# **Syllabus ITE 119-D9A**

# **[C:\Users\cgraziano.RCC\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\H4QAUPPR\qep-logo-v8.jpg](https://www.rappahannock.edu/qep)**

Rappahannock Community College’s (RCC) Quality Enhancement Plan (QEP), aims to equip students with technology skills needed to navigate the college experience, to succeed academically, and to compete in a 21st century workplace. **https://www.rappahannock.edu/qep**

All students must follow the guidelines from the RCC Covid-19 Response at   
<https://www.rappahannock.edu/health>

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| Discipline Prefix: | | | ITE | | Course Number: | 119 | Course Section: | D4-LH, D5-NK |
| Course Title: | Information Literacy | | | | | | | |
| Credit Hours: | | 3 | | Contact Hours: | | Online | Semester: | Summer 2021 |
| Meeting Days/Time/Location: | | | | 100% Asynchronous Online—Our course work week will be Wednesday to Wednesday. There will be no scheduled in-person group class sessions. | | | | |

**Instructor Information:**

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| Name: | Terri Seward | | Office Location: | | | | Online |
| Office Hours: | | Online Wednesdays when class is in session from 7:30 p.m. to 8:30 p.m. During this time I will monitor email requests and set up a chat in Canvas or Zoom to meet as needed. | | | | | |
| Email: | [tseward@rappahannock.edu](mailto:tseward@rappahannock.edu) | | | | Phone: | Email is the best method to contact me. My home number is for true emergencies 757-810-2305. | |
| Instructor Response Time to Email: | | | | 24 hours Monday-Thursday, 48 hours Friday-Sunday | | | |

**Learning Technology Information:**

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| Navigate | Use this system for:   * Course Planning * Communications with Advisors   This is available through myRCC login, and students are strongly urged to install the mobile app from Google Playstore or Apple Appstore | For more information:  <https://www.rappahannock.edu/navigate/> |
| Canvas | Use this system for:   * Quick communications with Instructor and classmates * Online based coursework (even in Face-to-face classes) * Keeping up on class Grades during the semester   This is available through myRCC login, and students are strongly urged to install the mobile app from Google Playstore or Apple Appstore | For more information:  For more information:  <https://www.rappahannock.edu/helpdesk/#toggle-id-2> |

**Course Information:**

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| VCCS Course Description: | Presents the information literacy core competencies focusing on the use of information technology skills. Skills and knowledge will be developed in database searching, computer applications, information security and privacy, and intellectual property issues. | | |
| This course will fulfill the requirement for: | This course is an approved transfer elective course. It fulfills a requirement in the Associate of Arts and Science for transfer. Please consult with your academic advisor for further information about the transferability of this course. | | |
| Prerequisites: | ENF 2 | | |
| Exam Date: | July 26, 2021 (video project due) | Last day to drop (with refund): | June 10, 2021 |
| Last day to withdraw (no refund): | July 6, 2021 |
| NOTE:  Students who do not participate in a course by the drop date will be dropped from the course.  If a student drops by the drop date a refund will be issued. After this date, students will not receive a refund for any reason. Students have the option to withdraw themselves before 60% of the course is completed (withdrawal date) and will receive a grade of “W”. Students who stop attending and/or participating and who do not complete course requirements after the last day to withdraw will receive a grade of “F” in the course with no refund. | | | |
| Method of Instruction: | This course will use Canvas online as the primary platform for instruction. There will be various websites to facilitate learning activities. Students will receive instruction in print, video and audio. Students will show application of skills using MS Office/MS Office Online/Google Drive Apps. (The VCCS provides students with free access to download Microsoft Office software to a computer’s hard drive and online Office 365 and Google Drive Apps). Students MUST have access to a full copy of Office 2016 or 2019 or newer downloaded to a computer. Cell phones, tablets and Chromebooks are not suitable to participate in all learning activities of the course. | | |
| Instructional Materials: | * ***The Information Literacy User’s Guide*** Edited by Greg Boblish and Trudi Jacobson. There is FREE ONLINE ACCESS to this text at: <http://textbooks.opensuny.org/the-information-literacy-users-guide-an-open-online-textbook> Download a copy for FREE. * Access to MS Office, MS Office Onlineand Google Docs Apps (the VCCS grants you free access to all these products) * Reliable computer with Internet access and a camera, plus a microphone or earbuds/microphone. (Laptops often come equipped with speakers and built-in mics… but if you don’t have this, a inexpensive pair of earbuds with a mic will work) | | |
| Course Objectives: | * Understand the specific skills required for an individual to be an information literate student and professional in the 21st century and apply them to a particular task and career path * Understand many of the economic, legal, and social issues surrounding the use of information * Demonstrate ability to effectively share and to communicate high quality information * Analyze current concepts in computing and how they relate to personal and professional life * Perform college quality basic research | | |
| RCC General Education Goals: | This course may assess general education goals and student learning outcomes as stated in the VCCS policy manual 5.0.2.2. and listed on the RCC website at <https://www.rappahannock.edu/catalog/academic-programs/general-education-goals/> | | |
| Grading and Evaluation: | There will be 1000 points to earn as you complete projects, discussions, quizzes and tests. No extra credit assignments will be allowed. Therefore, students should do their best on all assignments to earn the maximum points assigned.  Grading Scale:   * 1000-900 points = A * 899-800 points = B * 799-700 points = C * 699-600 points = D * 599-0 points = F | | |

