**SYLLABUS, SPRING 2015**

**A&S 3200: Exploring Careers in the Information Professions**

**Credit hours:** 2 semester credit hours

**Class contact:** This course is 100% distance learning. It has a mix of these kinds of assignments:

* Most that may be completed whenever you like as long as they are turned in by their deadlines, usually three or four days later.
* Other assignments that must be viewed or participated in online at particular dates and times (three of six Guest Speaker presentations).
* Three small assignments (in Weeks 1, 3, and 5) that require you to work with one or more classmates at times you and they need to arrange by the time of the deadlines.

As stated above, most assignments are not synchronous (taken at a particular date and time). For instance, you are required to “attend” only three of six guest speaker presentations as they happen live via Carmen Connect. (However, you will learn more if you “attend” all of the guest speaker presentations as they happen. So the dates and time of day of those presentations will vary in order to try to make it easier for all to attend as many as possible.)

**Instructor:** Dr.Cheryl Lowry

155B Thompson Library

Phone: 688-8777

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Please see my introductory information on the Carmen Discussion Forum.

**Office hours:** Your phone calls and e-mails are welcome at any time, although you are most likely to reach me directly from 9am-5pm on week- days. If you leave a message, I will respond within 24 hours. I will also hold office hours on CarmenConnect, in Meeting Room XXX, every week for1 hour, according to this schedule (see Directions for CarmenConnect in this syllabus; if you’re ):

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| Week 1 | Monday, 1/12; 4-5pm |
| Week 2 | Tuesday, 1/20; 3-4pm |
| Week 3 | Wednesday, 1/28; 12-1pm  |
| Week 4 | Thursday, 2/5; 9-10am |
| Week 5 | Friday, 2/13; 10-11am |
| Week 6 | Monday, 2/16; 3-4pm |
| Week 7 | Tuesday, 2/24; 12-1pm |
| Week 8 | Wednesday, 3/4; 9-10am  |
| Week 9 | Thursday, 3/12; 3-4pm |
| Week 10 | Friday, 3/27; 12-1pm |
| Week 11 | Monday, 3/30; 9-10am |
| Week 12 | Tuesday, 4/7; 8-9am |
| Week 13 | Wednesday, 4/15; 2-3pm |
| Week 14 | Thursday, 4/23; 12-1pm |

**Directions for using CarmenConnect are below. You are responsible for practicing them before you need to use CarmenConnect. Please let me know about any problems you run into before you need to use those tools for assignments.**

**Course Description and Structure:** This course teaches you how to use credible online resources to decide (or confirm) whether a career in an information profession is right for you. At the same time, it provides you the context, skills, and knowledge you’ll need to do the investigating involved in determining that.

Within that context, you learn about your own personality and career interests; analyze theoretical and practical elements of information itself; and study information professions. As you do, you develop the skills to find, analyze, and evaluate information now and in the future.

By the end of the course you should be able to decide whether you’re interested in pursuing an information profession as a career and, regardless, what your next steps should be to find the career that’s right for you. What you learned about online resources and how to use them to explore occupations should remain useful to you in the future—a good thing, since having to change jobs often is a common prediction made about the future. What you learned about information itself should also remain useful to you indefinitely because critical thinking about information is part of every profession in the modern world.

As you may realize from the preceding three paragraphs, there are three strands of inquiry, or themes, to this course. Most weeks you will have assignments involving all three strands. The most central strand relates to exploring your career interests and whether an information profession is the right career for you. The other strands are:

* Understanding the nature, characteristics, and social uses and effects of information itself and the technology through which we acquire and use it.
* Finding, analyzing, and evaluating information online.

This course acknowledges that the problem with information today is not that it’s hard to find-- we’re swamped by it!—but that it’s much more difficult to make sure you end up with information that is really helpful to you and that is the most credible you can find for your purpose.

Therefore, assignments on how to search for the right information and how to evaluate its credibility occur during the first two weeks of this course. Thereafter, you will be searching for your own sources for several assignments. And, of course, how well you use what you learned about searching and evaluating during the first two weeks will be part of the assessment for those later assignments.

Several of OSU Libraries’net.TUTORtutorials, which emphasize tools other than text, are used in this course. They are usually accompanied by quizzes and worksheets. The quizzes are tests of your recall of the tutorials, and the worksheets ask you to apply what you learned in the tutorials. (Carmen calls both quizzes and worksheets “quizzes.” So we incorporate “worksheet” in the title of worksheets in order to try to make it less confusing.) Links to the individual net.TUTOR tutorials, quizzes, and worksheets you need are embedded in each Carmen assignment involving them. So you can just click on the links to reach them as you need them. All of the net.TUTOR tutorials as a group are at <http://liblearn.osu.edu/tutor/>. If you run into connection or viewing problems with net.TUTOR tutorials, please e-mail me for help.

