IDS 2110 Syllabus

IDS 2110 Introduction to Internet Research – A Connections course
(This course used to be LIS 2004. So if you see mention of that somewhere in the course materials, don’t worry.)

Credit Hours: One (1) Semester Hour

Instructor: Wendy Foley

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Email: wfoley@hccfl.edu

Web: http://www.hccfl.edu/faculty-info/wfoley.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/Withdrawal Policies

- Within the first week of the semester, you must provide your instructor with your e-mail address or you will be dropped from the course.
- Work at your own pace but don't procrastinate! Several lessons take some time to complete, as does the course project.
- 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.
General Course Instructions

- **You must be willing to work independently and be self-motivated.**
- You must have basic proficiency in the following:
  - Formatting and composing a document in a word processor
  - Sending, receiving, and replying 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 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 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.
- When you have finished filling in all the answers for an exercise, you should **copy and paste all of your answers into a text or word processor file, and save the file as a backup.** If you have problems in sending the form, contact your instructor for instructions on how to proceed. You should be able to track your Exercise submissions from the “Assessments” link under the “Course Tools” menu.
- To copy and paste answers from an exercise text box into a text or word processor program (Notepad, WordPad, Word, WordPerfect, or other program):
  - Position your cursor at the beginning of your answer, highlight the entire text (make sure you have all the text highlighted if the scroll bars have been activated by the length of the text).
  - Press Ctrl C to copy (or click Edit—Copy)
  - Open your text or word processor program and press Ctrl V (or click Edit—Paste) to paste the text.
  - Save the file with the notation of the exercise number.
- 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, you may want to copy and paste the URL into your message.
- 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.
- Each exercise should be sent to your instructor as soon as you complete it. Your instructor will confirm receipt of exercises with an e-mail message. If your assessment does not show up as “submitted” e-mail or call the instructor to confirm receipt. **It is the student's responsibility to make sure all course submissions reach the instructor!**
- **Exercises are due by their due date.** Late submissions will receive one point off for each day late.
- The course includes several self-tests located at the end of certain 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 Online@HCC 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.
- Remember, all work must be submitted to your instructor by the due dates indicated at the end of each assignment. The Course Schedule provides due dates for all course materials.

Grading Scale

This class is PASS / FAIL. Anything 70% and above is a passing grade. Anything below 70% is a failing grade.

Methods of Evaluation

The final grade is based upon the satisfactory completion of the following activities:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research exercises</td>
<td>70%</td>
<td>70 points</td>
</tr>
<tr>
<td>Gen. Ed. Assignment</td>
<td>10%</td>
<td>10 points</td>
</tr>
<tr>
<td>Final examination</td>
<td>20%</td>
<td>20 points</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td>100 points</td>
</tr>
</tbody>
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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

Statement of Special Needs

If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need assistance, please notify the Office of Students with Disabilities, or the course instructor immediately. Reasonable efforts will be made to accommodate your special needs.
Statement of 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 one week prior to a religious observance.

Technical Assistance

If you are having any technical difficulties (e.g., logging in, accessing the discussion board, etc.) please contact Online@HCC Support. Or call 1-866-523-9959.

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.