INFOST 110
Introduction to Information Science & Technology
Spring 2018
Section 001
M/W 2:00p – 3:15p
Bolton B46

Instructor:
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Office hours: Mondays 11am-1pm, or by appointment

Teaching Assistant:
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Office hours: Wednesdays 10-11am

General Description:
This course introduces basic issues in information science and information studies, including the nature of information, information services, information professions, information policy, information ethics, and the complex relationships between information technologies and society.

Objectives:
1. Combine theory and everyday examples to provide a broad-based introduction to the field of information science and information studies.
2. Connect current information-based institutions and technologies to their historical roots and with their cultural, political, and economic settings.
3. Investigate the impact of the development of technology on access to and use of information and the changes that this development causes in the structure and operation of society.

Competencies:
Upon successful completion of the course, students will:
1. Understand and be able to relate concepts of information science and information studies
2. Describe various institutions and technologies for the organization, storage, and retrieval of information, and relate their cultural, social, and political impact
3. Posses general knowledge of current issues in information technology, information organization, the information professions, information policy, and information ethics

Method of Instruction & Learning:
Classroom lecture and discussion, complemented by review of relevant current events and online content.

Prerequisites:
No specific course prerequisites.

Workload:
This is a 3-credit, 100-level course that meets twice weekly for 2.5 hours of in-class interaction. The UWM guideline is 2.5 hours of work outside of class per credit so you can expect to spend 7-8 hours each week preparing for class or working on assignments, in addition to the course meeting time itself. Time may vary per week, and depending on your own abilities.
**Course Schedule:** (subject to minor changes)

<table>
<thead>
<tr>
<th>Date</th>
<th>Lecture Topic</th>
<th>Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/22</td>
<td>1.1 Introduction to the Course</td>
<td>D&amp;S Ch. 2; Rowley; Barlow</td>
</tr>
<tr>
<td>1/24</td>
<td>1.2 What is Information?</td>
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<tr>
<td>1/29</td>
<td>2.1 Fundamentals of Information Science</td>
<td>D&amp;S Ch. 2; Borko; Bawden &amp; Robinson</td>
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<tr>
<td>1/31</td>
<td>2.2 The Information (and Data) Society</td>
<td>Screening: <em>The Joy of Data</em></td>
</tr>
<tr>
<td>2/5</td>
<td>3.1 Information Organization &amp; Retrieval: 1.0</td>
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<tr>
<td>2/7</td>
<td>3.2 Information Institutions</td>
<td></td>
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<tr>
<td>2/12</td>
<td>4.1 Information Professions</td>
<td>D&amp;S 207-211; Debons Ch. 2 (bring job posting)</td>
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<tr>
<td>2/14</td>
<td>4.2 EXAM 1</td>
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<tr>
<td>2/19</td>
<td>5.1 Evolution &amp; Impacts of Information Technology</td>
<td>L&amp;K Ch 4</td>
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<tr>
<td>2/21</td>
<td>5.2 Computing &amp; Databases</td>
<td>D&amp;S Ch. 6 (79-83); Faircloth Ch. 4</td>
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<tr>
<td>2/26</td>
<td>6.1 Data Transmission &amp; Networks</td>
<td>D&amp;S Ch. 6 (84-90); Faircloth Ch. 2</td>
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<td>2/28</td>
<td>6.2 Web 2.0 and Social Platforms</td>
<td>O’Reilly; Zittrain; D2L</td>
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<tr>
<td>3/5</td>
<td>7.1 Information Organization &amp; Retrieval: 2.0</td>
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<tr>
<td>3/7</td>
<td>7.2 Cloud Computing &amp; Internet of Things</td>
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<td>3/12</td>
<td>8.1 Algorithms, Big Data &amp; Data Science</td>
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<tr>
<td>3/14</td>
<td>8.2 Decision Support Systems &amp; Business Intelligence</td>
<td>Cady; O’Neil; EMC Education; Loukides</td>
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<td>3/19</td>
<td>9.1 SPRING BREAK</td>
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<tr>
<td>3/21</td>
<td>9.2 SPRING BREAK</td>
<td></td>
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<tr>
<td>3/26</td>
<td>10.1 Big Data &amp; Society</td>
<td>Screening: <em>TBD</em></td>
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<tr>
<td>3/28</td>
<td>10.2 EXAM 2</td>
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<tr>
<td>4/2</td>
<td>11.1 Human Factors &amp; Information System Design</td>
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<tr>
<td>4/4</td>
<td>11.2 Information Access &amp; Digital Divides</td>
<td>Shneiderman; Sierkowski; D2L</td>
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<tr>
<td>4/9</td>
<td>12.1 Information Policy &amp; Ethics</td>
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<tr>
<td>4/11</td>
<td>12.2 Intellectual Property</td>
<td></td>
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<tr>
<td>4/16</td>
<td>13.1 Information Privacy</td>
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<tr>
<td>4/18</td>
<td>13.2 Information Security</td>
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<tr>
<td>4/23</td>
<td>14.1 Group Project Work</td>
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<tr>
<td>4/25</td>
<td>14.2 Group Project Work</td>
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<tr>
<td>4/30</td>
<td>15.1 Group Project Work</td>
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<tr>
<td>5/2</td>
<td>15.2 Group Project Presentations</td>
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<tr>
<td>5/7</td>
<td>16.1 Group Project Presentations</td>
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<tr>
<td>5/9</td>
<td>16.2 Group Project Presentations</td>
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<tr>
<td>5/16</td>
<td>FINAL EXAM DUE</td>
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**Course Materials:**

