INFO-I 100
First Year Seminar
Indiana University School of Informatics and Computing, Indianapolis
Fall 2016

Section No.: 22357  Credit Hours: 1
Time: Tuesdays 12:00-12:50 pm
Location: IT 355, Informatics & Communications Technology Complex
535 West Michigan Street, Indianapolis, IN 46202
First Class: August 23, 2016

Faculty:  Melinda McCormick  IT 493  278-7679  mccormmc@iu.edu
          Julie Reagan  IT 495  274-1265  jdreagan@iupui.edu
Office Hours: By appointment set through soic.setmore.com

Librarian: Willie Miller  UL 4120B  274-7365  wmmiller@iupui.edu
Mentor: Hannah Roper  hroper@iupui.edu
Prerequisites: Only open to SOIC undergraduate first-semester freshman students.

Course Information:
This course introduces specific survival skills for success in college and beyond, while reconciling personal
learning skills with instructor-based teaching styles. Master the art of inquiry and elevate your sense of
integrity while sharpening your personal edge by exploring critical thinking, project management and
current/future job market trends.

Required Textbook and Software:
None

Teaching and Learning Methods:
This course will include: in-class activities, class discussions led by the instructors, guest speakers, field-
trips across campus, student presentations, and individual and group assignments.
Principles of Undergraduate Learning (PUL):

Learning outcomes are assessed in the following areas:

1A. Core communication: written, oral and visual skills
1B. Core communication: quantitative skills
1C. Core communication: information resources skills
2. Critical thinking
3. Integration and application of knowledge
4. Intellectual depth, breadth, and adaptiveness
5. Understanding society and culture
6. Values and ethics

Learning Outcomes:

RBT: Revised Bloom’s Taxonomy; PUL: Principles of Undergraduate Education

<table>
<thead>
<tr>
<th>Upon completion of this course, the student will:</th>
<th>RBT</th>
<th>PUL</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Apply the expectations of higher education to their personal situation.</td>
<td>3</td>
<td>1A, 3, 5</td>
<td>Personality Test, Emotional Competency Activity, Vision Board</td>
</tr>
<tr>
<td>2. Evaluate their academic and career goals related to pursuing a university education.</td>
<td>5</td>
<td>1A, 3, 5</td>
<td>Faculty Research Report, Vision Board</td>
</tr>
<tr>
<td>3. Understand campus resources: library systems, technology tools, and support services.</td>
<td>2</td>
<td>1A, 1C, 3</td>
<td>Group Presentation, Scavenger Hunt, Campus Event Report</td>
</tr>
<tr>
<td>4. Understand academic and occupational information sources related to majors and careers.</td>
<td>2</td>
<td>1A, 1C, 3</td>
<td>Campus Event Report, Faculty Research Report</td>
</tr>
<tr>
<td>5. Create strategies to promote success in achieving academic and career goals.</td>
<td>6</td>
<td>1A, 1C, 3</td>
<td>Community Service Report, Campus Event Report, Vision Board</td>
</tr>
<tr>
<td>6. Apply learning techniques, stress management, and time management skills.</td>
<td>3</td>
<td>3, 5</td>
<td>In Class Activities</td>
</tr>
</tbody>
</table>

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. Documentation is required for your absence to be excused. These absences must be arranged prior
to the missed class period when possible. You will not receive attendance and participation points for the day. Absences that do not satisfy the above criteria are considered unexcused. 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:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>75</td>
<td>5 points awarded per week</td>
</tr>
<tr>
<td>Scavenger Hunt</td>
<td>25</td>
<td>Each group will be required to take pictures at each scavenger hunt location and upload all pictures as 1 document.</td>
</tr>
<tr>
<td><strong>Due in Canvas 09.05, 11:59pm.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Research Report</td>
<td>25</td>
<td>Research a SoIC faculty member (soic.iupui.edu). Write a 1 page paper on their interests, courses they teach, and how those interests align with yours.</td>
</tr>
<tr>
<td><strong>Due in Canvas 09.12, 11:59pm.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vision Board</td>
<td>25</td>
<td>Each student will create an electronic vision board (using dreamitalive.com). Must show at least: 2 short term goals to accomplish within this next schoolyear, 2 long term goals to accomplish within next 5 years,</td>
</tr>
<tr>
<td><strong>Due in Canvas 10.3, 11:59pm.</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Scholarship Report  
**Due in Canvas 10.24, 11:59pm.**  
Each student must identify 3 scholarships they are eligible to apply for: 1 SoIC, 1 IUPUI, and 1 Community. List the eligibility requirements, the application open and close dates, and application requirements for each scholarship.

