Academic Success in the Digital University

I302

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

Instructor Info

Molly McGee, MSIS

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

TA Info

Email: ta_pool@ischool.utexas.edu (include "McGee I302" 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

The syllabus for I302 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 (I302) 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.

COURSE TOPICS

START HERE!

1-2

The first two modules will cover the syllabus and a few tools and resources you'll need to navigate the digital university.

Introduction to the Course and Resources for the Digital Student

3-5

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

Research Strategies and Evaluating Sources

6

Next we'll look at citation styles and academic honesty to make sure you understand how NOT to plagiarize in your classes!

Academic Honesty and Copyright

7

The next module will give you some strategies for structuring, writing, and editing essays and presentations.

Presenting Information

8-9

In these modules, we'll look at the history of the internet and web and look at new digital innovations as well as their impacts.

The Internet and the Digital Revolution

Self-paced

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 portfolio website.

Basic Website Design and Usability

10-11

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

Information Security and Privacy Basics

12

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.
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 accomodation 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, original work created for this class. Any plagiarism such as copying and pasting from Wikipedia, presenting another student's work as your own, or self-plagiarism (recycling assignments from other classes) 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 300-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%	30	Each quiz is worth 2.5 points (12 total). Quizzes are open book - you can refer back to readings when you take the quiz.
Discussions	16%	48	Each discussion is worth 12 points (initial post due Tuesday, replies due Thursday). You must participate throughout the week.
Activities	7%	20	Email a professor - 5pts Plagiarism examples and consequences - 5pts HTML activity - 10 pts
Group assignment	15%	45	You will be graded on your contributions, communication, and demonstrated respect and consideration for your teammates. Group project plan - 15pts Group project: Wiki - 30pts
Individual assignments	55%	157	You will be given the opportunity to demonstrate your understanding of knowledge learned in the course through individual projects - both written and video. Digital Library Treasure Hunt - 10 pts Research Proposal - 65pts Video Presentation - 45pts Portfolio Website - 25pts Reflect on your class experience - 12pts
Total	**100%**	**300**	

GRADING SCALE (POINTS)

278 – 300 points: A
269 – 277 points: A –
260 – 268 points: B +
249 – 259 points: B
239 – 248 points: B -
228 – 238 points: C +

218 – 227 points: C
209 – 217 points: C -
201 – 208 points: D +
189 – 200 points: D
179 – 188 points: D –
0 – 178 points: F

COURSE SCHEDULE & ASSIGNMENTS

Module and Topic	Week	Assignments
Module 1: Introduction to the Course and to Online Learning	Week 1	**Discussion 1**: Introduce yourself to the class **Quiz 1**: Syllabus
Module 2: Navigating the Digital University	Week 1	**Activity 1**: Emailing a Professor **Quiz 2**: Information and the Digital University
Floating Module: Designing for the Web	NA	**Activity 2:** HTML Exercise (due end of semester) **Individual Project**: HTML Website (due end of semester)
Module 3: Academic Scholarship in the Digital Age	Week 2	**Quiz 3**: Information Life Cycle and Scholarly Publications
Module 4: Getting the Most from your Academic Research	Week 2	**Quiz 4**: Getting the Most from Your Research **Individual Project Step 1**: Digital Library Treasure Hunt
Module 5: Evaluating Information	Week 2	**Quiz 5**: Search Strategies and Evaluating Information **Discussion 2**: Reading Laterally **Individual Project Step 2**: Research Proposal **Group Project Step 1**: Project Plan/Timeline
Module 6: Academic Honesty, Copyright and Creative Commons, and Academic Publishing	Week 3	**Quiz 6**: Academic Honesty, Copyright, and Creative Commons **Activity 3:** Plagiarism Examples and Consequences
Module 7: Presenting Information	Week 3	**Quiz 7**: Presenting Information **Individual Project Step 3**: Research Project Video
Module 8: The Internet and the Digital Revolution	Week 4	**Quiz 8**: The Internet and the Digital Revolution
Module 9: The Impact of Emerging Digital Technologies	Week 4	**Discussion 3**: Emerging Technologies **Quiz 9**: Impact of Emerging Digital Technologies **Group Project Step 2:** Help Build a Wiki about Digital Technology and COVID-19
Module 10: Guarding your Digital Privacy	Week 5	**Discussion 4**: Privacy Check **Quiz 10**: Guarding your Digital Privacy
Module 11: Defending your Digital Security	Week 5	**Quiz 11**: Defending your Digital Security
Module 12: Digital Citizenship and Information Ethics	Week 5	**Quiz 12**: Digital Citizenship **Individual Project Step 4**: HTML Website **Individual Project Step 5**: Reflect on your Experiences