All course materials are available on D2L – you must have reliable Internet access to ensure your ability to download and read the course material. Major chapters or articles are provided as PDFs, and full bibliographic details are provided below. Most course sessions also have numerous web-based articles and resources provided on D2L.


Faircloth, J. (2013). “Networks” (Chapter 2) and “Databases” (Chapter 4) in Enterprise Applications Administration: The Definitive Guide to Implementation and Operations. Waltham, MA: Elsevier Science


[Chapter 11]


**Course Elements: (read these carefully and completely)**

1. **Attendance & Participation:**
   a. Lectures will focus on the assigned reading, highlighting particular items and connecting content in the readings to other “real-world” examples. Students are expected to attend each lecture, arriving prepared to participate in informal discussions of the class material, respond to direct questions, and ask questions of their own. Frequently, videos will be shown to complement the course material, and informal worksheets might be provided to help guide your learning.
   b. Success in this class requires regular attendance. A sign-in sheet will be distributed during each class. Signing in, and then leaving class, will be noted and will impact your “Attendance & Participation” grade. Repeated absences – including tardiness – will negatively impact your “Attendance & Participation” grade.
   c. Absences require the instructor’s approval in advance, and may require written documentation of medical or family emergencies. Multiple unexcused absences will impact your “Attendance & Participation” grade. Simply emailing me to indicate you will be absent does not necessarily make it “excused”.
   d. While this is a large class, I encourage students to actively engage and constructively participate in class, as best is possible given its size. I, or the teaching assistant, will note student contributions which will enhance one’s “Attendance & Participation” grade element.
   e. Some course sessions might include breakout and small group discussion and work. Your participation will be assessed based on the constructive and collaborative use of this in-class time to interact with your group, share perspectives, and learn from each other interactively.

2. **Exams:**
   a. There will be 2 in-class exams during the semester.
   b. Exams will be open-book and open-note (but no computers, tablets, phones, or other digital devices) and will consist of a mix of short-answer reading comprehension questions and short essay questions asking you to apply the concepts from the lectures and material.
   c. Note: My approach to exams is to ensure you understand key concepts, why they are important, and how to apply them. I typically don’t test isolated facts, like “The microprocessor was invented in _____?”, but rather test you understanding of ideas, like “Describe two impacts the invention of the microprocessor had on how we deal with information?”

3. **Group Project Presentation:**
   a. Small groups will be formed to work on a group project exploring a contemporary information system in terms of the main themes of the course. The projects are meant to be collaborative, and while some time will be allotted during the discussion sections, groups may need to work together outside of class.
   b. Each group will create a 10-12-minute recorded presentation on Camtasia or similar screen-capture software, and the project videos will be viewed in class. More details to be provided during in the semester.

