

# 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](mailto:mkmcgee@utexas.edu)  
Office hours: By appointment

## TA Info

Email: [ta\\_pool@ischool.utexas.edu](mailto: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

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

**2**

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



The UT Libraries and Introduction to Scholarly Communication

**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

**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

**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

**6**

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



Information Security and Privacy Basics

**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

**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	20%	70	Each quiz is worth 5 points - two 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	20%	70	Each discussion is worth 5 points - two per module (initial post due Sundays, worth 3 points, two replies to peers' posts due Wednesdays, worth 1 point each for a total of 5 points). You must participate throughout the week. There may be exceptions where discussions are worth more points.
Group assignments	28%	100	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.
Individual assignments	31%	110	You will also be given the opportunity to demonstrate your understanding of knowledge learned in the course through individual projects - both written and video.
<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	Due Date	Reading and Assignments
Module 0: Introduction to the Course and to Online Learning	Sun, 2/3, by 11:59pm	<b>Reading:</b> All Chapters <b>Quiz:</b> Course Basics <b>Discussion:</b> Canvas and the Course Ahead <b>Discussion:</b> Introduce Yourself to Your Group <b>Discussion:</b> Your Standards for Discussions <b>Individual Project:</b> Schedule Planner <b>Group Project:</b> Plan for Introduce Peers to a Service <b>Group Project:</b> Introduce Peers to a Service
Module 1: The UT Libraries and Introduction to Scholarly Communication	Sun, 2/10 by 11:59pm	<b>Reading:</b> UT Libraries and Research <b>Quiz:</b> Information Life Cycle & Research <b>Individual Project:</b> Background Research <b>Peer Reviews:</b> Background Research
	Sun, 2/17 by 11:59pm	<b>Reading:</b> Evaluating Information <b>Quiz:</b> Search Strategies, Evaluating Information <b>Group Project:</b> Research Process, Eval. Sources
Module 2: Academic Honesty, Copyright and Creative Commons, and Academic Publishing	Fri, 2/22 by 11:59pm	<b>Reading:</b> Academic Honesty <b>Discussion:</b> Organization and File Sharing
	Sun, 2/24 by 11:59pm	<b>Quiz:</b> Understanding Plagiarism <b>Discussion:</b> Replies
	Fri, 3/1 by 11:59pm	<b>Readings:</b> Copyright <b>Discussion:</b> Thinking Critically about Plagiarism
	Sun, 3/3 by 11:59pm	<b>Quiz:</b> Citation, Copyright, etc. <b>Discussion:</b> Replies <b>Group Project:</b> Summarize Topic w/Results
Module 3: The Internet and Networking Basics: From ARPANET to Infinity and Beyond	Fri, 3/8 by 11:59pm	<b>Reading:</b> The Internet and the Web Part 1 <b>Discussion:</b> Time Management
	Sun, 3/10 by 11:59pm	<b>Quiz:</b> Networking and the Internet <b>Discussion:</b> Replies <b>Individual Project:</b> The Internet and your Field
	Fri, 3/15 by 11:59pm	<b>Reading:</b> The Internet and the Web Part 2 <b>Discussion:</b> Tradeoffs of Smart Devices
	Sun, 3/17 by 11:59pm	<b>Quiz:</b> The Internet Today <b>Discussion:</b> Replies <b>Individual Project:</b> Peer Review of Module 3
Module 4: Basic Website Design and Usability	Fri, 3/29 by 11:59pm	<b>Reading:</b> Introduction to Websites <b>Discussion:</b> Going "Wayback"
	Sun, 3/31 by 11:59pm	<b>Quiz:</b> Website Basics <b>Discussion:</b> Replies
	Fri, 4/5 by 11:59pm	<b>Reading:</b> Building a Website <b>Discussion:</b> Web Design
	Sun, 4/7 by 11:59pm	<b>Quiz:</b> Designing for the Web <b>Discussion:</b> Replies <b>Individual Project:</b> Portfolio Website
Module 5: Information Security and Privacy Basics	Fri, 4/12 by 11:59pm	<b>Reading:</b> Online Privacy <b>Discussion:</b> What does "digital" privacy and security mean to you?
	Sun, 4/14 by 11:59pm	<b>Quiz:</b> Online Privacy & Security <b>Discussion:</b> Replies <b>Group Project:</b> Information Privacy & Security Wiki
	Fri, 4/19 by 11:59pm	<b>Reading:</b> Cybersecurity <b>Discussion:</b> Information Privacy and Security in your Field
	Sun, 4/21 by 11:59pm	<b>Quiz:</b> Cyberattacks <b>Discussion:</b> Replies <b>Individual Project:</b> Peer Review of Information Privacy & Security Wiki Section
Module 6: Digital Citizenship and Information Ethics	Fri, 4/26 by 11:59pm	<b>Reading:</b> Digital Citizenship <b>Discussion:</b> Academic Success, Together as Digital Citizens
	Sun, 4/28 by 11:59pm	<b>Quiz:</b> Digital Citizenship and Ethical Design <b>Discussion:</b> Replies <b>Individual Project:</b> Final Website Content Check
	Fri, 5/3 by 11:59pm	<b>Reading:</b> Internet Ethics <b>Discussion:</b> Explore an issue in digital ethics
	Sun, 5/5 by 11:59pm	<b>Quiz:</b> Website Accessibility and Digital Ethics <b>Discussion:</b> Replies <b>Individual Project:</b> Reflect on your Experiences