INFO-I100
First Year Seminar
Learning Community: Digitizing Our Selves
Indiana University School of Informatics and Computing, Indianapolis
Fall 2019

Section No.:	27937		*Credit Hours:* 1
Time:	Tuesdays 3:00-4:15 p.m.		
Location:	IT 273		

First Class: Tuesday, August 27, 2019

Faculty:	Melinda McCormick	*Room*: IT 493	*Email:* mccormmc@iu.edu

Office Hours: By appointment

Librarian:	Willie Miller	*Room*: UL 4120B	*Email:* wmmiller@iupui.edu
Mentor:	Sami Riley		*Email:* rileysd@iupui.edu

Prerequisites: Only open to undergraduate first-semester freshman students enrolled in the Informatics and Computing Themed Learning Community.

Learning Community Theme:

We live, work, and think in an ocean of data. But what does that mean for our personal, professional and political lives? In this learning community, you will learn to take charge of your digital persona, understand your web presence, and manage the impact of your electronic footprint. Seize opportunities and solve problems within the social world of computing.

Course Information:

This course is designed to integrate students into the campus community and create a safe space for personal growth and change in SoIC and IUPUI. Students will learn to take ownership of their education, learn to manage the demands of college through study skill and time/stress management, and will spend time setting goals for their academic and personal lives. In I100, students will explore campus resources, gain academic skills, focus on civic engagement and work on their critical thinking and problem-solving skills. At the end of the course, students should feel that they have established a sense of identity through self-reflection assignments, explored the beliefs and thoughts of others through diversity training, and created their own strategies for success at IUPUI.

Required Textbook and Software:

Laptop

Teaching and Learning Methods:

This course will include active learning strategies with in-class activities, class discussions led by the instructors, guest speakers, field-trips, student presentations, and individual and group assignments.

Profiles of Learning for Undergraduate Success (IUPUI+):

Learning outcomes are assessed in the following areas:

Communicator   *Moderate emphasis*
- Evaluates Information; Listens Actively; Builds Relationships; Convey Ideas Effectively

Problem Solver   *Major emphasis*
- Thinks Critically; Collaborates; Analyzes, Synthesizes, and Evaluates; Perseveres

Innovator   *Moderate emphasis*
- Investigates; Creates/Designs; Confronts Challenges; and Makes Decisions

Community Contributor   *Some emphasis*
- Builds Community; Respectfully Engages Own and other Cultures; Behaves Ethically; Anticipates Consequences

Learning Outcomes:

RBT: Revised Bloom's Taxonomy; IUPUI+: Profiles of Learning for Undergraduate Success

Upon completion of this course, the student will:	RBT	IUPUI+	Assessment
1. *Apply* the expectations of higher education to their personal situation.	3	Problem solver	Personality, learning style, and career assessments, self-reflection assignments, diversity assignments, presentations and discussions
2. *Evaluate* their academic and career goals related to pursuing a university education.	5	Innovator; Problem Solver	iGPS planning, assessments, time management
3. *Identify* campus resources: library systems, technology tools, and support services.	1	Community Contributor	Scavenger hunt, in-class activities, Speech Trainer,

			library day, campus event, presentations
4. *Understand and Analyze* personal perceptions, comparing and contrasting different opinions, and communicating those to others.	2, 4	Communicator	Campus event report, diversity assignment, in-class presentations
5. *Create* strategies to promote success in achieving academic and career goals.	6	Problem Solver; Innovator; Communicator	Community service report, campus event report, self-assessments
6. *Apply* learning techniques, stress management, and time management skills.	3	Problem Solver	In-class activities, presentations, self-reflection assignments

Expectations, Guidelines, and Policies:

1. **Electronic Media Policy:** If you bring it, make sure it is off or on silent. If the instructors believe you are texting or using your phone in class or inappropriately using your laptop (e.g. emailing, Facebook, surfing the net), you will be asked to leave class and attendance and participation points will not be awarded.

2. **Attendance:** Attendance in this course is expected; if you are late to the course or leave early, you will not receive full participation credit for the day. Full credit for participation is only given to students who are consistently engaged, participate in discussions, ask questions, and show they want to further their educational experience. If you are not in attendance, you cannot earn the participation and attendance points for the day.

   Only the following are acceptable excuses for absences: death in the immediate family (e.g. mother, father, spouse, child, or sibling), hospitalization or serious illness; jury duty; court ordered summons; religious holiday; university/school coordinated athletic or scholastic activities; an unanticipated event that would cause attendance to result in substantial hardship to one's self or immediate family. If you will be absent for class, please let me know ahead of time if possible, and documentation may be required for your absence to be excused. To protect your privacy, doctor's excuses should exclude the nature of the condition and focus instead on how the condition impacts your attendance and academic performance.