4. **Final Exam:**
   a. The course includes a take-home Final Exam, with answers to be submitted via a D2L dropbox. The exam due date is fixed, and no exceptions or extensions will be granted, except as allowed in the campus “special consideration” policy (see below).
Course Policies:

<table>
<thead>
<tr>
<th>Credit Breakdown</th>
<th>Grading Scale</th>
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<tbody>
<tr>
<td>Attendance &amp; Participation</td>
<td>A 94-100</td>
</tr>
<tr>
<td>Exams (2 @ 20%)</td>
<td>A- 91-93</td>
</tr>
<tr>
<td>Group Project Presentation</td>
<td>B+ 88-90</td>
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<tr>
<td>Final Exam</td>
<td>B 84-87</td>
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<td></td>
<td>B- 81-83</td>
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<td></td>
<td>C+ 78-80</td>
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<td>C 74-77</td>
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<td>D+ 68-70</td>
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<td>D 64-77</td>
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<td>D- 60-63</td>
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<td>F 0-59</td>
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</table>

Atmosphere for Learning:

- Students are encouraged to participate in open and frank discussions of the course material, but are also expected to respect the opinions of other students and to engage in discussion and debates in a sensitive and respectful manner.

- Before class begins, please silence all cell phones, wearable devices, and any other items that might ring, vibrate, play Beyoncé, or otherwise call attention to themselves and disrupt class.

- Laptop computers may be used to assist in note taking. But please check email, chat, text, and browse Reddit on your own time; it is distracting to your classmates and disrespectful to the instructor.

Plagiarism

- Plagiarism is the “act or an instance of copying or stealing another’s words or ideas and attributing them as one’s own” (excerpted from Black’s Law Dictionary, West Group, 1999, 7th ed., p. 1170).

- Students must write their assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate (verbatim quotations) and by proper referencing through citations. Merely changing certain words in sentences taken from other sources does not avoid plagiarism.

- Plagiarism is a serious academic offence that brings with it corresponding academic penalties (see UWM policy at http://uwm.edu/deanofstudents/conduct/conduct_procedures/academic-misconduct/). In most cases, instances of plagiarism will result in an automatic zero for that particular course element. In cases of substantial and/or repeated plagiarism, I reserve the right to assign a failing grade for the entire course and refer the case to the SOIS Academic Misconduct Investigating Officer.

Special Considerations:

- Students needing special accommodations for testing/assignments must visit the Student Accessibility Center for evaluation and provide the instructor the necessary paperwork within the first two weeks of class.

- I do not provide individual extensions, make-up quizzes, or extra credit (other than what might be offered to the entire class). The course requirements and deadlines are clearly outlined in this syllabus and you are expected to meet all course obligations. Here is UWM’s policy on “special consideration,” which I strive to follow closely:

  **Special Consideration.** The principle of equal treatment of all students shall be a fundamental guide in responding to requests for special consideration. No student should be given an opportunity to improve a grade that is not made available to all members of the class. This policy is not intended to exclude reasonable accommodation of verified student disability, or the completion of work missed as the result of religious observance, verified illness, or justified absence due to circumstances beyond the student's control. (http://www4.uwm.edu/secu/policies/saap/upload/S29.htm)

Contacting Me:

- I will be available for short discussions immediately before/after class. Typically, I need to run to my next scheduled appointment, and any substantive issues will need to be addressed later via email or office hours.

- By email: I will respond to class-related emails during normal work hours, and will generally reply the same day as received (an e-mail sent after working hours, however, may not be replied to until the next morning).
Please be sure to use your UWM e-mail account, identify yourself and the course, and always use proper and professional e-mail etiquette and modes of address. For example, don’t start your e-mail with “Hey Mike” or end with “Kthxbye!” Instead, communicate with your instructors by opening with “Dear Professor [last name]” and be professional in your correspondence.

- **In person:** I am available to meet in person during posted office hours or by appointment.

