



Academic Success in the Digital University

INF303

This is an online course. There are no required texts - all required media will be in the course website.

Instructor Info

Molly McGee, MSIS

Office: UTA 5.460
Email: mkmcgee@utexas.edu
Office hours: By appointment

TA Info

Email: ta_pool@ischool.utexas.edu (include "McGee INF303D" in the subject line of your email)

Do NOT contact individual TAs through Canvas.

Both the instructor and the TAs will reply to student emails within 24 hours on weekdays and 48 hours on weekends, barring rare and extenuating circumstances. We recommend that you check your Canvas messages at least once a day.

Course Website

ischool.utexas.edu/programs/minors/inf303d

Login to the course Canvas page at canvas.utexas.edu

The syllabus for INF 303D includes course goals and objectives, grading policies, and an overview of assessments. Any announcements made within Canvas (the course Learning Management System) during the semester regarding deadlines, assignments, or other course information should be considered to supersede this syllabus.

COURSE DESCRIPTION

Academic Success in the Digital University (INF303D) is a course intended to teach undergraduate students to navigate and use digital information resources, tools, and skills that students should use in order to excel in their studies at a modern "digital" university and to succeed in their personal and professional pursuits as university graduates.

The course will expose students to a wide variety of information and academic resources, tools, and skills, with a focus on the digital landscape of higher education.

Subjects include features of the primary learning management system used; communication and organizational tools; library resources; basic online research resources; and ethical and safety concerns in the digital environment.

COURSE OBJECTIVES

The primary objective of the course is to help you develop four skills, which will prove valuable in other courses and your professional life in general.

You will learn to:

1. plan, organize, and collaborate with other students on projects using digital tools;
2. develop strategies for searching for and accessing information and services;
3. evaluate and analyze information;
4. create information ethically for specific outcomes.

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COURSE TOPICS



HOW TO SUCCEED IN THIS CLASS

Be aware that online courses require a higher level of self-motivation and self-pacing than most classroom-based course.

Monitor all of your communications through Canvas and through email at least once a day in order to keep up with the course.

Organize your time so that you can spend at least 12 hours a week working on this class.

Take note that there are strict deadlines for all assignments that you will be held responsible for meeting.

Participate civilly and ethically with your classmates in discussions and with your groupmates in projects.

COURSE POLICIES Q&A

What's the best way to contact my instructor?

Send a Canvas Inbox message to your instructor first, and if you don't hear back within a day, email them at the address provided. **DO NOT** send TAs Canvas messages - if you have a question for them, email ta_pool@ischool.utexas.edu.

Do I have to attend any class sessions? What does attendance look like in an online class?

You're in luck! We do not have any regularly scheduled meetings - but we do have **strict deadlines** for all of the assignments in this course that you must plan carefully for. Submit your assignments ahead of the deadline in order to avoid any schedule conflicts.

Also, since the class is entirely online, you are required to check your email and Canvas Inbox at least once a day (during weekdays) for this course. You may also be required to meet online with the instructor or groupmates for live chats, but you will have a say in when those meetings are.

Will any late assignments be accepted?

Late quiz and discussion assignments **will not** be accepted for any credit, except in cases of serious, multi-day (well documented) illness or emergency. You will **receive a zero** if you do not submit these assignments on time.

Please note - we use the Canvas upload time as the official time of submission. If you submit your assignment even one second after the recorded deadline, Canvas will mark your assignment as late and you will receive a zero for that assignment.

How do you plan to grade group projects?

The course is intended to teach you how to collaborate effectively online. You'll be graded more on your contributions and interactions with the group than the products you deliver. If you don't contribute to your group's project, you will receive **zero points** for the assignment.

What if I need an accommodation because of a disability?

The University of Texas at Austin will provide appropriate academic accommodations for qualified students with disabilities. To determine if you qualify, please contact the Dean of Students at 471-6259; 471-4641 TTY. If they certify your needs, we will happily work with you to make appropriate arrangements. Be sure to let both your instructor and the TAs know about any certified special needs that you may have.

What is the course policy regarding plagiarism and academic honesty? Can I use Wikipedia?

