



# Academic Success in the Digital University

## I-302

All course material is online in Canvas. There are no required texts - all required media will be in the course website.

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**Email:**  
kristinashiroma@utexas.edu

**Virtual Office Hours:** By appointment

### Contact (Canvas/email):

Contact your instructor through Canvas Inbox.

\*Make sure to put I-302 in the subject line and identify yourself as a student in I-302.

-i.e. "Hello Ms. Shiroma, I'm \_\_\_ and I'm a student in your I-302 course..."

Instructor will do their best to reply to student emails within 24 hours on weekdays and 48 hours on weekends. Check Canvas and your email daily.

For technical issues or if you have difficulties with Canvas, please contact the iSchool IT Lab: itlab@utlists.utexas.edu

The syllabus for I-302 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 (I 302) 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:  
plan, organize, and collaborate with other students on projects using digital tools;  
develop strategies for searching for and accessing information and services;  
evaluate and analyze information;  
create information ethically for specific outcomes.

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# COURSE TOPICS

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

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

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

12-13

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



Information Security and Privacy Basics

**START HERE!**

3-5

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



Research Strategies and Evaluating Sources

7

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



Presenting Information

10-11

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

14

We'll finish by looking at what it means to be a digital citizen, and what kinds of ethical quandaries you may encounter in the digital world, both at UT and beyond.



Digital Citizenship and Information Ethics

**FINISHED!!!**

# 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. To pass this course, **you must complete and turn in all key project assignments (noted with an asterisk\* and highlighted below)**—regardless of the number of points you've accumulated. Technical errors are not an excuse!

Confused about a grade you received? Message or email your instructor within 48 hours of the grade's release and explain your reasoning / ask for more information.

Assignment	Percentage of Final Grade	Max Points	Details
Quizzes	12%	35	Each quiz is worth 2.5 points - one per module. Quizzes are open book - you can refer back to readings when you take the quiz.
Discussions	12%	35	One online discussion worth 7 points and 8 in-class discussions worth 3.5 points. You must participate throughout the week.
Activities	6%	20	Emailing a Professor- 5pts Plagiarism activity - 5pts HTML activity - 10pts
Group Project	15%	45	You will be graded on your contributions, communication, and demonstrated respect and consideration for your teammates. You will be given the chance to evaluate your teammates' performances.  Group project plan - 15 pts* Group project: Wiki - 30pts*
Individual Projects	55%	165	You will also be given the opportunity to demonstrate your understanding of knowledge learned in the course through individual projects - both written and video.  Project plan - 10pts Library treasure hunt - 10pts Evaluating sources - 10pts Research Summary - 45pts* Video Presentation - 45pts* Portfolio (HTML) Website - 30pts* Reflect on your class experience - 15pts
Total	100%	300	

## Looking for extra credit?

By turning in highlighted and asterisked individual or group project assignments early, you can earn a maximum of 15 extra credit points per semester. Turn in a project 5 or more days early and get 5 extra credit points, 4 days early for 4 pts, 3 days early for 3 pts, etc. You can resubmit an assignment before the due date—the latest submission is what is considered for extra credit/grading.

## GRADING SCALE (POINTS)

278 – 300 points: A	218 – 227 points: C
269 – 277 points: A –	209 – 217 points: C –
260 – 268 points: B +	201 – 208 points: D +
249 – 259 points: B	189 – 200 points: D
239 – 248 points: B –	179 – 188 points: D –
228 – 238 points: C +	0 – 178 points: F

# SCHEDULE AND ASSIGNMENTS

All assignments are due at 11:59PM on the date provided in Canvas. **Initial discussion posts are due Tuesdays, replies due on Thursdays**

Individual project components are **highlighted in orange**. Group project components are **highlighted in teal**. Key assignments are asterisked\*.