**Course Rhythm:** There are several assignments each week. Assignments are due on Thursday and Sunday each week. Assignments that open on Sunday are usually due the following Thursday. Assignments that open on Thursday are usually due on the following Sunday. You are required to view three of the six guest speaker presentations as they happen on Carmen Connect. However, you are encouraged to attend all six because you’ll learn more if you attend all of them. (See Directions for Using Carmen Connect below.)

**Course Learning Objectives:** After taking this course, you should be able to:

1. Define, explain, and apply terms and concepts regarding the nature, characteristics, and purposes of information; its social consequences; and future predictions regarding information and information professions.
2. Use online skills and tools to explore your own career interests.
3. Find, analyze, and evaluate online information to compare and contrast information professions, including the work products and processes, personal and societal benefits, job conditions, and the preparation for each profession. The information literacy skills you will be able to use include choosing the most productive search terms; using logical operators; limiting or expanding search results; selecting and using the best Web search tools; looking for news stories on the Internet; using library research databases; using a variety of Web-based job, education, and news databases; and using periodical indexes to locate articles online
4. Decide whether an information profession is right for you, based on the information available about yourself interests, personality, and the professions themselves.
5. Regardless of what you decide, you’ll be able to explain what next steps you should take toward having the career you want.

**Guest Speakers from Various Information Professions (Some of these are from the hybrid course and may be different for spring 2015.)**

Entrepreneur Elizabeth Dennis from Humenergy.

FBI Agent Regina Thompson.

OSU Libraries’ Business Librarian Gene Springs.

EyeThink’s Information Designer Gary Sankey.

Columbus Museum of Art’s American Art Curator Melissa Wolfe.

**No Textbook, But There Are…:** There is no textbook required for this course. However, you are required to take and pay for the online version of the Myers-Briggs Personality Type Indicator Complete from CPP, which will cost you $49.95. You’ll see a link to the CPP website right in the assignment that asks you to take the Myers-Briggs.

Print reading materials are in e-Reserves from June Lester and Wallace Koehler’s *Fundamentals of Information Studies*, published in 2007 by Neal-Schuman Publishers, and from James Gleick’s *The Information*, published by Pantheon Books in 2011. Links to the particular chapters from these two books used in assignments are in Carmen, under the e-Reserves heading.

**Assignment Summary: (More-explicit instructions are in each assignment on the Carmen Contents page; all assignments are listed on the Carmen Checklist so that you can check them off as you do them.)**

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| **ASSIGNMENT** | **DUE DATES & TIME** | **DESCRIPTION** | **POINTS** | **WHERE TO FIND MORE DETAIL AND/OR RUBRC** |
| Most assignments (all but those listed below in this table). | These assignments open in Carmen each Sunday at 7am and each Thursday at 7am. Those that opened on Sunday usually close (are due by) the following Thursday at 11:59pm. Those that opened on Thursday usually close (are due by) the following Sunday at 11:59pm. Reading and viewing content remains accessible to you throughout the course in Carmen. | Many of these assignments are to read online tutorials and take online open-book quizzes over the tutorials. Others ask you to find online information about an information profession you are interested in and what it’s like to work in that profession. Others ask you to react in writing to something you’ve read/viewed or to organize information and report the result. | 10-50 each; total = 395 | For more detail, see the Assignment Table below and click on each assignment on the Carmen Contents page.  |
| Interview Summary to be posted on the Carmen Discussion Forum. | Post contact information about the person you intend to interview face to face for at least 30 minutes on the Carmen Discussion Forum by 11:59 on Thursday, 2/5 (Week 4). Post your Interview Summary on the Carmen Discussion Forum by 11:59 Sunday, 3/1 (Week 7). | Identify a person working in the information profession you are most interested in and get his/her agreement to be interviewed by you in person for at least 30 minutes. Post contact information about your interviewee and which information profession he/she works in on the Carmen Discussion Forum. Follow directions in the assignment on the Carmen Contents page to conduct the interview. Then follow the rubric that’s part of the assignment to write a narrative and post it on the Carmen Discussion Forum**. Please note from the rubric that the Interview Summary cannot be presented in a Q and A format.**  | 125 | Click on the rubric for the Interview Summary assignment that is on the Carmen Contents page.  |
| Mid-Term Exercise. | Opens at 7am Thursday, 2/19 (Week 6); due in the Carmen Dropbox at 11:59pm Sunday, 2/22.  | Covers Weeks 1-6. At least 50 percent of exercise content will originate from students’ suggestions (assuming enough suggestions are given).  | 100 | Click on the rubric for the Mid-Term Exercise assignment that is on the Carmen Contents page. You’ll also have opportunity to suggest content for the Mid-Term Exercise to get extra credit.  |
| Career Summary Project. | Opens 7am Thursday, 4/23 (Week 14; due in the Carmen Dropbox at 11:59pm Sunday, 4/26.) | This online assignment asks you to present what you’ve learned about the career you have focused on most during this course. (You will have been advised to save information as you go along.)  | 100 | Click on the rubric for the Career Summary Project assignment that is on the Carmen Contents page.  |
| Final Exercise. | Date and time during Finals Week to be announced. | Covers Weeks 7-14. At least 50 percent of exercise content will originate from students’ suggestions (assuming enough suggestions are given).  | 100 | Click on the rubric for the Final Exercise assignment that is on the Carmen Contents page. You’ll also have opportunity to suggest content for the Final Exercise to get extra credit. |
| Attending Guest Speakers’ presentations. | Dates and times to be announced. | “Attend” at least 3 speakers’ presentations **as they happen** on Carmen Connect, asking at least one question and making at least one comment. (See Directions for CarmenConnect below.)  | 180 | Click on the rubric for each Guest Speaker assignment that is on the Carmen Contents page. |
| TOTAL |  |  | 1,000 |  |

