

IDS 2110 – Introduction to Internet Research

Syllabus

Credit Hours: One (1) Semester Hour
Instructor: Jeremy Bullian

How to contact me:

- **Course Email**
- **Course chat if you see I'm online**
- **Online Office hour: Thurs 5-7pm**
- **Office Phone: 813-253-7886**
- **I'm available in the library or by appointment; I am a librarian at the Brandon campus library.**
- **Email: jbullian@hccfl.edu**
- **Web: <http://www.hccfl.edu/faculty-info/jbullian.aspx>**

Reading Material: There is no required textbook for this course. Each lesson contains the required reading material. Each lesson includes links to supplemental reading and source material.

Objectives: Information literacy has become an essential competency in the current environment of ever-increasing technological change and the resulting information explosion. The [American Library Association Presidential Committee on Information Literacy](#) says "Ultimately, information literate people are those who have learned how to learn. They know how to learn because they know how knowledge is organized, how to find information, and how to use information in such a way that others can learn from them. They are people prepared for lifelong learning, because they can always find the information needed for any task or decision at hand."

An enormous amount of information is available via the Internet, much of it in an unmediated format with no indication as to its authenticity, validity, and reliability. This course introduces students to the concept of using the Internet as an information retrieval tool, and teaches strategies for locating and analyzing information. The course is designed to help students develop the basic information literacy skills necessary for college course work, general research, and for lifelong learning in an information-centered society.

Attendance/Class participation:

- This class is taught entirely online via [MyHCC \(https://hccfl.edu/blackboard.com\)](https://hccfl.edu/blackboard.com). There are no in-person class meetings.
- Within the first week of the semester, **you must submit the Pretest**. You will receive participation points and this will also let me know you have checked into the course.
- Work at your own pace but don't procrastinate! Several of the lessons take some time to complete.
- Although this class does not meet physically and attendance is not taken, all work must be submitted to your instructor by the due dates indicated at the end of each assignment. Prompt submittal of assignments constitutes attendance in the course.
- The Course Schedule provides **due dates** for all course materials. **One point is taken off for each day late.**
- **IMPORTANT:** The **Due date** is different from the **End date**. The **End date** indicates when the assignment/exercise is no longer available (generally a week after the Due Date).

General Course Instruction:

- You must have basic proficiency in the following:

- Formatting and composing a document in a word processor
 - Sending, receiving, and replying to e-mail
 - Attaching files to e-mail
 - Accessing a web page by typing the URL into the browser “Location” or “Address” box
 - Downloading and saving a file
 - Managing electronic files and folders
- **An active HCC ID is required for accessing certain online library resources required in this course.** For information on how to get an HCC ID or to make sure your HCC ID is active, visit these links:
 - [Library Resources for Distance Learning Students](#), or
 - [Contact your campus library](#), or
 - Contact me if you have any questions.
- **You must be willing to work independently and be self-motivated.**
 - Although you may work at your own pace, **don't wait until the last minute to begin working on lesson exercises.** Several of the lessons take some time to complete.
 - You must begin the course by **carefully reading this Syllabus.**
 - You may then progress to the Pretest and then the Course Introduction and lessons. The Course Introduction is not mandatory, but may be helpful. The Pretest is mandatory as are the Lessons and Lesson Exercises.
 - You should complete the Lessons, exercises, and assignments sequentially, beginning with Lesson 1, since each of the lessons expands on information provided in previous lessons. Lessons are linked from the Home page and from “Learning Modules” under the “Course Tools” menu.
 - An exercise follows the reading material for each lesson. These are also linked from the “Assessments” link under the “Course Tools” menu. Follow the exercise instructions carefully.
 - You are responsible for submitting the exercises **on time**. Because technical issues do happen, make sure you save your answers as you go, as well as before you submit the exercise. You may also choose to copy and paste all of your answers into a text or word processor file, and save the file as a backup.
 - If you have persistent technical problems contact your instructor for instructions on how to proceed.
 - You should be able to track your submissions from the “Assessments” link under the “Course Tools” menu. You can track your grades in “My Grades.”
 - If you are providing a URL (address for a web page) as an answer to an exercise question, please be very careful. The URL must be correct or you will lose points. To avoid errors in typing a URL, copy and paste the URL into your message.
 - **It is the student's responsibility to make sure all course submissions reach the instructor!** If your assessment does not show up as “submitted” e-mail or call the instructor to confirm receipt.
 - The course includes several self-tests located at the end of the lesson modules.
 - Clicking on the **Quick Check icon** will open a new browser window and will provide a game that will test your knowledge of the module content. These self-tests may be completed as many times as you wish and will not be graded.
 - All answers to exercise questions should be written in your own words. **Do not copy and paste text or glossary definitions from the course materials or other sources as answers.** Copying and pasting will be considered **plagiarism** and no credit will be given.
 - General course communication should be restricted to the [MyHCC](#) course environment using the email function provided within. However do not hesitate to contact me with any questions or problems. See my web address above for contact info.