Module and Topic	Date	Assignments	Due Date:
Module 1: Introduction to the Course and to Online Learning	1/18-28	Discussion 1: Introduce Yourself to the Class (due 1/20) Quiz 1: Syllabus and Course Basics	Jan. 27
Module 2: Navigating the Digital University	1/31-2/4	Activity 1: Emailing a Professor Quiz 2: Information and the Digital University	Feb. 3
Module 3: Academic Scholarship in the Digital Age	2/7-11	Quiz 3: Information Life Cycle & Research <b>Ind. Project Step 1: Project Plan</b>	Feb. 10
Module 4: Getting the Most from your Academic Research	2/14-18	Quiz 4: Getting the Most from Your Research <b>Ind. Project Step 2: Library Treasure Hunt</b>	Feb. 17
Module 5: Evaluating Information	2/21-25	Discussion 2: Reading Laterally Quiz 5: Search Strategies & Evaluating information <b>Ind. Project Step 3: Evaluating Sources</b>	Feb. 24
Module 6: Academic Honesty, Copyright and Creative Commons, and Academic Publishing	2/28-3/4	Activity 2: Plagiarism Activity Quiz 6: Academic Honesty, Copyright, & Creative Commons	Mar. 3
Module 7: Presenting Information	3/7-11	Quiz 7: Presenting Information <b>Ind. Project Step 4*: Research Summary</b>	Mar. 10
<b>SPRING BREAK</b>	3/14-18	No assignments due.	
Module 8: The Internet and the Digital Revolution	3/21-25	Quiz 8: The Internet and the Digital Revolution Feedback Survey	Mar. 24
Module 9: The Impact of Emerging Digital Technologies	3/28-4/1	Discussion 3: Emerging Technologies Quiz 9: Impact of Emerging Digital Technologies <b>Ind. Project Step 5*: Video Presentation</b>	Mar. 31
Module 10: Designing for the Web	4/4-8	Discussion 4: Use Cases and Web Design Quiz 10: Designing for the Web <b>Ind. Project Step 6a: Start HTML Website</b>	Apr. 7
Module 11: Tools for Designing for the Web	4/11-15	Activity 3: HTML exercise Quiz 11: Website Basics	Apr. 14
Module 12: Guarding your Digital Privacy	4/18-22	Discussion 5: Privacy Check Quiz 12: Guarding your Digital Privacy <b>Group Project Step 1*: Group Project Plan</b>	Apr. 21
Module 13: Defending your Digital Security	4/25-29	Quiz 13: Defending Your Digital Security <b>Group Project Step 2*: Wiki</b>	Apr. 28
Module 14: Digital Citizenship and Information Ethics	5/2-6	Quiz 14: Digital Citizenship <b>Ind. Project Step 6b*: HTML Portfolio Website</b> <b>Ind. Project Step 7*: Reflections</b>	May 5

# HOW TO SUCCEED IN THIS CLASS

**Be aware that online** content requires a higher level of self-motivation and self-pacing and find ways to balance the mix of online and in-class activities.

**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

<p>What's the best way to contact my instructor?</p>	<p>Send a Canvas Inbox message or email to your instructor, and if you don't hear back within a day, message them again ("Hi Professor, Just checking in on my question.").</p>
<p>What happens if I turn in an assignment late?</p>	<p>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.</p> <p>Late submissions are accepted for key individual and group projects (indicated with an asterisk * on the next page). You may submit your key assignments up to 7 days late (by 11:59 p.m.) after the assignment is due. The maximum amount of credit that you can receive for late project assignment submissions is 50% of the total points possible (rounded down to the nearest whole point).</p> <p>Please note - I 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. It's always best to try and submit your assignments ahead of the deadline in order to avoid any schedule conflicts.</p>
<p>How will you grade group projects?</p>	<p>One of the goals of this course is to help you learn how to collaborate effectively. 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.</p>
<p>What if I need an accommodation because of a disability?</p>	<p>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, I will happily work with you to make appropriate arrangements.</p>
<p>What is the course policy regarding plagiarism and academic honesty? Can I use Wikipedia?</p>	<p>All work that you submit must be your own. You can consult sources like Wikipedia to clarify things you're confused about, but 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. Note that written assignments submitted through Canvas are automatically reviewed for plagiarism using the Turnitin software.</p>

# ASSIGNMENT OVERVIEWS

In addition to the schedule above, each module in Canvas has the week's assignments included in it. Those assignments give specific instructions, but the content below will help you anticipate what you'll be doing this semester.