**Late Assignments**

Late assignments (for which you have not made prior arrangements with me) will result in grades that are one letter grade lower for each day they are late. Written validation of any emergency that prevented you from making prior arrangements will be necessary. “I didn’t have access to my computer” will not be considered a valid excuse because public libraries have plenty of computers.

**Point Values for Grades**

930-1,000=A

900-929=A-

870-899=B+

830-869=B

800-829=B-

770-799=C+

730-769=C

700-729=C-

670-699=D+

600-669=D

**Statement about Working Alone/Together**

All submitted assignments for this course should be your own individual effort, with the exception of the Syllabus Review assignment in Week 1 and the question brainstorming assignment you will complete as a group in Week 5.

**Statement on academic misconduct:**

“It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term ‘academic misconduct’ includes all forms of student academic

misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all

instances of alleged academic misconduct to the committee” (Faculty Rule 3335-5-487).

**Netiquette:** Online, we don’t have access to all the little cues and clues we get in face-to-face communication that let us know how our message is being is being received. For that reason, it’s particularly important that we take care as we post on the Carmen Discussion Forum and send e-mail (and, in my case, post feedback). We should avoid “shouting” at others by using all caps and be careful to consider whether our messages might be rude, blaming, or insulting before we send them. Responding to one another in respectful, helpful ways will help ensure that’s the kind of response we’ll get ourselves. It will also help others consider us effective communicators.

**Prerequisite knowledge:** Basic word processing and Internet navigation skills are expected.

**Minimal technical skills and equipment:** I’ll provide directions for using Carmen Connect (see below), but to succeed in this online course you should have the following skills and equipment:

* Reliable access to a computer with high-speed Internet access. A slow, outdated computer will not allow you to be successful. If you don’t own a fast computer yourself, try your local library.
* A headset microphone. If you have to purchase one of these, it should cost you $10-15. Good brands include Plantronics, Logitech, Microsoft, and Dynex.
* A Buckeye e-mail account, which will allow you to send and receive e-mail involving me and your classmates.
* The skills to use Carmen, OSU’s course management system.
* Common computer skills, such as using Word for basic word processing, sending e-mail with and without attachments, and basic Internet navigation.

**Technology support services:** Help with the technology used in this course can be found at: <https://odee.osu.edu/resourcecenter/>.

**Directions for using CarmenConnect:**

In order for you to see and hear the Guest Speakers at the time each presents and to participate by commenting and asking questions, you should (1) a few days before the presentation, set up a CarmenConnect account, (2) prepare your equipment and make sure you have the URL for the presentation in advance, (3) 30 minutes before the presentation is to start, “enter” the meeting room where the presentation will take place, and (4) during the presentation, view any PowerPoint, follow what the Guest Speaker is saying, type least one question and type at least one comment to let the speaker know if you’re confused or to comment on the presentation. (You can also report any problems you have with audio and video during the presentation the same way.) If you don’t attend a presentation “live” or did but still want to review the presentation, (5) later use the recorded audio and video or read the script of what the speaker said and any PowerPoint used--all on Carmen.