**UWM and SOIS Academic Policies:**

The following links contain university policies affecting all SOIS students. Many of the links below may be accessed through a PDF-document maintained by the Secretary of the University: [http://uwm.edu/secu/syllabus-links/](http://uwm.edu/secu/syllabus-links/)

- **Students with disabilities:** Notice to these students should appear prominently in the syllabus so that special accommodations are provided in a timely manner. [http://uwm.edu/arc/](http://uwm.edu/arc/)

- **Religious observances:** Accommodations for absences due to religious observance should be noted. [http://www4.uwm.edu/secu/docs/other/S1.5.htm](http://www4.uwm.edu/secu/docs/other/S1.5.htm)

- **Students called to active military duty:** Accommodations for absences due to call-up of reserves to active military duty should be noted. [http://uwm.edu/active-duty-military/](http://uwm.edu/active-duty-military/)

- **Incompletes:** A notation of “incomplete” may be given in lieu of a final grade to a student who has carried a subject successfully until the end of a semester but who, because of illness or other unusual and substantiated cause beyond the student’s control, has been unable to take or complete the final examination or to complete some limited amount of term work. [https://www4.uwm.edu/secu/docs/other/S_31_INCOMPLETE_GRADES.pdf](https://www4.uwm.edu/secu/docs/other/S_31_INCOMPLETE_GRADES.pdf)

- **Discriminatory conduct:** Discriminatory conduct will not be tolerated by the University. It poisons the work and learning environment of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff. [https://www4.uwm.edu/secu/docs/other/S_47_Discriminatory_Policy.pdf](https://www4.uwm.edu/secu/docs/other/S_47_Discriminatory_Policy.pdf)

- **Title IX/Sexual Violence:** Title IX is a federal law that prohibits sex discrimination in education program or activities, and UWM policy prohibits such conduct (see Discriminatory Conduct, above). This includes sexual violence, which may include sexual harassment, sexual assault, relationship violence, and/or stalking in all educational programs and education-related areas. UWM strongly encourages its students to report any instance of sex discrimination to UWM’s Title IX Coordinator (titleix@uwm.edu). Whether or not a student wishes to report an incident of sexual violence, the Title IX Coordinator can connect students to resources at UWM and/or in the community including, but not limited to, victim advocacy, medical and counseling services, and/or law enforcement. For more information, please visit: [https://uwm.edu/sexual-assault/](https://uwm.edu/sexual-assault/)

- **Academic misconduct:** Cheating on exams or plagiarism are violations of the academic honor code and carry severe sanctions, including failing a course or even suspension or dismissal from the University. [http://uwm.edu/academicaffairs/facultystaff/policies/academic-misconduct/](http://uwm.edu/academicaffairs/facultystaff/policies/academic-misconduct/)

- **Complaint procedures:** Students may direct complaints to the head of the academic unit or department in which the complaint occurs. If the complaint allegedly violates a specific university policy, it may be directed to the head of the department or academic unit in which the complaint occurred or to the appropriate university office responsible for enforcing the policy. [https://www4.uwm.edu/secu/docs/other/S_47_Discriminatory_Policy.pdf](https://www4.uwm.edu/secu/docs/other/S_47_Discriminatory_Policy.pdf)

- **Grade appeal procedures:** A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides or in the case of graduate students, the Graduate School. These procedures are available in writing from the respective department chairperson or the Academic Dean of the College/School. [http://www4.uwm.edu/secu/docs/other/S28.htm](http://www4.uwm.edu/secu/docs/other/S28.htm)

- **LGBT+ resources:** Faculty and staff can find resources to support inclusivity of students who identify as LGBT+ in the learning environment. [http://uwm.edu/lgbtrc/](http://uwm.edu/lgbtrc/)
- **Other**: The final exam requirement, the final exam date requirement, etc.
  http://www4.uwm.edu/secu/docs/other/S22.htm

- **D2L and Student Privacy**: Certain SOIS courses utilize the instructional technology Desire to Learn (D2L) to facilitate online learning. D2L provides instructors the ability to view both individual data points and aggregate course statistics, including the dates and times individual students access the system, what pages a student has viewed, the duration of visits, and the IP address of the computer used to access the course website. This information is kept confidential in accordance with the Family Educational Rights and Privacy Act (FERPA), but may be used for student evaluation.