All work that you submit must be your own. Any plagiarism such as copying and pasting from Wikipedia or presenting another student's work as your own, will result in no credit for the assignment, course failure, and/or referral for disciplinary action. Ask for help if you are unsure at any point about what might constitute plagiarism.

WHAT'S MY GRADE?

Your course grade will be based on a 500-point scale, with the following point breakdown for each of the tests and assignments in the course. All assignments are always due at 11:59 p.m. on the due date. Attendance is not used to determine the final course grade.

Feel like your assignment was graded unfairly? Message or email your instructor within 48 hours of the grade's release and explain your reasoning.

Assignment	Percentage of Final Grade	Max Points	Details
Quizzes	20%	100	Each quiz is worth 10 points - one per module. Quizzes are open book - you can refer back to readings when you take the quiz. However, they will be harder than closed-book quizzes, and there will be a time limit.
Discussions	10%	50	Each discussion is worth 10 points (initial post due Sundays, worth 6 points, two replies to peers' posts due Wednesdays, worth 2 points each for a total of 4 points). You must participate throughout the week.
Group assignments	20%	100	Each worth 25 points (4 assignments). You will be graded on your performance in the group - your contributions, communication, and demonstrated respect and consideration for your teammates. You will also be given the opportunity to evaluate your teammates' performances.
Project 1 (Video)	15%	75	40 points for initial submission, 10 points for peer critique. You will create a 5 minute presentation and video/screenshot on a course topic related to technology.
Project 2 (Written)	15%	75	40 points for initial submission, 10 points for peer critique. This paper will be 4-6 double spaced pages about a course topic you research, and must reference and cite three external sources.
Portfolio website	20%	100	90 points for initial submission, 10 points for peer critique. You can create an html site using Github or use a service like Wix or Wordpress. Your site will highlight your projects and summarize your experience in the class.

GRADING SCALE (POINTS)

466 - 500 points: A	366 - 382 points: C
450 - 465 points: A -	350 - 365 points: C -
433 - 449 points: B +	333 - 349 points: D +
416 - 432 points: B	316 - 332 points: D
400 - 415 points: B -	300 - 315 points: D -
383 - 399 points: C +	0 - 299 points: F

COURSE SCHEDULE & ASSIGNMENTS

Module and Topic	Due Date	Reading and Assignments
1. Intro: Guidelines and Topics	Wed, 6/13 by 11:59pm	Read Module 1 Quiz 1: Syllabus Team Questionnaire
2. The Internet and the Digital Revolution	Sunday, 6/17, by 11:59pm	Read Module 2 Discussion
	Wed, 6/20 by 11:59pm	Quiz 2 Discussion replies
3. Information and the Digital University	Sun, 6/24, by 11:59pm	Read Module 3 Group Project
	Wed, 6/27 by 11:59pm	Quiz 3 Peer review
4. Security and Privacy in the Digital World	Sun, 7/1, by 11:59pm	Read Module 4 Discussion Project 1: Video
	Wed, 7/5 by 11:59pm	Quiz 4 Discussion replies Peer review
5. The Information Life Cycle	Sun 7/8, by 11:59pm	Read Module 5 Group Project
	Wed, 7/11 by 11:59pm	Quiz 5 Peer review
6. The Research Process	Sun, 7/15, by 11:59pm	Read Module 6 Discussion
	Wed, 7/18 by 11:59pm	Quiz 6 Discussion replies
7. Academic Honesty and Copyright	Sun, 7/22, by 11:59pm	Read Module 7 Group Project Project 2: Video/Written
	Wed, 7/25 by 11:59pm	Quiz 7 Peer review
8. Designing for the Web	Sun 7/29, by 11:59pm	Read Module 8 Discussion
	Wed, 8/1 by 11:59pm	Quiz 8 Discussion replies
9. Presenting Information	Sun, 8/5 by 11:59pm	Read Module 9 Group Project
	Wed, 8/8 by 11:59pm	Quiz 9 Peer review
10 Digital Citizenship and Ethics	Sun, 8/12 by 11:59pm	Read Module 10 Discussion Project 3: Website Portfolio
	Wed, 8/15 by 11:59pm	Quiz 10 Website peer reviews Final course survey (extra credit)