**Honor Code:**

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| RCC does not condone academic dishonesty. The complete policy may be reviewed at <http://www.rappahannock.edu/catalog/student-handbook/academic-honesty/> Faculty are required to report violations of the policy and include clearly in the Syllabus how the violation will be handled. |
| **Consequences for academic dishonesty:** The student will earn a failing grade on the assignment and the instructor reserves the right to report the infraction to the dean for further review and possible further consequences as outlined by the Rappahannock Student Handbook. |
| Students have the right to due process and to appeal as defined in the sections on Student Disciplinary Procedure and Student Grievance and Academic Due Process in the student handbook. |
| Other: N/A |

**ADA Accommodations:**

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| If you require some type of accommodation in this course, please see a Counselor or New Student Advisor for information about applying for services and accommodations. You will need to provide current documentation of your disability and recommended accommodation for that disability.  For additional information refer to “Student Services” on the RCC website and look for: <http://www.rappahannock.edu/studentservices/counseling-services/students-with-disabilities/> |

**Course Policies and Other Information:**

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| Attendance Policy: | Students are expected to participate weekly in our Canvas course, the online learning management system used by the VCCS. Students should check their VCCS email daily and log into our Canvas course at least 2 times a week and turn in assignments weekly. Success in this class depends on creating an environment of learning and exchanging information between everyone in the class. Your participation in all aspects of the class starts with accessing online class regularly—which includes completing all assignments by the stated deadline. Assignments may be due in at any time during the week as noted in Canvas and the syllabus. When absent from logging on the Canvas course for more than 5 days, students are to check online for any missed work after reporting via email to the instructor an excuse for their absence. Additionally, students are to regularly stay in contact with the instructor throughout the course. Students are to respond to instructor emails within 2 days. Failure to communicate and failure to meet course deadlines may result in a withdrawal or a grade of F. If an absence in completing assignments by the deadline stated is unavoidable, please notify your instructor as early in the week as possible by email. I will help you as much as our mutual schedules allow to get caught up.  To summarize: you are to email your instructor as soon as possible near the date of a missed assignment deadline with your excuse and ask for an extension of a specific number of days. Should the excuse be considered bona fide, you will be given an extension to get your work done. Generally, students who communicate with the instructor PRIOR to an assignment deadline with a valid excuse should ask for a day’s extension to complete the assignment for full credit. Longer deadlines can be granted after an email discussion with your instructor. Of course you are responsible for any regular work assigned as you get caught up.  **You are expected to participate in class weekly and to post an assignment or respond to a discussion board at least once a week**. Failure to complete 20% of the course work will result in a student withdrawal. Late assignments will be accepted up to 7 days late with a 10% deduction in credit for each day they are late without prior agreed upon extensions granted by the instructor up to the last day of the course. No extensions may be granted past the last day of the course. Beyond 7 days late, a zero will be entered to the gradebook for the assignment. Should a student submit any late assignment they are to email the instructor explaining why it is late and indicate it is ready for grading. The instructor will not hunt through previous forums for late assignments without receiving an email from the student. |
| Testing Policy: | All work, including any assessments will be administered online during this time of COVID-19 quarantine. |
| Other: | Important Dates to Remember: For this RCC 8 week session  • Classes begin: June 2, 2021  • Last day to drop with a refund: June 10, 2021  • Last day to Withdraw from class with a grade of “W”: July 6, 2021  • Classes end: July 26, 2021  • Final exam (which is a video presentation project): Due by July 26, 2021  • Grades due by noon to the registar… July 28, 2021  Class Cancelations: In light that this course is 100% online, typical weather issues will not factor into our course calendar. |