Campus Event Report  
**Due in Canvas 11.7, 11:59pm.**  
Each student must attend 3 campus events, write a 1 page paper per event, & present on these events in class (11.8, 11.15). Presentation must be 2-3 minutes long and include pictures from the events.

Group Presentation  
**Due in Canvas 11.21, 11:59pm.**  
Each group will be assigned a campus resource to research & present on in class (11.22, 11.29, 12.6). Presentation must be 5-6 minutes long and each group member must present an equal amount of time & information.

Community Service Report  
**Due in Canvas 11.29, 11:59pm.**  
Each student must participate in a community service event and write a 1 page paper on the event.

| Total Points | 500 |

**Weekly Schedule:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignments/Reminders</th>
</tr>
</thead>
</table>
| #1: 08.23.16 | Welcome!  
Syllabus Review  
Rank Topics of Interest  
College Culture ***One.iu.edu,  
Canvas, Schedules |                                             |
| #2: 08.30.16 | Campus Scavenger Hunt |                                             |
| #3: 09.06.16 | PsychoGeometrics | Scavenger Hunt Pictures Uploaded in Canvas by 11:59pm, 09.05.  
***Lawn Party is tomorrow, 09.07!*** |
| #4: 09.13.16 | Learning the Library  
*Meet in UL 2120 | Faculty Research Report Due in Canvas  
by 11:59pm, 09.12. |
| #5: 09.20.16 | Advisor Meet Ups &  
In Class Work Time on Vision Boards |                                             |
<p>| #6: 09.27.16 | Advisor Meet Ups &amp; |                                             |</p>
<table>
<thead>
<tr>
<th>#</th>
<th>Date</th>
<th>Event Description</th>
<th>Due Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>#7</td>
<td>10.4.16</td>
<td>SoIC School Day **Scholarships, Study Abroad, Career Services, 4+1</td>
<td>Vision Boards Due in Canvas by 11:59pm, 10.3.</td>
</tr>
<tr>
<td>#8</td>
<td>10.11.16</td>
<td>In Class Registration Prep</td>
<td></td>
</tr>
<tr>
<td>#9</td>
<td>10.18.16</td>
<td>NO CLASS- FALL BREAK</td>
<td></td>
</tr>
<tr>
<td>#10</td>
<td>10.25.16</td>
<td>In Class Priority Registration Stress Social Competency</td>
<td>Scholarship Report Due in Canvas by 11:59pm, 10.24.</td>
</tr>
<tr>
<td>#11</td>
<td>11.1.16</td>
<td>CAPS Stress Management</td>
<td></td>
</tr>
<tr>
<td>#12</td>
<td>11.8.16</td>
<td>Diversity &amp; Inclusion</td>
<td>Campus Event Reports Due in Canvas by 11:59pm, 11.7.</td>
</tr>
<tr>
<td>#13</td>
<td>11.15.16</td>
<td>Campus Event Presentations</td>
<td></td>
</tr>
<tr>
<td>#14</td>
<td>11.22.16</td>
<td>Campus Event Presentations</td>
<td>Group Presentation Report Due in Canvas by 11:59pm, 11.21.</td>
</tr>
<tr>
<td>#15</td>
<td>11.29.16</td>
<td>Group Presentations</td>
<td>Community Service Report Due in Canvas by 11:59pm, 11.29.</td>
</tr>
<tr>
<td>#16</td>
<td>12.6.16</td>
<td>Group Presentations/Course Evaluations</td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100%</td>
</tr>
<tr>
<td>A</td>
<td>93-96.99%</td>
</tr>
<tr>
<td>A-</td>
<td>90-92.99%</td>
</tr>
<tr>
<td>B+</td>
<td>87-89.99%</td>
</tr>
<tr>
<td>B</td>
<td>83-86.99%</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.99%</td>
</tr>
<tr>
<td>C+</td>
<td>77-79.99%</td>
</tr>
<tr>
<td>C</td>
<td>73-76.99%</td>
</tr>
<tr>
<td>C-</td>
<td>70-72.99%</td>
</tr>
<tr>
<td>D+</td>
<td>67-69.99%</td>
</tr>
<tr>
<td>D</td>
<td>63-66.99%</td>
</tr>
<tr>
<td>D-</td>
<td>60-62.99%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>

**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 unless they are are enrolled as an auditor or making up an Incomplete by prior arrangement with the instructor. 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 studvoc@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.