effectively to accomplish a specific purpose.

8. Apply the economic, legal, and social issues surrounding the use of information, to include:

- A. accessing and using information ethically and legally
- B. following laws, regulations, institutional policies, and etiquette related to the access and use of information resources

Course Approach

As a student in this course, you will access and interact with the content and course material in the **Modules** and as discussed in lecture class. You will submit assignments through **Assignments** and participate in discussions, through Canvas and in lecture class.

Attend your scheduled weekly recitation to meet with a TA to receive help on course-related issues. Research shows that those who have attended recitations regularly score higher and do better overall in this course.

Make sure that you are assigned to a group (Group assignments happen during the first week of classes).

Topics in the course include:

- Introduction to information retrieval from sources such as the World Wide Web, digital libraries, and Internet databases
- Accessing information effectively and efficiently using search engines, blogs, and social networking tools
- Evaluation, management, organization, and summarization of information for specific purposes

- Use of Office productivity tools to formulate and present information
- Introduction to collaborative tools for effective group development of presentations and documents
- Discussion of information security, laws, regulations, institutional policies, and etiquette related to the access and use of information resources

Course Readings

Textbooks

We will be using TWO textbooks in this course:

A. Research Strategies: Finding your way through the Information Fog, by William Badke (7th edition) ISBN – 978-1663218742. This book can be found online at [Amazon.com](#)[Links to an external site..](#)

B. Introduction to Information Literacy and Research

This book is only available as an eText and is a required textbook. You may purchase it directly from the Pearson website with a credit card or PayPal at the following

link: <https://console.pearsoned.com/enrollment/pnfupa>Links to an external site.

OR

You may purchase an access code (ISBN – 9781323963746) at the ODU Bookstore and redeem it at the link above to get access to the eText.

If you need assistance with your eText purchase, contact, Pearson Support: <https://support.pearson.com/getsupport/s/contactsupport>Links to an external site.

Information Literacy Textbook

Other Materials:

ODU Information Literacy Tutorials Website:

- In this course, you will be asked to access ODU's Information Literacy Tutorials as a major resource. These modules will be a major part of the reading assignments and will include short activities. The Literacy Tutorials will also be critical to completing the required assignments associated with this course. You can access each library literacy tutorial as it is assigned in the course. You will need to register for the ODU - Information Literacy Tutorials on **Canvas** under "Professional

Learning". Your TA/instructor will provide more information in the recitations.

- The instructions to access the InfoLit Tutorials can be found here: <http://guides.lib.odu.edu/c.php?g=502947&p=3441910>

Student Responsibilities

1. Complete all the modules, as well as the Information Literacy Tutorials by assigned deadlines as listed in **Modules -> Important Dates**.
2. Follow the tasks pages, per each module.
3. Turn in assignments, according to the due dates listed on the **Important Dates** page.
4. Students can access modules through the **Canvas> Modules link** on the navigation menu to the left.

UTILIZING ONLINE COMPONENTS

Students are responsible for learning to use the following:

- **Canvas**
- Know how to use **Canvas** for the following purposes: submitting homework, viewing documents, checking grades, participating on the **Discussion Board**, downloading and printing course materials, downloading and storing data files, and unzipping zipped folders, if needed.
- **Discussion Board (Canvas)**

- For some students, this material is sometimes easier when working with others. The **Discussion Board** in **Canvas** will be set up so that students can interact with each other. Students may post questions and other students may provide answers through the discussion board. The discussion board is an open forum, best utilized to assist each other in completing the homework. The TA will monitor the discussion board frequently to assist in answering questions.
- **Zoom** is a real-time video conferencing tool that lets you add files, share applications, and use a virtual whiteboard to interact.

STUDENT HELP RESOURCES

- Online Student Orientation
- [Distance Learning Online Student Orientation](#)
- Technical Support Center
- [Technical Support Center](#)
- itshelp@odu.edu
- [757-683-3192](tel:757-683-3192)

Grading Criteria

Grade Distribution

Assignments	Percentage
Assignment 1	10%

Assignments	Percentage
Assignment 2	20%
Assignment 3	30%
Individual Participation	10%
Information Literacy Tutorials	5%
Reading Quizzes	25%
Total	100%

Grading Scale

Percent Scored	Grade
93 - 100	A
90 - < 93	A-
87 - < 90	B+
83 - < 87	B
80 - < 83	B-
77 - < 80	C+
73 - < 77	C
70 - < 73	C-
67 - < 70	D+

Percent Scored	Grade
63 - < 67	D
60 - < 63	D-
60 and Below	F

Late Work Grading Policy

Students who turn in assignments one day late will receive a 50% penalty on that assignment. Beyond ONE day, work will not be accepted, unless students have obtained proper documentation from the Student Outreach & Support Center.

Course Policy and University Policy

Course Policy

Academic Integrity

You are responsible for understanding the policies and procedures in the undergraduate catalog that pertain to academic integrity. Violations of the academic honesty code will be dealt with in the strictest terms. Students are advised to become familiar with the university's academic honesty code (also posted on **Canvas**). It is the student's responsibility to ensure that both the letter and intent of this code are met, in all circumstances. Ignorance of this code, or of proper rules of citation, provides no defense. The instructor's policy concerning the enforcement of this code is inflexible; no exceptions will be made. Cheating or plagiarizing an assignment will

result in an automatic “F” for the course and a referral to university authorities.