**Title IX:**

Rappahannock Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non- merit factors. More information on Title IX can be found at [www.rappahannock.edu/title-ix/](http://www.rappahannock.edu/title-ix/) For questions related to Title IX, please contact RCC Title IX Coordinator, Lorraine A. Justice, at 804-333-6737 or [titleix@rappahannock.edu](mailto:titleix@rappahannock.edu) or Dr. David Keel, Dean of Student Development at 804-758-6730 or by email at [dkeel@rappahannock.edu](mailto:dkeel@rappahannock.edu).

**Learning Sequence:**

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| **Weekly Schedule:** |
| As noted in this syllabus,you should login to our Canvas course, go to the Home link… then open the weekly assignment. You will notice a “To Do” list every week. Use this list to make sure you complete every element of the class topic and associated graded assignments. You will need to be mindful of the deadlines posted.  The way this course is set up you should login to Canvas multiple times in a week. You are expected to check your email daily during the week and at least once over the weekend for rare updates or amendments.  If you are going to be out of town, plan to bring a laptop computer with WiFi access so you can keep up with your studies. Due dates will still apply for anyone traveling during this course. (This is one of the biggest pluses of online learning! You can learn anywhere, anytime!)  ----See a schedule of topics and assignments below.--- |

**Rappahannock Community College Course Policies and Procedures** can be found at <http://www.rappahannock.edu/policy/course-policiesrcc/>.  
  
**Teach Act Copyright Notice**

"The materials provided for this course are only for the use of students enrolled in this course for purposes associated with this course, and may not be retained or further disseminated."

**----Scroll Down to View the Course Schedule of Topics and Assignments----**

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| **ITE 119 Information Literacy Weekly Topics & Assignment Schedule** |
| ***Notice: \*This schedule is subject to change at the discretion of the instructor during the semester.***   * ***Link to the FREE online text book:*** [***http://textbooks.opensuny.org/the-information-literacy-users-guide-an-open-online-textbook***](http://textbooks.opensuny.org/the-information-literacy-users-guide-an-open-online-textbook) * ***American Library Association/Information Literacy Competency Standards for Higher Education:*** [***http://www.ala.org/Template.cfm?Section=Home&template=/ContentManagement/ContentDisplay.cfm&ContentID=33553***](http://www.ala.org/Template.cfm?Section=Home&template=/ContentManagement/ContentDisplay.cfm&ContentID=33553) |