* 1. To set up a CarmenConnect account: go to [carmenenconnect.osu.edu](https://carmenconnect.osu.edu/) or any CarmenConnect meeting login page and log in with your lastname.# and university password. That process will create a CarmenConnect account for you.
	2. To prepare your equipment, make sure your headset mic, earbuds, speakers, and webcam are plugged in and turned on.
	3. To “enter” the meeting room, go to [carmenconnect.osu.edu](https://carmenconnect.osu.edu/)/, log into your account, find the URL for the presentation on the Guest Speaker assignment in Carmen, and enter that URL to “enter” the right meeting room. Once you are “in” the meeting room, run the Setup Wizard by following the directions at <https://odee.osu.edu/resourcecenter/carmenconnect/audio-setup-wizard>.
	4. To comment or ask questions during the presentation, from inside the meeting room let me know you’re in the room by responding to my request “Let me know who’s here” in the left column of your screen by typing your name under the request. Once the presentation is underway, type at least one comment and one question in the same area. (You’ll also be able to see other comments and questions from your classmates, as well as any reports of audio or video problems anyone reports there.)
	5. To later use the recorded audio and video and/or read the script of what the presenter said, click on the links to them in the Guest Speaker assignment for that week on the Carmen Contents page.

**Please understand that the wi-fi available at coffee shops will not be strong enough to use CarmenConnect from there, so do not “attend” any presentations through CarmenConnect from those locations.**

**Statement about disability services**:

“Students with disabilities that have been certified by the

Office for Disability Services will be appropriately

accommodated and should inform the instructor as soon as

possible of their needs. The Office for Disability Services is

located in 150 Pomerene Hall, 1760 Neil Avenue; telephone

292-3307, TDD 292-0901; <http://www.ods.ohio-state.edu/>.”

**Where to Find Assignments:** All assignments are on the Carmen Contents page. Click on each for explicit instructions and links to the resources you’ll need (unless you are to find those resources yourself by applying what you’ve learned).

**Assignments by the Week (Deadlines, points, and more-explicit instructions are in each assignment on the Carmen Contents page; all assignments are listed on the Carmen Checklist so that you can check them off as you do them.)**