Grading Scale: This class is PASS / FAIL. Anything 70% and above is a passing grade. Anything below 70% is a failing grade. Pass = S, Fail = U. The final grade is based upon the satisfactory completion of the following activities:

Research exercises	70%	70 points
Gen. Ed. Assessment	10%	10 points
Final examination	20%	20 points
Total	100%	100 points

Extra Credit: Contact me if you are in the position where you feel you need help passing the course, i.e. if you've missed or have scored poorly on exercises. I do have a project worth 10 pts that I can assign you in order to help pull your grade up. **Note: you must contact me about extra credit for it to be available to you.**

Outcomes and Competencies: Upon the successful completion of this distance education course, students will be able to:

- Demonstrate an understanding of the types of information resources available via the Internet
- Identify research topics and devise effective search strategies to utilize appropriate Internet resources and Internet-accessible library databases in the research process
- Demonstrate competence in using keyword and Boolean search techniques as appropriate for Internet search tools
- Use Internet communication tools, web search engines, meta-search engines, specialized search engines, and subject directories to locate and access relevant information resources
- Evaluate the credibility, quality, and accuracy of Internet resources for specific information needs
- Demonstrate an understanding of several social, legal and ethical issues, including netiquette, plagiarism and copyright issues
- Document Internet resources using MLA or APA style guides

Request for Accommodations: Any student whose disability falls within the American Disabilities Act (ADA) and requires accommodations should contact the [Office of Services to Students with Disabilities](#). The Brandon office is located in the Student Service Building Room BSSB 109. You may also reach the office by phone at (813) 253-7914. Requests for accommodations should be submitted to the instructor within the first two weeks of the course.

Religious Observances: HCC will reasonably accommodate the religious observances, practices, and beliefs of students in its admissions, class attendance, and examination policies and work assignments. Students must notify instructors at least one week prior to a religious observance.

Equity Policy: Hillsborough Community College is an equal access/equal opportunity employer that makes employment and education-related decisions without regard to race, color, gender, religion, national origin, age, disability, sexual orientation, marital status or any other bias that is or may be prohibited by laws. In addition, the college does not discriminate in employment practices or in the admission and treatment of students. HCC is committed to equitable treatment for all students and employees and to a learning and working environment free of discrimination and harassment for current as well as future students and employees. The college provides equal educational opportunities for qualified individuals with disabilities and complies with, as well as, supports the Americans with Disabilities Act. HCC's Equity Officer ensures compliance with federal and state laws prohibiting discrimination and sexual harassment. Employees and students who believe they have been a victim

of discrimination or sexual harassment should contact:

Technical Assistance: If you are having any technical difficulties (e.g., logging in, accessing the discussion board, etc.) please contact [HCC Live \(http://hcclive.hccfl.edu/\)](http://hcclive.hccfl.edu/). Or, call **1-877-736-2575**. If you are new to Online@HCC please review the student orientation available when you log-on. This will help you get familiar with the features & functions of the online learning environment. See [Blackboard's compatibility page](#)

Online Behavior: E-mail is considered an official method for communicating with online students. The College expects that e-mail communications will be received and read by online students in a timely fashion. This policy establishes the College's expectation that faculty and other online teaching staff may routinely communicate important information to students using Hillsborough Community College's established online learning e-mail system. All students enrolled in online or hybrid courses at Hillsborough Community College are provided with an official Hillsborough Community College student e-mail account. **Students are expected to check their Hillsborough Community College e-mail account on a frequent and consistent basis in order to remain informed of course-related communications.** Your instructor recommends checking e-mail at least twice per week.