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| **Week** | **Start Date** | **Objectives/Topics** | **Graded Assignments** | **Points** | **Due Date** | |
| **Week 1** | Wednesday, June 2, 2021 | * Course orientation/Intro to Canvas * Complete the RCC Technology Survey * Defining information literacy * Defining censorship * Professional email communications * Create screenshots * Read chapter 1 and 2 in the online text book. Create 5 possible test questions for each chapter * Intro to e-spreadsheets * The importance of data collection to validate information * Intro to e-presentations | * Discussion Board: Introduce yourself and define information literacy | 10 | Wednesday,  June 9, 2021  at 11:59 p.m. | |
| * Discussion Board: What do you think about censorship? | 15 |
| * Email: Create effective email communications/ have a plan B | 15 |
| * Create 10 chapter 1-2 questions in and e-Form | 10 |
| **Week 2** | Wednesday,  June 9, 2021 | * The Power of investigating Pros & Cons for high quality answers * Blooms taxonomy/higher order thinking & controversial topics * The importance of keywords to build knowledge * Learn to use a college database * Academic note taking using PowerPoint notes area * Excel charts & formulas & functions * Read chapter 3 and 4 in the online text book | * SmartArt Keywords | 25 | Wednesday,  June 16, 2021  at 11:59 p.m. | |
| * Creating PowerPoint notes on database resources | 25 |
| * Create 10 chapter 3-4 questions-add to your e-Form | 10 |
| **Week 3** | Wednesday,  June 16, 2021 | * Investigate copyright, fair use and intellectual property * Bias-Disinformation-Fake News, Social Engineering * Creative Commons standards * Read chapters 5 and 6 in the online text book * Excel style * Design an informal citation | * Design an infographic on copyright, fair use and intellectural property | 20 | Wednesday,  June 23, 2021  at 11:59 p.m. | |
| * Produce your own intellectual property—a comic strip on fake news, disinformation, bias, social engineering + assign a Creative Commons license and add an informal citation | 20 |
| * Create 10 chapter 5-6 questions-add to your e-Form | 10 |
| **Week 4** | Wednesday,  June 23, 2021 | * Create a screencast * Evaluating websites and online security * E-spreadsheets…continued * Table creation across apps * Research/work proposal letter * Importance of using numeric data in research * Writing with an "academic voice"--dos and don'ts * Read chapters 7 and 8 in the online text book * Outlining research writing | * Record a PSA on evaluating websites | 50 | Wednesday,  June 30, 2021  at 11:59 p.m. | |
| * Create 10 chapter 7-8 questions-add to your e-Form | 10 |
| * Author a block style letter with closed punctuation proposing research and 3 possible thesis sentences + an informaly cited image from a resource | 100 |
| **Week 5** | Wednesday,  June 30, 2021 | * Academic styles: MLA * Citing formal sources using a hanging indent * Parenthetical citations for quotes and paraphrases * Citing visuals/images in a research paper * Word processing outline levels * Read chapter 9 in the online text book…no need to create questions for this one! | * Submit MLA Works Cited Comparison table of formal and informal citations | 100 | Wednesday,  July 7, 2021  at 11:59 p.m. | |
| * Submit MLA Works Cited | 100 |
| * Outline of research paper | 50 |
| **Week 6** | Wednesday,  July 7, 2021 | * Write a complete rough draft of your MLA research paper * Add a watermark to indicate a draft * Editing and proofreading are different actions * Using Google Docs/Office 365 to collaborate on editing | * Discussion Board: Upload your rough draft MLA research paper | 50 | *Noon,  Sunday,  July 11, 2021* | |
| * Excel project using data collection | 50 | Wednesday,  July 14, 2021  at 11:59 p.m. | |
| * Make 10 edits/ comments on a peer’s rough draft | 30 |
| **Week 7** | Wednesday,  July 14, 2021 | * Final proofing and submitting of your research papers * Presenting research visually-actively and passive techniques Use what you already know and make it better: Create a video from advanced PowerPoint techniques | * MLA Research Paper | 200 | Wednesday,  July 21, 2021  at 11:59 p.m. | |
| **Week 8** | Wednesday,  July 21, 2021 | * *Exam Week: Your exam is to present an informational video project you created on your research findings containing your voice as the narrator* | * Discussion Board: Post your video research findings as your exam and present in class to your peers | 100 | *Noon, Tuesday, July 27, 2021* | |
| *\* Dates are subject to change. Any changes made will be communicated in Canvas announcements \*\*Topic may be introduced in another week as dictated by class learning flow* | | | | 1000 | | **Total Points** | |
| ***A = 900-1000, B = 800-899, C = 700-799, D = 600-699, F = 0-599*** | | | | | | | |