## QUIZZES

The content of each module has been broken down into quizzes in order to test your comprehension of the material as you are progressing. These quizzes are intended to encourage you to be more interactive with the content of this course, rather than being meant to punish you for guessing the wrong answer.

All quizzes in this course are "open-book" and are not timed. You may refer back to the module content and readings while you take the quiz. Most quizzes will also allow you to retake the quiz one time (Canvas will keep the higher score). However, some quizzes can only be taken once, so be sure to read the quiz instructions carefully!

## DISCUSSION POSTS

In many of this course's modules, you will make contributions to a discussion forum as part of your participation in the class. All of these discussions will be held completely online in the Canvas discussion boards. To complete a discussion assignment, you must make a post and then reply to your peers' posts. Thus, you will be expected to participate in the discussion forum throughout the week, not only at the end of each module.

Initial discussion submissions should make it clear to the instructor that you have engaged with the required content for that week. These initial discussion submissions are expected to be 150-300 words unless otherwise noted. Each discussion has a clear list of requirements on the assignment page which must also be met in order to receive full credit for the post.

Response posts should be at least two sentences long and should move the conversation forward. Responses such as "I agree. Great post!" or similar short responses will not receive any credit. Try to raise ideas or ask (or answer!) questions that connect what you've learned that week to what your peers are saying. Response posts should make it clear that you comprehend that week's material.

Rubrics will be attached to discussion assignments with details about the grading scheme for that discussion.

## ACTIVITIES

Some modules include activities to help you get experience with the concepts introduced that week. Activities are designed to give you practice with the skills that will be necessary for completing your projects and succeeding in the rest of your college courses. These activities include specific instructions and grading criteria in the assignments on Canvas.

# ASSIGNMENT OVERVIEWS

## PROJECTS

Throughout the semester you will work toward completing a project on your own and another one with a group. Each project is designed to incorporate the skills taught throughout the course and is made up of smaller assignments.

Remember, projects take time and you might encounter unexpected obstacles. Start early and ask questions as soon as you have them. Some project assignments that get submitted early are eligible for extra credit (see the bottom left of p4).

### Individual Project

Your individual project will be a research proposal that you deliver as a document, in a video presentation, and embedded into a basic website you create. Throughout the semester you will work on assignments that help you complete these deliverables.

### Group Project

Your group project will be to develop content for a wiki. You will choose a group and a topic. As a group, you will combine the information you coalesced for your individual projects and to make one final product.

I will make every effort to fairly evaluate your participation and effort in every project, including group projects. Students will be afforded the opportunity to evaluate their groupmates' performances. However, the reality is that working with others can sometimes be difficult and unfair. So, treat your teammates with respect and make the effort that you would want others on your team to make! Good communication between teammates always makes for better projects and grades—establish responsibilities early on and check in with one another.

## Notes on Project Submissions

All written components of a project that are submitted to Canvas will be passed through the Turnitin plagiarism check software. The results of this software analysis are not the only method that I will use to detect whether something is plagiarized. Follow the guidelines provided in this course content carefully and ask for help if you are unsure at any point about what might constitute plagiarism—we'd like to help you if you're unsure!

The final submission of each project in each module will vary. You should read the assignment description page for each project carefully: you will be held accountable to those instructions.

If submitting a website URL, it is critically important that you submit the correct URL, since your project will be graded based on the screenshot that Canvas takes at the time of your submission. If you submit the incorrect URL and Canvas takes a screenshot of your login screen (for example), you won't receive credit for that part of the assignment.