3. **Administrative withdrawal:** A basic requirement of this course is that students participate in all class discussions and conscientiously complete all required course activities and/or assignments. If a student is unable to attend, participate in, or complete an assignment on time, it is the student's responsibility to inform the instructor. If a student misses more than half of the required activities within the first 25% of the course without contacting the instructor, the student may be administratively withdrawn from this course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and a student who has been administratively withdrawn from a course is ineligible for a tuition refund. Contact the instructor with questions concerning administrative withdrawal.

4. **Incomplete:** The instructor may assign an Incomplete (I) grade only if at least 75% of the required coursework has been completed at passing quality and holding you to previously established time limits would result in unjust hardship to you. All unfinished work must be completed by the date set by the instructor. Left unchanged, an Incomplete automatically becomes an F after one year. http://registrar.iupui.edu/incomp.html

5. **Deliverables:** You are responsible for completing each deliverable (e.g., assignment) by its deadline and submitting it by the specified method. Deadlines are outlined in the syllabus or in supplementary documents accessible through Canvas. Should you miss a class, you are still responsible for completing the deliverable and for finding out what was covered in class, including any new or modified deliverable. **Late assignments are not accepted in this class.**

Assignments and Grading:

Assignment	Points	Details
Attendance	75	5 points awarded per week.
Scavenger Hunt	20	Work in small groups to learn about IUPUI and SoIC resources on campus.
Discussion Forums	30	Posts will be assigned three times throughout the semester and will be done on Canvas. Write at least a paragraph on the topic by Saturday and then post to at least one classmates post by Monday night. This allows time to virtually interact and engage with your classmates. Details about each prompt will be listed in Canvas.
Assessment Report	50	Complete multiple self-assessments at the beginning of the semester regarding your personality, learning style and career possibilities. You will then analyze and report the results, discuss what you agree/disagree with, how your strengths and weaknesses can impact your academics and how each assessment interconnects with the others.
Focus 2 Assignment	25	Complete the Focus 2 career assignment, upload your results to Canvas and answer a set of prompts regarding your results.

Reflection Papers	30	Write two one-page papers about certain topics discussed in class. Reflections can be informal and should incorporate your own thoughts/feelings/beliefs about the subject matter. Prompts will be in Canvas, but it is expected that you write about how the in-class discussions may/may not have made an impact on you.
iGPS and Techiquette Assignment	20	Use iGPS to create a spring and fall 2020 schedule. Once you have finalized these schedules, email your instructor a professionally written email about your course schedule with any questions that you may have.
Speech Trainer Practice	15	Take a picture of you practicing a speech for COMM-R110, INFO-I100 or INFO-I202 and upload it to Canvas.
Course Evaluations	15	**Every** student must have a course evaluation completed by the syllabus deadline. All or nothing on this so if one person forgets, no one gets the points.
Community Service Reflection	25	Participate in the SoIC community service event (or approved service event if you cannot attend) and answer the reflection guide.
Campus Event Report	25	Attend two different campus events, one social and one educational/professional, and write a one-page paper PER event (two pages total). Make sure you take a selfie and upload it to Canvas of you at the events. Use Jag News, the IUPUI Calendar, SoIC News or your mentor to stay updated on all events happening throughout campus.
Online Persona- Final Presentation	70	Analyze your current social media presence and write an assessment of how you "brand" yourself. Incorporate the personality, learning and career assessments that were done in class and create an academic/professional profile via LinkedIn (or another site if approved by instructor) and present the site to the class.
Total Points	400	

Weekly Schedule:

Date	Topic	Assignments/Reminders
Week 1: August 27	**Welcome!!** Syllabus Review and Expectations, Technology Time with mentor	Discussion Post #1 due Monday, September 2nd by 11:59 p.m.
Week 2: September 3	**Scavenger Hunt**	Turn in at the end of class
Week 3: September 10	**Psychogeometrics and VARK** Self-assessment	VARK assessment completed by next class Assessment Report due Monday, September 23rd by 11:59 p.m.
Week 4: September 17	**SoIC Resource Day** Guest Speakers: Chauncey Frend, Elizabeth Cassell and Pat Rhodes	Focus 2 completed by Monday, September 23rd by 11:59 p.m.
Week 5: September 24	**Financial Aid and Financial Literacy** IU Moneysmarts Team	
Week 6: October 1	**Library Day** Meet at University Library:Willie Miller	
Week 7: October 8	**Diversity and Inclusion and Study Abroad** Crossing the Line Study Abroad presenter	Discussion Post #2 due Monday, October 14th by 11:59 p.m.
Week 8: October 15	**Diversity and Inclusion (continued)** Microaggressions: Multicultural Peer Educator	Reflection Paper #1 due Monday, October 28th by 11:59 p.m.
Week 9: October 22	**FALL BREAK- NO CLASS**	
Week 10: October 29	**In-Class Priority Registration Prep** AAR, iGPS, and Creating a Spring Schedule	iGPS/Techiquette Assignment due Monday, November 4th by 11:59 p.m.
Week 11: November 5	**Registration Day and AVL Tour**	
Week 12: November 12	**Stress and Time Management: 8 Dimensions of Health** Guest Speaker: Health and Wellness Promotion Office	Discussion Post #3 due Monday, November 18th by 11:59 p.m.
Week 13: November 19	**Exploring Your Online Persona and Building Your Brand**	Reflection Paper #2 due Monday, November 25th by 11:59 p.m. Speech Trainer Assignment completed by November 25th
Week 14: November 26	**Course Evaluations**	Community Service Reflection AND Campus Event Report due Monday, December 2nd by 11:59 p.m.

Week 15: December 3	**Presentations**	Online Persona Presentations due at 11:59 p.m. the day before your presentation
Week 16: December 10	**Presentations**	Online Persona Presentations due at 11:59 p.m. the day before your presentation

Papers Format:

All written assignments must be typed, double spaced with a 12-point font and a 1-inch margin.

Grading Scale:

*SoIC undergraduate students are required to earn a C or higher in all courses.

A+ 97-100%	B+ 87-89.99%	C+ 77-79.99%	D+ 67-69.99%	F Below 60%
A =93-96.99%	B 83-86.99%	C 73-76.99%	D 63-66.99%	
A- 90-92.99%	B- 80-82.99%	C- 70-72.99%	D- 60-62.99%	

Code of Conduct:

All students should aspire to the highest standards of academic integrity. Using another student's work on an assignment, cheating on a test, not quoting or citing references correctly, or any other form of dishonesty or plagiarism shall result in a grade of zero on the item and possibly an F in the course. Incidences of academic misconduct shall be referred to the Department Chair and repeated violations shall result in dismissal from the program.

All students are responsible for reading, understanding, and applying the *Code of Student Rights, Responsibilities and Conduct* and in particular the section on academic misconduct. Refer to *The Code > Responsibilities > Academic Misconduct* at http://www.indiana.edu/~code/. All students must also successfully complete the Indiana University Department of Education "How to Recognize Plagiarism" Tutorial and Test: https://www.indiana.edu/~istd. You must document the difference between your writing and that of others. Use quotation marks in addition to a citation, page number, and reference whenever writing someone else's words (e.g., following the *Publication Manual of the American Psychological Association*). To detect plagiarism instructors apply a range of methods, including Turnitin.com: http://www.ulib.iupui.edu/libinfo/turnitin.

Academic Misconduct:

1. **Cheating:** Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.
   a. A student must not use external assistance on any "in-class" or "take-home" examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.

b. A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advanced authorization from the instructor to whom the work is being submitted.

c. A student must not use materials from a commercial term paper company, files of papers prepared by other persons, or submit documents found on the Internet.

d. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student's individual work.

e. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.

f. A student must not steal examinations or other course materials, including but not limited to, physical copies and photographic or electronic images.

g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom the work is being submitted.

h. A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.

2. **Fabrication:** A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.

3. **Plagiarism:** Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course.

   a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.

   b. A student must give credit to the originality of others and acknowledge indebtedness whenever:

      1. directly quoting another person's actual words, whether oral or written;
      2. using another person's ideas, opinions, or theories;
      3. paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
      4. borrowing facts, statistics, or illustrative material; or
      5. offering materials assembled or collected by others in the form of projects or collections without acknowledgment.

4. **Interference:** A student must not steal, change, destroy, or impede another student's work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student's grade or the evaluation of academic performance. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.

5. **Violation of Course Rules:** A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.