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| **Week** | **Learning about the Course, Each Other, and Collabor-ating** | **Your Career Interests and Personality and Information Professions** | **The Nature of Information**  | **Information Literacy Skills** |
| **1** | **Week 1 learning objectives:** Students will be able to discuss the course syllabus with 3-4 classmates using e-mail; identify any aspects of the course that are confusing to them; seek information from the instructor about any confusing aspects by posting on the Carmen Discussion Forum; explain what makes an information profession an information profession; cite examples of information professions; explain how the circumstances or site within which an information professional works can influence some of the values by which he/she does the work; state what the phrase “big idea” about information means to them; identify at least three big ideas that meet their definition; accept conventional criteria by which websites are evaluated; evaluate websites; explore their personality online; and sign up for a list serve about information. |
| View the 5-minute video that introduces the course and your instructor by clicking on the assignment called Welcome to Arts and Sciences 3200 ion the Carmen Contents page.  | Read Lester & Koehler’s Chapter 7, “Information Professions” in the e-Reserves list in Carmen. | Read Gleick’s “Prologue” ” in the e-Reserves list in Carmen and identify at least 3 things it says that contain “big ideas,” as you define that concept. Post on the Carmen Discussion Forum your definition and quotes from the “Prologue” that meet your definition. | Complete the net.TUTOR tutorial called Evaluating Websites by using the link in the assignment on the Carmen Contents page. |
| Complete the Syllabus Review, which is an assignment you’ll do in groups and post on the Carmen Discussion Forum. (What group you’re in is spelled out in the assignment.) | Pay for and complete the online Myers-Briggs Personality Type Indicator online at the CPP website (link is in the assignment on the Carmen Contents page) and then post your 4-letter score on the Carmen Discussion Forum. (See your instructor’s score there, as well as other classmates’.) | Sign up for the (free) Library Link of the Day to be delivered to your e-mail daily. Read those that interest you daily throughout the course. ( I’ll bring particularly important ones to your attention as they occur because they could be covered by the Mid-Term and Final Exercises.) The link to Library Link of the day is in the assignment on the Carmen Contents page. | Take the open-book quiz called Evaluating Websites Worksheet by using the link in the assignment on the Carmen Contents page. |
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| **2** | **Week 2 learning objectives:** Students will be willing toreveal information aboutthemselves to others in the course in Carmen; use Google Maps; explain what their Myers-Briggs score says about them; decide whether they should take information about their personality type into account as they select a career; explore their career interests; find information online relevant to the data-information-knowledge-wisdom pyramid; describe that pyramid; explain what that pyramid is intended to portray; follow written directions to use CarmenConnect provided in this syllabus and in Carmen; and use good online searching practices, including choosing search terms and the best syntax, using logical operators, and limiting or expanding search results.  |
| Introduce yourself in the Carmen Discussion Forum, including posting a picture of you or an image you believe tells something important about you and a link to Google Maps to show where you grew up. (Instructions for how to do this are in the assignment on the Carmen Contents page.) | On Carmen Connect, listen/watch Guest Speaker #1, Elizabeth Dennis from Humenergy, talk about what the Myers-Briggs personality type scores mean, particularly in regard to career choice. Directions for how to use Carmen Connect are in this syllabus and also in the assignment on the Carmen Contents page.If you cannot “attend” this presentation as it occurs through CarmenConnec t (you are required to attend 3 “live”), later use the recorded audio and video and/or read the script of what the presenter said by clicking on the links to them in the Guest Speaker assignment for that week on the Carmen Contents page.  | Complete the assignment called Information Pyramid Display on the Carmen Contents page in order to look at the various ways the Data-Information-Knowledge-Wisdom pyramid has been displayed and describe the difference between data and information, between information and knowledge, and between knowledge and wisdom. Use the links provided in the assignment to find online information on how and when this concept originated.  | Complete the net.TUTOR tutorial called Searching 101 by using the link in the assignment on the Carmen Contents page. |
|  | Explore your career interests by taking the (free) online O-Net Interest Profiler. To find it, use the link in the assignment called O-Net Interest Profiler on the Carmen Contents page.. |  | Complete both the (1) open-book quiz called Searching 101 and the (2) open-book worksheet called Searching 101 by using the links in the assignment on the Carmen Contents page. |
|  | Post to the Carmen Dropbox a narrative of at least 250 words about what you learned about yourself from the Myers-Briggs, Guest Speaker #1’s presentation, and the O-Net Interest Profiler. What surprised you? Also include what you did not learn that you wanted to or expected to.  |  |  |
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| **3** | **Week 3 learning objectives:** Students will be able to reflect on information related to a numbers-based description of populations, competition, and the job market; examine metaphors as a means of expressing information; use good searching skills; and decide which information profession they will explore in-depth in this course. |