Additionally, if you do not have the correct "viewing" permissions set (this is mostly in Google Drive) to allow us to view your assignment, then you will not receive full credit. If I cannot view your assignment when I first to access it, then it will be considered late. Don't let technical errors get in your way of your success!

Double check all of your submissions before you submit and contact your peers immediately if you are experiencing problems.

# University Policies & Resources

## THE UNIVERSITY OF TEXAS HONOR CODE

The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the University is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

## SCHOLASTIC DISHONESTY

The University defines academic dishonesty as cheating, plagiarism, unauthorized collaboration, falsifying academic records, and any act designed to avoid participating honestly in the learning process. Scholastic dishonesty also includes, but is not limited to, providing false or misleading information to receive a postponement or an extension on a test, quiz, or another assignment, and submission of essentially the same written assignment for two courses without the prior permission of the instructor. By accepting this syllabus, you have agreed to these guidelines and must adhere to them. For more information on scholastic dishonesty, please visit the Student Judicial Services Web site at <http://deanofstudents.utexas.edu/sjs>

## TITLE IX REPORTING

Title IX is a federal law that protects against sex and gender-based discrimination, sexual harassment, sexual assault, sexual misconduct, dating/domestic violence and stalking at federally funded educational institutions. UT Austin is committed to fostering a learning and working environment free from discrimination in all its forms. When sexual misconduct occurs in our community, the university can: 1) Intervene to prevent harmful behavior from continuing or escalating. 2) Provide support and remedies to students and employees who have experienced harm or have become involved in a Title IX investigation. 3) Investigate and discipline violations of the university's relevant policies.

University faculty and staff members are considered "Responsible Employees" or "Mandatory Reporters," which means that they are required to report violations of Title IX to the Title IX Coordinator. I am a Responsible Employee and must report any Title IX-related incidents that are disclosed in writing, discussion, or one-on-one. Before talking with me, or with any faculty or staff member about a Title IX-related incident, be sure to ask whether they are a responsible employee. If you want to speak with someone for support or remedies without making an official report to the university, email [advocate@austin.utexas.edu](mailto:advocate@austin.utexas.edu) For more information about reporting options and resources, visit [titleix.utexas.edu](http://titleix.utexas.edu) or contact the Title IX Office at [titleix@austin.utexas.edu](mailto:titleix@austin.utexas.edu).

## SERVICES FOR STUDENTS WITH DISABILITIES

Please let me know if you experience any barriers to learning so I can work with you to ensure you have equal opportunity to participate fully in this course. If you are a student with a disability, or think you may have a disability, and need accommodations please contact Services for Students with Disabilities (SSD). Please refer to SSD's website for contact and more information: <http://diversity.utexas.edu/disability/>. If you are already registered with SSD, please deliver your Accommodation Letter to me as early as possible in the semester so I can discuss your approved accommodations and needs in this course.

## COUNSELING AND MENTAL HEALTH CENTER

The Counseling and Mental Health Center serves UT's diverse campus community by providing high quality, innovative and culturally informed mental health programs and services that enhance and support students' well-being, academic and life goals. To learn more about your counseling and mental health options, call CMHC at (512) 471-3515. If you are experiencing a mental health crisis, call the CMHC Crisis Line 24/7 at (512) 471-2255.

## Land Acknowledgment

I would like to acknowledge that, while we meet virtually, we live on the Indigenous lands of Turtle Island, the ancestral name for what now is called North America. Moreover, I would like to acknowledge the Alabama-Coushatta, Caddo, Carrizo/Comecrudo, Coahuiltecan, Comanche, Kickapoo, Lipan Apache, Tonkawa and Ysleta Del Sur Pueblo, and all the American Indian and Indigenous Peoples and communities who have been or have become a part of these lands and territories in Texas.