6. **Facilitating Academic Dishonesty:** A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

Other Policies:

1. **Civility:** To maintain an effective and inclusive learning environment, it is important to be an attentive and respectful participant in lectures, discussions, group work, and other classroom exercises. Thus, unnecessary disruptions should be avoided, such as ringing cell phones, engagement in private conversations, and other unrelated activities. Cell phones, media players, or any noisy devices should be turned off during a class. Texting, surfing the Internet, and posting to Facebook or Twitter during class are generally not permitted. Laptop use may be permitted if it is used for taking notes or conducting class activities. Students should check with the instructor about permissible devices in class. IUPUI nurtures and promotes "a campus climate that seeks, values, and cultivates diversity in all of its forms and that provides conditions necessary for all campus community members to feel welcomed, supported, included, and valued" (IUPUI Strategic Initiative 9). IUPUI prohibits "discrimination against anyone for reasons of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or veteran status" (Office of Equal Opportunity). Profanity or derogatory comments about the instructor, fellow students, invited speakers or other classroom visitors, or any members of the campus community shall not be tolerated. A violation of this rule shall result in a warning and, if the offense continues, possible disciplinary action.

2. **Communication:** For classroom-based courses, the instructor or teaching assistant should respond to emails by the end of the next class or, for online courses, within two Indiana University working days, which excludes weekends and holidays. The instructor should provide weekly office hours or accept appointments for face-to-face, telephone, or teleconferenced meetings, and announce periods of extended absence in advance.

3. **Counseling and Psychological Services (CAPS):** Students seeking counseling or other psychological services should contact the CAPS office by phone at 274-2548 or email at capsindy@iupui.edu. For more information visit http://life.iupui.edu/caps/.

4. **Course evaluations:** Course evaluations provide vital information for improving the quality of courses and programs. Students are urged to complete one course and instructor evaluation for each section in which they are enrolled at the School of Informatics and Computing with the following three exceptions: (a) The student has withdrawn from the course; (b) fewer than five students are enrolled in the section (in which case maintaining anonymity is difficult); and (c) the section is a laboratory that must be taken with a course having a different section number. Course evaluations are completed at https://soic.iupui.edu/app/course-eval/. Course evaluations are typically open from the eleventh week. Course evaluations are anonymous, which means that no one can view the name of the student completing the evaluation. In addition, no one can view the evaluation itself until after the instructor has submitted the final grades for the course. In small sections, demographic information should be left blank, if it could be used to identify the student.

5. **Disabilities policy:** In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to reasonable accommodations. Please notify the instructor during the first week of class of accommodations needed for the course. Students requiring accommodations because of a disability must register with Adaptive Educational Services (AES) and complete the appropriate AES-issued before receiving accommodations. The AES office is

located at UC 100, Taylor Hall (Email: aes@iupui.edu, Tel. 317 274-3241). Visit http://aes.iupui.edu for more information.

6. **Email:** Indiana University uses your IU email account as an official means of communication, and students should check it daily for pertinent information. Although you may have your IU email forwarded to an outside email account, please email faculty and staff from your IU email account.

7. **Emergency preparedness:** Safety on campus is everyone's responsibility. Know what to do in an emergency so that you can protect yourself and others. For specific information, visit the emergency management website. http://protect.iu.edu/emergency

8. **IUPUI course policies:** A number of campus policies governing IUPUI courses may be found at the following link: http://registrar.iupui.edu/course_policies.html.

9. **No class attendance without official enrollment.** Only those who are officially enrolled in this course may attend class. This policy does not apply to those assisting a student with a documented disability, serving in an instructional role, or administrative personnel: http://registrar.iupui.edu/official-enrollment-class-attendance.html. Children may *not* attend class with their parents, guardians, or childcare providers.

10. **Right to revise:** The instructor reserves the right to make changes to this syllabus as necessary and, in such an event, will notify students of the changes immediately.

11. **Student advocate:** The Student Advocate provides assistance to students with personal, financial, and academic issues. The Student Advocate Office is located in the Campus Center, Suite 350. The Student Advocate may also be contacted by phone at 317-274-4431 or by email at stuadvoc@iupui.edu. For more information visit http://studentaffairs.iupui.edu/advocate.

Mission Statement:

The Mission of IUPUI is to provide for its constituents excellence in

- Teaching and Learning;
- Research, Scholarship, and Creative Activity; and
- Civic Engagement.

With each of these core activities characterized by

- Collaboration within and across disciplines and with the community;
- A commitment to ensuring diversity; and
- Pursuit of best practices.

IUPUI's mission is derived from and aligned with the principal components—Communities of Learning, Responsibilities of Excellence, Accountability and Best Practices—of Indiana University's Strategic Directions Charter.

Statement of Values:

IUPUI values the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. IUPUI values the opportunities afforded by its location in Indiana's capital city and is committed to serving the needs of its community. Thus, IUPUI students, faculty, and staff are involved in the community, both to provide educational programs and patient care and to apply learning to

community needs through service. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is committed to the personal and professional development of its students, faculty, and staff and to continuous improvement of its programs and services.