| Complete the Finding Commonality assignment in the Carmen Discussion Forum. | Watch the Youtube video “Did You Know” (2012) by using the link in the assignment on the Carmen Contents page. Submit a narrative of at least 250 words to the Carmen Dropbox. Include the following: How could we check out the accuracy of what was presented? Assuming the information is pretty accurate, consider whether any of what you saw there should be taken into account as you prepare for a career. If so, what and how? If appropriate, include what universities should be doing that you think they are not doing to aid students’ career preparation. Do you find this situation exciting? Interesting? Worrisome? Threatening? Overwhelming?  | Find Jonathan Hey’s “The Data, Information, Knowledge, Wisdom Chain: The Metaphorical Link” online. Complete the Carmen quiz called Pyramid Exercise by using the link in the assignment on the Carmen Contents page to indicate whether you are more in sync with Hey’s metaphorical expression than with the usual pyramid display. That is, which of these ways of expressing ideas about data, information, knowledge, and wisdom and the relationships between them seems more meaningful to you?  | Complete the net.TUTOR Searching Practice assignment by using the link in the assignment on the Carmen Contents page. |
|  | Voluntary and for extra credit by using the assignment so labeled: Post to the Carmen Dropbox at least 2 items for the Mid-term Exercise, based on your assign-ments so far in this course. What is worth remembering? (Requires some reflection.)  |  |  |  |
|  | Post on the Carmen Discussion Forum the name of the information profession you want to explore during this course.  |  |  |
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| **4** | **Week 4 learning objectives:** Students will be able to analyze information provided by Guest Speaker #2; illustrate how to convert data to information; identify an information professional in the profession they are exploring; secure that professional’s agreement to be interviewed; follow written directions to use CarmenConnect provided in this syllabus and in Carmen; and use online search strategies appropriate to their purpose.  |
| Voluntary and for extra credit by using the assignment so labeled: Post to the Carmen Dropbox at least 2 items for the Mid-term Exercise, based on your assign-ments so far in this course. What is worth remembering? (Requires some reflection.)  | On Carmen Connect, listen/watch Guest Speaker #2 talk about his/her information profess ion and what it is like to prepare for, get a job in the profession, what the day-to-work is like, the progress of his/her career, and how information is utilized in his/her profession. Directions for how to use Carmen Connect are in this syllabus and also in the assignment. If you cannot “attend” this presentation as it occurs through CarmenConnec t (you are required to attend 3 “live”), later use the recorded audio and video and/or read the script of what the presenter said by clicking on the links to them in the Guest Speaker assignment for that week on the Carmen Contents page. | Click on the link in the Making Meaning assignment on the Carmen Contents page to use what you learned about the difference between data and information in the information pyramid assignments in Weeks 2 and 3.  | Complete the net.TUTOR tutorial called Smart Research Strategies by using the link in the assignment. |
|  | Post to the Carmen Dropbox your reflections about what you learned from Guest Speaker #2. What did you not learn that you wanted to or expected to? How could you learn that now? What surprised you? What elements of his/her job seem to fit Lester & Koehler’s definition of information professions you read in Week 1? What aspects of his/her job would interest you?  |  | Complete both the (1) open-book quiz called Smart Research Strategies and the (2) open-book worksheet called Smart Research Strategies by using the links in the assignment. |
|  | Post on the Discussion Forum contact and other information about the professional who has agreed to be interviewed by you. Make sure you include his/her title, place of employment, information profession that he/she is part of, and date and time of scheduled interview. .  |  |  |
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| **5** | **Week 5 learning objectives:** Students will be able to create questions to ask an interviewee; conduct a face-to-face interview of at least 30 minutes; arrange the information gleaned from their interview into a narrative; state several definitions of information; explain how their own major discipline perceives information; explain information as a process that occurs; distinguish between information and information records; and describe the effect Claude Shannon’s contributions had on information studies. |
|  Find online information about how to conduct a face-to-face interview. Include what you need to do to get someone to trust you enough to be honest during an interview. Summarize that information and post on the Carmen Discussion Forum.  | If it seems helpful, interview a friend or relative to practice the skills you’ll need. (There are no points for this assignment.) | Read Lester & Koehler’s Chapter 2, “Fundamental Concepts of Information” ” in the e-Reserves list in Carmen. |  |
| Generate questions to ask the professional you’re inter-viewing by brainstorming with classmates you are grouped with in the assignment on the Carmen Contents page. To the extent possible, the groupings will combine students exploring the same professions.) **Don’t forget: you will conduct the interviews individually.**  |  | Complete the Fundamental Concepts quiz about Lester and Koehler’s Chapter 2 ” in the e-Reserves list in Carmen.**.**  |  |
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| **6** | **Week 6 learning objectives:** Students will be able to arrange the information gleaned from their interview into a narrative; explain the information cycle; choose information resources that fit their purpose and how expert the information needs to be; distinguish between popular, professional, and scholarly sources of information; and give examples of when each kind of source is likely to be useful.  |
| Voluntary and for extra credit by using the assignment so labeled: Post to the Carmen Dropbox at least 2 items for the Mid-term Exercise, based on your assign-ments so far in this course. What is worth remembering? (Requires some reflection.)  | Conduct your face-to-face interview of an information professional. Use what was said to create the Interview Summary due next week. **Please note that the interview cannot be presented in a Q and A format. (More instructions are in the assignment on the Carmen Contents page.)** |  | Complete the tutorial called “Selecting Good Information” by using the link in the assignment on the Carmen Contents page. |
|  | Review for the Mid-Term Exercise. |  | Complete both the (1) open-book quiz called Selecting Good Information and the (2) open-book worksheet called Selecting Good Information by using the links in the assignment. |
