

# Academic Success in the Digital University

## INF303D

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

## Instructor Info

Kolina Koltai

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Office hours: Held remotely, by appointment

## TA Info

Email: [ta\\_pool@ischool.utexas.edu](mailto:ta_pool@ischool.utexas.edu) (include "Koltai 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

Login to the course Canvas page at [canvas.utexas.edu](https://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.

### What's in this syllabus?

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# COURSE TOPICS

**START HERE!**

**1**

The introduction module will cover the syllabus, a few digital basics. You'll also have your first group project!



Introduction to the Course and to Online Learning

**3**

Learning some basics about plagiarism, academic honesty, and how to cite and reference sources accurately is essential to academic success.



Academic Honesty, Copyright and Creative Commons, and Academic Publishing

**5**

Does web design scare you? Don't worry! You'll learn enough about HTML and coding languages to become dangerous, and have the option to take an easier path when creating your website.



Basic Website Design and Usability

**7**

We'll finish by looking at what it means to be a digital citizen, and what kinds of ethical quandries you may encounter in the digital world, both at UT and beyond.



Digital Citizenship and Information Ethics

**2**

Next we'll discuss library resources and learn some strategies for research and evaluating information.



The UT Libraries and Introduction to Scholarly Communication

**4**

This module will cover the history of the internet and web, and discuss how they physically work.



The Internet and Networking Basics: From ARPANET to Infinity and Beyond

**6**

Next you'll learn about security and privacy challenges on the internet, including online privacy and cyberattacks.



Information Security and Privacy Basics

**FINISHED!!!**

# 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](mailto: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. There are some exceptions for projects - you can refer to the Q&A in Canvas for more information.

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 should help you learn how to collaborate effectively online. You'll be graded on your contributions and interactions with the group as well as 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 350-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	10%	35	Each quiz is worth 2.5 points - two per module. Quizzes are open book - you can refer back to readings when you take the quiz.
Discussions	20%	70	Each discussion is worth 7 points. You must participate throughout the week.
Group assignments	30%	105	You will be graded on your contributions, communication, and demonstrated respect and consideration for your teammates. You will be given the chance to evaluate your teammates' performances.  Questionnaire - 5pts Project Plan - 15pts Research Process and Evaluating Sources - 25pts Summarize Topic with Results - 30pts Video Presentation - 25pts Evaluation opportunity - 5pts
Individual assignments	40%	140	You will also be given the opportunity to demonstrate your understanding of knowledge learned in the course through individual projects - both written and video.  Background Research - 20pts The Internet and your Academic Field - 40pts Peer review - 10pts Privacy & Security Wiki (class project) - 10pts Portfolio Website - 35pts Reflect on your Experiences (video) - 15pts Activities - 10pts
<b>Total</b>	<b>100%</b>	<b>350</b>	

## GRADING SCALE (POINTS)

324 – 350 points: A	254 – 267 points: C
315 – 323 points: A –	245 – 253 points: C –
303– 314 points: B +	233 – 244 points: D +
289 – 302 points: B	219 – 232 points: D
280 – 288 points: B –	210 – 218 points: D –
268 – 279 points: C +	0 – 209 points: F

# COURSE SCHEDULE & ASSIGNMENTS

Module and Topic	Week	Assignments
Module 1: Introduction to the Course and to Online Learning	Week 1	<b>Discussion:</b> Introduce yourself to the class <b>Quiz:</b> Course Basics <b>Individual Project:</b> Schedule Planner
	Week 2	<b>Discussion:</b> Your Standards for Online Discussions <b>Quiz:</b> Canvas and the Course Ahead <b>Group Assignment Questionnaire</b> <b>Individual Project:</b> Start your Portfolio Website
Module 2: Foundations of Academic Research	Week 3	<b>Quiz:</b> Information Life Cycle & Research <b>Individual Project:</b> Background Research <b>Group Project:</b> Project Plan
	Week 4	<b>Quiz:</b> Search Strategies, Evaluating Information <b>Group Project:</b> Research Process, Eval. Sources
Module 3: Academic Honesty, Copyright and Creative Commons, and Academic Publishing	Week 5	<b>Quiz:</b> Understanding Plagiarism <b>Group Project:</b> Summarize Topic w/Results
	Week 6	<b>Discussion:</b> Thinking Critically about Plagiarism <b>Quiz:</b> Citation, Copyright, etc.
Module 4: The Internet and Networking Basics: From ARPANET to Infinity and Beyond	Week 7	<b>Discussion:</b> The Web 2.0 <b>Quiz:</b> Networks and the Internet <b>Individual Project:</b> The Internet and your Academic Field
	Week 8	<b>Discussion:</b> Tradeoffs of Smart Devices <b>Quiz:</b> The Internet Today <b>Individual Project:</b> Peer Review of "The Internet and your Academic Field"
Module 5: Basic Website Design and Usability	Week 9	<b>Discussion:</b> Going "Wayback" <b>Quiz:</b> Website Basics <b>Group Project (video):</b> Video Presentation
	Week 10	<b>Discussion:</b> Use Cases <b>Quiz:</b> Designing for the Web <b>Individual Project:</b> Update your Portfolio Website
Module 6: Information Security and Privacy Basics	Week 11	<b>Discussion:</b> What does "digital" privacy and security mean to you? <b>Quiz:</b> Online Privacy & Security
	Week 12	<b>Discussion:</b> Information Privacy and Security in your Field <b>Class Project:</b> Information Privacy & Security Wiki <b>Quiz:</b> Cyberattacks
Module 7: Digital Citizenship and Information Ethics	Week 13	<b>Quiz:</b> Digital Citizenship and Ethical Design <b>Individual Project:</b> Final Website Content Check
	Week 14	Thanksgiving break!
	Week 15	<b>Discussion:</b> Explore an issue in digital ethics <b>Quiz:</b> Internet Ethics and Web Accessibility <b>Discussion:</b> Replies <b>Individual Project (video):</b> Reflect on your Experiences