CS 120G/121G – Introduction to Information Literacy and Research (Fall 2020)

Face-to-Face course:

Hybrid Learning:

This Fall semester, all Face-to-Face instructor-led lectures will be conducted online via Blackboard Collaborate Ultra.

However, recitations will still be conducted live on campus in designated labs. This course may have to modify its in-person instruction based on guidance from ODU and the Virginia Department of Health. It may entail moving to an online format if COVID-19 infections require such a move. Students should pay close attention to class announcements on Blackboard for changes to course delivery.

Online course:

Online Learning:

All content for the online sections of this course will be available on Blackboard. All recitations will be conducted via Blackboard Collaborate Ultra.

Face Coverings

Students are required to wear face coverings in accordance with the provisions set forth in ODU Policy 1006: COVID-19 (Interim Policy), especially in those instances when at least six (6) feet of physical separation cannot be maintained. Some on-campus labs, clinical/practicum courses, and field courses may require somewhat closer interaction, but personal protective equipment (PPE) will be required and tailored to the nature of the activity and the proximity anticipated. The face covering must cover the mouth and nose and must be worn at all times in the building before, during, and after class. Students who have medical reasons that prevent wearing a face covering must meet with the University’s Office of Educational Accessibility for alternative course delivery solutions. Students who are disruptive in class about face coverings or physical social distancing may not remain in class and will be referred to the Office of Student Conduct & Academic Integrity.
COVID-19 Response

If you are experiencing any symptoms of a possible COVID-19 infection or have come into contact with someone with COVID-19, please do not come to class. In addition, you must report your symptoms using the COVID-19 daily check-in text app. If you show symptoms, immediately self-isolate and follow appropriate guidance on when and where to seek medical care. Take every precaution to mitigate potential spread to fellow students, ODU faculty, staff, and others in the community.

If you need to quarantine or isolate, please inform your instructor so that he or she can adjust assignments and provide the level of support necessary to help you succeed in class. Your professor will make accommodations to help you learn the course material and succeed in the class if you are unable to attend due to Covid-19. If necessary, your instructor will suspend in-person classes for a 14-day period to reduce the possibility of community spread. If the instructor shows signs of COVID-19 infection and needs to quarantine or isolate, class will be immediately moved online for a minimum of 14 days. Instruction will continue online until the quarantine/isolation period has ended and/or conditions warrant a return to in-person instruction.

**Your best action, as a Monarch, is to protect your peers! If in doubt, immediately isolate and report symptoms of COVID-19.**
Syllabus

(Face-to-Face and Online courses)

Instructors

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rekha Gupta</td>
<td><a href="mailto:rgupta@cs.odu.edu">rgupta@cs.odu.edu</a></td>
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<tr>
<td>Susan Zehra,</td>
<td><a href="mailto:szehra@cs.odu.edu">szehra@cs.odu.edu</a></td>
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<tr>
<td>William Sympson,</td>
<td><a href="mailto:wsympson@cs.odu.edu">wsympson@cs.odu.edu</a></td>
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<tr>
<td>Ajay Gupta</td>
<td><a href="mailto:ajay@cs.odu.edu">ajay@cs.odu.edu</a></td>
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NOTICE/Disclaimer:

Every attempt is made to provide a syllabus that is complete and that provides an accurate overview of the courses. 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.

Course Catalog Description:

CS 120G. Introduction to Information Literacy and Research. 3 Credits.
Lecture 3 hours; 3 credits. Students will learn to locate, manage, critically evaluate and use information for problem solving, research and decision making. Includes collaborative tools for document development and office productivity tools for presentation. Information security, laws and etiquette related to use and access of information are covered.

CS 121G. Introduction to Information Literacy and Research for Scientists. 3 Credits.
Lecture 3 hours; 3 credits. Students will learn to locate, manage, critically evaluate and use information for scientific problem solving and research. Includes mathematical tools for data analysis and presentation and office and collaborative tools, as well. Information security, laws and etiquette related to use and access of information are covered.

Purpose:
The objective of this course is to enhance the ability of students to locate, manage, critically evaluate, and use 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 given to accessing information effectively and efficiently using search engines, blogs, and social networking tools. Skills learned will include evaluation, management, organization and summarization of
information. Students will use Microsoft office productivity tools to formulate and present information.

In addition 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 information ethics related to the access and use of information resources. The majority of this class is based on a group research project. Being able to successfully work in a group is necessary to do well in this course. We use SharePoint to share the documents among the group members.

**Topics Covered:**
- 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 Microsoft 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 information ethics related to the access and use of information resources.

**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 types and formats of potential sources for information.
3. Access needed information effectively and efficiently to include:
   a) Costs and benefits of acquiring the needed information.
   b) Most appropriate investigative methods or information retrieval systems for accessing the needed information.
   c) Effectively-designed search strategies.
4. Extract records and manage the information and 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. Use information effectively, both individually and as a member of a group, to write a research paper and create a PowerPoint presentation.
8. Understand 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.
**Student Outcomes:**

1. Through applying the material learned in this course, students will be able to:
2. Determine the nature and extent of the information needed for research
3. Access information effectively and efficiently
4. Critically evaluate information and information sources, such as library, Databases, collections, or websites appropriate to the field of research
5. Use information effectively to accomplish a specific purpose or to complete a specific project
6. Understand the economic, social, legal, and ethical issues surrounding the access and use of information
7. Use information ethically and lawfully

**Required textbooks:**

You will need two textbooks in this course.

