January 2012

LIBR200: Digital Information Literacy (Winter 2012 - F2F)

Deana Greenfield
National-Louis University

LIBR 200: Digital Information Literacy
Winter 2012 SYLLABUS

Instructor:	Deana Greenfield, Assistant Professor	**Term:**	Winter 2012
Office:	University Library – Chicago 6th fl	**Class Days:**	Wednesdays
Phone:	312-261-3565	**Class Hours:**	1pm – 2:30pm
E-Mail:	deana.greenfield@nl.edu	**Class Location:**	Room 4038
Office Hrs:	Wednesdays 2:30pm – 4:30pm & by appointment		

Course Description:

This course introduces students to the concepts and competencies of digital information literacy, which include **the ability to access, use, organize, create, synthesize and evaluate information in digital formats**. The "digitally information literate" student will be proficient in the effective use of information in digital formats as applied in academic programs, professional work, and lifelong learning.

By the end of this course, the digitally information literate learner will:
- Understand how digital technologies shape information
- Navigate complex digital domains
- Apply knowledge and skills to current digital tools
- Apply flexible strategies for finding, using, and evaluating digital information

Materials:

No textbook is required for this course. Readings will be available online in **Blackboard**.
Problems accessing Blackboard? Call the NLU Helpdesk at 1-866-813-1177 (toll free)

Requirements:

1. Attend *every* class on time and prepared. It is the student's responsibility to be caught up with missed material. Keep in mind that each class builds skills that are used in completing the final project.
2. Participate in classroom and online discussions in **Blackboard**. *Missed participation points due to unexcused absences cannot be made up.*
3. Complete assignments on time. *Assignments turned in late will have points deducted.*
4. Complete final project on time. *Late finals are not permitted.*
5. If you are having problems with Blackboard or your Portal it is your responsibility to let the instructor know ahead of time **in person, by email or phone**. *Technology issues are not an excuse for missing assignments.*

Late work policy:

Late work will have points deducted unless arrangements are made with the instructor prior to the due date for an extension. Assignments not completed after one week from the due date will not be accepted.

Types of Assignments:

Reflection Journals in Blackboard– You will have the opportunity to critically reflect on your thoughts and ideas from class in 3 journal entries. Read the instructions before submitting your journal entry as each will have a prompt for you to consider. You must write your own thoughts or ideas, and reactions to our class discussions. This is your space for reflection.

Discussion Assignments in Blackboard - Two longer discussion assignments will be completed in Blackboard. You are required to read all instructions and post your assignments on time. We will practice posting during the first class.

Readings & Class Participation - There is no required textbook, but there are required readings which we will discuss in class. All of the readings are posted in Blackboard. In class participation points are rewarded for comprehension of the readings and active discussions.

Quiz – The quiz is worth 5 points. All of the topics on the quiz will be discussed in class ahead of time.

Final Project – The final project is an annotated bibliography. Each in-class assignment is helping to build your bibliography, so be sure to attend and complete the in-class worksheets. You will have practice activities to ensure that you can complete the final assignment along the way. During the last class you will present your final project.

Grading – point values and due dates:

Assignments	*Points*	*Due Dates*
Global Impact of the Web	10	February 1
Web 2.0 in Practice	10	February 8
QUIZ	5	February 8
Reflection Journals (3)	15	January 18, February 15, February 29
Final Project Paper	25	March 14
Final Project Presentation	5	March 14
Classroom Activities/Discussions & Attendance	30	Points awarded after each in-class session

Final grades based on the following scale:

A	100-90
B	89-80
C	79-70
D	69-60
F	59 and below

Course Outline: Topics & Assignments

Date	Topics	Assignments due by beginning of class
1/11	The impact of technology on information	**Due today** Nothing – first day of class ☺
1/18	The future of the printed word	**Due today** **Readings:** • Information overload, the early years (Blair) **Reflection Journal 1 post in Blackboard** **Bring to class:** Final Project topic
1/25	Web 2.0 Tools	**Due today** **Readings:** • The Global Impact of the Internet (transcript of podcast) • Death of the News (Kamiya) **Blackboard discussion post** *Global Impact of the Web* due this Sunday 1/29 Responses to **two classmates** due next class 2/1
2/1	Accessing Digital Information	**Due today** **Readings:** • How Databases & Search Engines Differ • Scholarly vs. popular periodicals • Primary, secondary, and tertiary sources **Blackboard Discussion** *Global Impact of the Web* responses to two classmates
2/8	Evaluating Sources **Quiz Today**	**Due today** **Blackboard Discussion** *Web 2.0 in Practice* **There is a quiz today on** • How Databases & Search Engines Differ

		• Scholarly vs. popular periodicals • Primary, secondary, and tertiary sources
2/15	Annotated Bibliographies	**Due today** **Reflection Journal 2 due in Blackboard** **Review Final Project + Presentation instructions. Come to class with questions**
2/22	Citations part 1	**Due today** **Readings:** • Integrity: Academic and Political A Letter to My Students (Taylor) • Plagiarism Lines Blur for Students in Digital Age (NY Times) **Post in Blackboard –** an annotation paragraph for one of your Final Project sources **Remember:** By this date, you should have selected each of your five sources for the Final Project
2/29	Citations part 2/ Presentation Guidelines	**Due today** **Complete Source Worksheet** **Reflection Journal 3** post in Blackboard
3/7	Annotations Review & Practice	**Due today** **Start your Powerpoint presentation** **Work on your Annotated Bibliography** **Bring any questions you have to class**
3/14	Presentations	Final Project Due & In-Class Presentations

<u>**University Policies**</u>

ADA Statement:
National Louis University seeks to ensure that its programs are accessible to all persons. Students in need of special assistance or an accommodation regarding any of the course requirements as outlined in this syllabus, the course objectives and/or course evaluation and assessment criteria, are advised to notify me within the first two weeks of class. We will meet privately to discuss resolution of your issue, which may or may not include an appropriate referral (e.g. a Writing specialist, the Academic Accommodations Coordinator, the Director of Diversity or the Office of Student Affairs). Confidentiality will be maintained regarding your special needs.

Academic Honesty Statement
With respect to the academic honesty of students, it is expected that all material submitted as part of any class exercise, in or out of class, is the actual work of the student whose name appears on the material or is properly documented otherwise. The concept of academic honesty includes plagiarism as well as receiving and/or giving improper assistance and other forms of cheating on coursework. Students found to have engaged in academic dishonesty are subject to disciplinary action and may be dismissed from the University.

Faculty has the right to analyze and evaluate students' course work. Students may be asked to submit their papers electronically to a third-party plagiarism detection service. Students who are asked to submit their papers, and refuse, must provide proof for every cited work comprising the cover page and first cited page for each source listed in the bibliography. When evidence of academic dishonesty is discovered, an established procedure of resolution will be activated to bring the matter to closure.

The Policy on Academic Honesty is in the University Catalog as a hard copy and online at http://www.nl.edu/registrar/catalogs.cfm and in the Student Guidebook as a hard copy and online at http://www.nl.edu/StudentServices/studentaffairs/StudentHandbook/.

For resources on how to cite properly and avoid plagiarism, go to NLU Learning Support at http://www.nl.edu/learningcommons/tutoring.cfm and the NLU Library at http://www.nl.edu/library/.

***Please note:** Schedule and syllabus is subject to change during the course. The instructor will give appropriate notice should changes occur. However, it is the student's responsibility to keep track of changes and submit assignments on time.