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| **7** | **Week 7 learning objectives:** Students will be able to apply what they’ve learned to both their Interview Summary and the Mid-Term Exercise. |
|  | Post your Interview Summary on the Carmen Discussion Forum. |  |  |
|  |  | Complete the Mid-Term Exercise by using the link in the assignment on the Carmen Contents page and post it to the Carmen Dropbox. |  |  |
| **8** | **Week 8 learning objectives:** Students will be able to analyze apply what they learned in the first half of the course and about information provided by Guest Speaker #3; follow written directions to use CarmenConnect provided in this syllabus and in Carmen; and describe the strengths and limitations of using news sources for information about careers.  |
| Complete the Mid-Course Check for the Carmen Dropbox. | On CarmenConnect, listen/watch Guest Speaker #3 present about his/her information profess ion and what it is like to prepare for and get a job in the profession, what the day-to-work is like, the progress of his/her career, and how information is utilized in his/her profession. If you are attending the “live” presentation, ask at least one question and make at least one comment about the presentation through Carmen Connect as you “attend.” If you cannot “attend” this presentation as it occurs through CarmenConnec t (you are required to attend 3 “live”), later use the recorded audio and video and/or read the script of what the presenter said by clicking on the links to them in the Guest Speaker assignment for that week on the Carmen Contents page.  |  | Complete the net.TUTOR tutorial called “News Sources—Keep Informed, Do Research.” |
|  | Post to the Carmen Dropbox your reflections about what you learned from Guest Speaker #3. What did you not learn that you wanted to or expected to? How could you learn that now? What surprised you? What elements of his/her job seem to fit Lester & Koehler’s definition of information professions you read in Week 1? What aspects of his/her job would interest you?  |  | Complete both the (1) open-book quiz called News Sources—Keep Informed, Do Research and the (2) open-book worksheet called News Sources—Keep Informed, Do research by using the links in the assignment. |
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| **9** | **Week 9 learning objectives:** Students will be able to use U.S. Labor Department online tools such as the Occupational Outlook Handbook and America’s Career InfoNet to explore careers they are interested in; and relate what they have learned in this class to Gleick’s Chapter 15. |
| Voluntary and for extra credit by using the assignment so labeled: Post to the Carmen Dropbox at least 2 items for the Mid-term Exercise, based on your assign-ments so far in this course. What is worth remembering? (Requires some reflection.)  | Complete the net.TUTOR tutorial called Careers and Employment by using the link in the assignment on the Carmen Contents page. | Read Gleick’s Chapter 15, “The New News Everyday (and Such Like)” ” in the e-Reserves list in Carmen. |  |
|  | Complete the open-book quiz called Careers and Employment by using the link in the assignment on the Carmen Contents page. | Complete New News (on Gleick’s Chapter 15) by clicking on the link in the assignment on the Carmen Contents page. |  |
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| **10** | **Week 10 learning objectives:** Students will be able to use the database Business Search Complete to explore careers; explain what specialized databases offer that other sources don’t; find specialized databases for information they need; explain what a specialized database’s “scope” is; explain how searching in specialized databases works; follow written directions to use CarmenConnect provided in this syllabus and in Carmen; and explain how to do a subject search.  |
|  | On Carmen Connect, listen/watch Guest Speaker #4, OSU Business Librarian Gene Springs, instruct you on how to use the database Business Search Complete to explore careers in depth. (Business Search Complete contains information on non-profits as well as for-profit companies.) If you are attending the “live” presentation, ask at least one question and make at least one comment about the presentation through Carmen Connect as you “attend.” If you cannot “attend” this presentation as it occurs through CarmenConnec t (you are required to attend 3 “live”), later use the recorded audio and video and/or read the script of what the presenter said by clicking on the links to them in the Guest Speaker assignment for that week on the Carmen Contents page. |  | Complete the net.TUTOR tutorial called “Specialized Databases” by using the link in the assignment on the Carmen Contents page. |
|  | Utilizing what you learned from Guest Speaker #4, post to the Carmen Dropbox the titles of 2 articles from trade publications, names of 10 potential employers, and the titles of 3 industry reports concerning the profession you are exploring—all found through Business Search Complete. The assignment on the Carmen Contents page contains more explicit instructions and a link to the database. |  | Complete both the (1) open-book quiz called Specialized Databases and the (2) open-book worksheet called Specialized Databases by using the link in the assignment. |
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| **11** | **Week 11 learning objectives:** Students will be able to state the five ways information can be organized; identify information organized in each of the five ways; order information from their major discipline in multiple ways; apply what they’ve learned to the profession they are exploring. |
| Voluntary and for extra credit by using the assignment so labeled: Post to the Carmen Dropbox at least 2 items for the Mid-term Exercise, based on your assign-ments so far in this course. What is worth remembering? (Requires some reflection.)  | Complete the Occupational Fact File assignment on the Carmen Contents page. | Read “Hats,” Richard Saul Wurman, in *Design Quarterly*, No.145, pages 1-32, online by using the link in the assignment on the Carmen Contents page.  |  |
|  |  | Do research online to find out the connection between Richard Saul Wurman and TED Talks. Report what you found (and how you found your two sources) to the Carmen Dropbox. The assignment on the Carmen Contents page contains more-explicit instructions. |  |
|  |  | Complete the LATCH assignment on the Carmen Contents page by organizing information from your major discipline. (The assignment contains ore-explicit instructions.) |  |