**Textbook 1**


   ISBN-10: 1532018037

   ![Research Strategies Book](image_url)

**Textbook 2**

2. Collections CS 120G: Introduction to Information Literacy and Research. Available only as an e-text. You may purchase it directly from Pearson with a credit card or PayPal through this link: [https://console.pearsoned.com/enrollment/pnfupa](https://console.pearsoned.com/enrollment/pnfupa)

OR
Purchase the access code (ISBN – 9781323963746) through the ODU bookstore and redeem it to access the e-text at: https://console.pearsoned.com/enrollment/pnfupa

Policies and Procedures

Attendance:

Students are responsible for all the material that is presented in the class, therefore students should attend class regularly. In addition, pop quizzes may be given at any time in class and students will not be allowed to make up these quizzes. Important lecture information, as well as group work activities are given during class time, so failure to attend class may negatively affect your grade. If unforeseen circumstances occur and you have to be absent due to health issues or family emergencies, you will be required to submit documentation to the Ombudsperson to obtain a University Excuse. Only after receipt of this document will late work/make-ups be allowed.

Student Participation:

Students must arrive to class prepared. Students should have completed all required readings and be ready to actively engage with group work. Since much of the class is geared towards group papers and presentations, students should be responsible to their group and complete all requirements of each assignment when due. In addition, attendance at recitations is considered part of participation, as skills pertaining to student assignments will be taught there. Students’ grades may be negatively affected if they fail to demonstrate skills learned in recitation.

Late Work:

Students who turn in assignments one day late will receive a 50% penalty on that assignment. Beyond one day late, work will not be accepted, unless students have obtained proper documentation from the Ombudsperson.
**Accommodation Statement:**
Students are encouraged to self-disclose disabilities that have been verified by the Office of Educational Accessibility by providing Accommodation Letters to their instructors early in the semester in order to start receiving accommodations. Accommodations will not be made until the Accommodation Letters are provided to instructors each semester.

**Student Services:**
Since this is a writing intensive course, students who are having difficulty are encouraged to make use of The Writing Center’s tutorial services at ODU. More information can be found at [https://www.odu.edu/al/centers/writing-center](https://www.odu.edu/al/centers/writing-center)
For Online Sections Only:

**Course Approach**

To take this course, you must have a web cam and a microphone headset (you can use a basic ear bud/mic device, commonly used with mobile phones/ipads/tablets, etc.) You can purchase a web cam and microphone headset at Wal-Mart or any corner drug store (Walgreens, CVS, Rite Aid, etc.).

This course uses a personal learning environment website (PLE) and Blackboard, simultaneously. As the student, you will access and interact with the content and course material through the PLE. You will submit assignments through Blackboard submissions and participate in discussions, also through Blackboard.

Attend your scheduled weekly online 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.

**Utilizing Online Components**

Students are responsible for learning to use the following:

**Blackboard**

Know how to use Blackboard 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, unzipping zipped folders, if needed.

**Discussion Board (Blackboard)**

For some students, this material is sometimes easier when working with others. The Discussion Board in Blackboard 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 and in studying for the exams. I, or the TA, will monitor the discussion board frequently to assist in answering questions.

**Blackboard Collaborate Ultra**

Blackboard Collaborate is a real-time video conferencing tool that lets you add files, share applications, and use a virtual whiteboard to interact. Collaborate with the Ultra experience opens right in your browser, so you do not have to install any software to join a session. This tool is used to create weekly recitation sessions and for students to collaborate on their group presentations.
**PLE System**

You may have to learn how to use the PLE system to navigate the course. If you go to Blackboard and access this course, you should find the training and orientation materials for using the PLE system.

**STUDENT HELP RESOURCES**

Online Student Orientation:
[Distance Learning Online Student Orientation](#)

Technical Support Center
[Technical Support Center](#), itshelp@odu.edu, 757-683-3192

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**Grade Distribution: (constant in all face-to-face sections but may vary in online sections)**

<table>
<thead>
<tr>
<th>Grade Distribution Tasks</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Assignments &amp; Presentations (Assignment 1(10%) + Assignment 2(15%) + Assignment 3(25%) +</td>
<td>50%</td>
</tr>
<tr>
<td>Quizzes (including in-class pop quizzes)</td>
<td>30%</td>
</tr>
<tr>
<td>Individual Participation</td>
<td>10%</td>
</tr>
<tr>
<td>Recitation Quizzes</td>
<td>10%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
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</table>

**Grade Scale:**

<table>
<thead>
<tr>
<th>Grade Scale Percent Scored</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100</td>
<td>A</td>
</tr>
<tr>
<td>90 - &lt;93</td>
<td>A-</td>
</tr>
<tr>
<td>88 - &lt;90</td>
<td>B+</td>
</tr>
<tr>
<td>82 - &lt;88</td>
<td>B</td>
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Academic Integrity / Honor Code

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 Blackboard). 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 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 & Academic Integrity at http://www.odu.edu/oscai.

**Special Needs**

In compliance with federal legislation affirming the rights of disabled individuals, provisions will be made for students with special needs on an individual basis. The student must be identified, as "special needs" by the university and provide a letter from the Office of Educational Accessibility. Any accommodations will be based upon written guidelines from the Office of Educational Accessibility. All students are expected to fulfill all course requirements.

**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 (Blackboard, faculty websites, etc.)

**NOTE:** Effective August 23, 2004, all student accounts will utilize MIDAS passwords. Refer to MIDAS: Monarch Identification and Authorization at https://midas.odu.edu/Login?1 and OCCS - Student Email at http://occs.odu.edu/accounts/studemail/index.shtml.

**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 forAvoiding 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 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 a 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 web sites, 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.