Course Disclaimer

Every attempt is made to provide a complete syllabus that offers an accurate overview of the course. However, circumstances and events may make it necessary for the instructor to modify the syllabus during the semester. This may depend, in part, on the progress, needs, and experiences of the students who registered for the course.

Copyright Disclaimer

Selected materials for this course, which were taken from online courses developed by William Badke, the author of our textbook, are used with permission.

University Policy

Honor Pledge

"I pledge to support the honor system of Old Dominion University. I will refrain from any form of academic dishonesty or deception, such as cheating or plagiarism. I am aware that as a member of the academic community, it is my responsibility to turn in all suspected violators of the honor system. I will report to Honor Council hearings if summoned." By attending Old Dominion University, you have accepted the responsibility to abide by this code. This is an institutional policy, approved by the Board of Visitors. Refer to the Student Honor Council: [Office of Student Conduct and Academic Integrity](#).

Educational Accessibility

Old Dominion University is committed to ensuring equal access to all qualified students with disabilities in accordance with the Americans with Disabilities Act. The Office of Educational Accessibility (OEA) is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations.

- If you experience a disability that will impact your ability to access any aspect of my class, please present me with an accommodation letter from OEA so that we can work together to ensure that appropriate accommodations are available to you.
- If you feel that you will experience barriers to your ability to learn and/or test in my class but do not have an accommodation letter, please consider scheduling an appointment with OEA to determine if academic accommodations are necessary.

The Office of Educational Accessibility is located at 1021 Student Success Center and its phone number is [\(757\)683-4655](tel:7576834655). Additional information is available on the [OEA Website](#).

University Email Policy

The Old Dominion University e-mail system is the official electronic mail system for distributing course-related communications, policies, announcements, and other information. A University e-mail user ID and password are necessary for authentication and access to numerous electronic resources (**Canvas**, faculty websites, etc.).

Withdrawal

A syllabus constitutes an agreement between the student and the course instructor about course requirements. Participation in this course indicates your acceptance of its teaching focus, requirements, and policies. Please review the syllabus and the course requirements as soon as possible. If you believe that the nature of this course does not meet your interests, needs or expectations, if you are not prepared for the amount of work involved, or if you anticipate that the class meetings, assignment deadlines, or abiding by the course policies will constitute an unacceptable hardship for you, you should drop the class by the drop/add deadline, which is located in the ODU Schedule of Classes. For more information, please visit the Office of the [University Registrar](#).

Student Acknowledgement

“I, _____, have completely read this syllabus and understand and agree to the course requirements.”

Strome College of Business Statement on Plagiarism

What is it?

The Old Dominion University (ODU) Undergraduate Catalog (2008 - 2009, p. 13, F) defines plagiarism as follows:

"A student will have committed plagiarism if he or she reproduces someone else's work without acknowledging its source; or if a source is cited which the student has not cited or used. Examples of plagiarism include: submitting a research paper obtained from a commercial research service, the Internet, or from another student as if it were original work; making simple changes to borrowed materials while leaving the organization, content, or phraseology intact; or copying material from a source, supplying proper

documentation, but leaving out quotation marks. Plagiarism also occurs in a group project if one or more of the members of the group does none of the group's work and participates in none of the group's activities, but attempts to take credit for the work of the group."

Hints for Avoiding Plagiarism:

- More than three words is plagiarism. This is a good yardstick to use when wondering whether or not quotes are appropriate. They are if you are copying more than three words in sequence.
- One source is not "common knowledge." Common knowledge does not require citation, but the information is not commonly known if you have found just one source for it.
- When in doubt, cite! If you have any doubt about whether or not to cite a source, err on the side of making the attribution.
- If your co]author sounds surprisingly eloquent, make sure the contribution is his or her own. We often work in groups and co]author papers and projects. You should ask the question of your co]author if you are unsure the work is their own. In group work, you are responsible for a project/paper in its entirety.
- Look away. When you are writing, do not have open books or papers in front of you as you type. Read your sources, and then put what you have read into your own words.
- Writing is hard work. Paraphrasing is relatively easy but writing is hard. Learning to be a good writer is an important part of university education. Staring at an empty screen in MS Word does become less daunting over time!

- Just because it's on the Internet, doesn't mean it's yours. The Internet is a fantastic resource and search engines are terrific research tools. However, the information you find on the Internet was written by someone. You must cite Internet websites, and if you use a quote, use appropriate quotation procedures.
- Paraphrasing is more than changing a verb tense or reordering a list. There is a difference between citing a source for a fact and creating a poor quote.
- Use a Style Guide. Purchase a style guide and refer to it. Your teacher may suggest one or look for one at an online book source. Popular and timeless guides are by the American Psychological Association, Strunk and White, and Kate Turabian.

The High Cost of Plagiarism

In your professional career, you will find that reputation is everything. Plagiarism can ruin your reputation and cost you your professional career, along with the respect of your peers and family. Plagiarism at Old Dominion University is an act of academic dishonesty that has serious consequences. Note that plagiarism is specifically covered in the ODU Honor Pledge. Refer to the Student Handbook and Student Affairs for details about sanctions and penalties for this behavior.