|  |  | Complete the LATCH Online assignment on the Carmen Contents page to identify a webpage that uses each of the LATCH ways of organizing. (The assignment contains ore-explicit instructions.) |  |
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| **12** | **Week 12 learning objectives:** Students will be able to analyze and apply about information provided by Guest Speaker #5; explain the differences digital technology has made in the way information can be organized; follow written directions to use CarmenConnect provided in this syllabus and in Carmen; and apply what they’ve learned to answer questions about information and power in society. |
|  | On CarmenConnect, listen/watch Guest Speaker #5 present about his/her information profess ion and what it is like to prepare for and get a job in the profession, what the day-to-work is like, the progress of his/her career, and how information is utilized in his/her profession. If you are attending the “live” presentation, ask at least one question and make at least one comment about the presentation through Carmen Connect as you “attend.” If you cannot “attend” this presentation as it occurs through CarmenConnec t (you are required to attend 3 “live”), later use the recorded audio and video and/or read the script of what the presenter said by clicking on the links to them in the Guest Speaker assignment for that week on the Carmen Contents page. | View the video lecture by David Weinberger on *Everything is Miscellaneous* by using the link in the assignment ion the Carmen Contents page. |  |
|  | Post to the Carmen Dropbox your reflections about what you learned from Guest Speaker #5. What did you not learn that you wanted to or expected to? How could you learn that now? What surprised you? What elements of his/her job seem to fit Lester & Koehler’s definition of information professions you read in Week 1? What aspects of his/her job would interest you?  | Read Lester and Koehler’s Chapter 10, “Information, Power, and Society” in the e-Reserves list in Carmen. |  |
|  | Compete the Associations assignment on the Carmen Contents page to identify online at least 2 national or international associations for people in the occupation you are exploring during this course and report the names, URLs, and your evaluation of the accuracy, reliability, usefulness, and negative safety consequences (if any) of using the site(s). Include whether either of the sites contain information about preparation for the career and the professional development of its members. If so, describe. Clicking on a link in the assignment will give you a place to record your answers. | Complete the assignment called Questions on Information, Power, and Society on the Carmen Contents page. |  |
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| **13** | **Week 13 learning objectives:** Students will be able to identify trends for the profession they are exploring; find job openings online for that profession; identify career resources at OSU that are available to them while students and as graduates; and find the origin of a quote about information that is frequently misquoted but that has very different meanings and probably also would have different effects on society. |
| Voluntary and for extra credit by using the assignment so labeled: Post to the Carmen Dropbox at least 2 items for the Mid-term Exercise, based on your assign-ments so far in this course. What is worth remembering? (Requires some reflection.)  | Complete the Occupational Trends Worksheet by clicking on the link in the assignment on the Carmen Contents page. | Post to the Carmen Dropbox the entire quote for the line “Information just wants to be free,” and identify the speaker and the conditions under which he/she spoke, citing two sources for your information. Include in your report a comparison of the usually quoted line with the full quote and discuss which is the best policy for society and why. Be sure to involve what you learned in Lester and Koehler’s Chapter 10 in your narrative essay.  |  |
|  |  | Complete the Job Openings Worksheet by clicking on the link in the assignment on the Carmen Contents page. |  |  |
|  |  | Complete the OSU Career Resources Worksheet by clicking on the link in the assignment on the Carmen Contents page. |  |  |
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| **14** | **Week 14 learning objectives:** Students will be able to apply information provided by a guest speaker; follow written directions to use CarmenConnect provided in this syllabus and in Carmen; and present information on which they have now based their decision on whether to pursue a career in the profession they have been exploring.  |
|  | On CarmenConnect, listen/watch Guest Speaker #6 present about his/her information profess ion and what it is like to prepare for and get a job in the profession, what the day-to-work is like, the progress of his/her career, and how information is utilized in his/her profession. If you are attending the “live” presentation, ask at least one question and make at least one comment about the presentation through Carmen Connect as you “attend.” If you cannot “attend” this presentation as it occurs through CarmenConnec t (you are required to attend 3 “live”), later use the recorded audio and video and/or read the script of what the presenter said by clicking on the links to them in the Guest Speaker assignment for that week on the Carmen Contents page. | View this video from PBS to see DNA make hemoglobin –through complex information messaging called transcription. <http://www.npr.org/blogs/13.7/2014/03/04/285414954/watch-and-be-amazed-by-the-machinery-of-life> |  |
|  | Post to the Carmen Dropbox your reflections about what you learned from Guest Speaker #6. What did you not learn that you wanted to or expected to? How could you learn that now? What surprised you? What elements of his/her job seem to fit Lester & Koehler’s definition of information professions you read in Week 1? What aspects of his/her job would interest you?  | Answer questions about the “DNA making hemoglobin” video by clicking on the link in the assignment on the Carmen Contents page.  |  |
|  | Complete the Career Summary Project for the Dropbox, including whether you have decided to pursue the career you‘ve been exploring and why or why not. |  |  |
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| **15** | **Week 15 (Finals Week) learning objectives:** Students will be able to apply what they’ve learned during Weeks 7-14.  |
|  | Complete the Final Exercise on the Carmen Contents page during Finals Week. |  |  |
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