LIS 602: Introduction to Multimedia Technology & Resources
University of Hawai‘i at Mānoa, Fall 2007

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Course website: http://www2.hawaii.edu/~caroly/lis602.html
Course blog: http://lis602.blogspot.com/

Course Description
Lecture/Lab course introduces latest specialized technologies for providing, managing, and designing information services for libraries. Provides basic experience in desktop productivity software and web publishing, bibliographic database software, and qualitative and quantitative data analysis.

Extended Course Description
Libraries are in the business of not only providing information resources and services to its users but to give them information literacy skills that extend beyond the walls of the library and university and into everyday life. Librarians are the heart and soul of delivering these services to library users.

Librarians catalog and index vast collections of materials, provide tools to find these materials (online catalog, tutorials, guides), and instruct library users on how to find information. Librarians must be able to read and synthesize vast amounts of information sources and materials and present them to library users in a manner that they understand. The function of libraries and librarians are to guide the users in evaluating the creation of knowledge.

This course presents an overview of basic tools and techniques, which are necessary in almost all library environments and for most MLISc classes. Topics include a general discussion of both graphical and character-based operating systems, the application of word processing, spreadsheets, and presentation software in information environments, internet applications such as email, web browsers and Web 2.0 applications, and the creation of hypertext documents within a unix operating system environment.

Professional Expectations
LIS graduate students are responsible for observing the highest standards of intellectual and personal honesty in every aspect of their careers at the University of Hawaii. Please go to http://www.hawaii.edu/lis/students.php?page=profexp and review the expectations.

Research Methods
The following qualitative and quantitative research methods are employed in this course: Action Research, Case Study, Content Analysis, Information Retrieval, and Pre-Post Test.

Program Mission and Goals
This course helps to satisfy two key LIS Program Curricular Goals:
   (11) Demonstrate basic competencies in the latest specialized information technologies.
   (12) Demonstrate an understanding of the above goals within the perspective of prevailing and emerging technologies.

Additionally, this course helps develop the skills to meet the following curricular goal:
(10) Demonstrate the professional attitudes and the interpersonal and interdisciplinary skills needed to communicate and collaborate with colleagues and information users.

Prerequisites
Students must meet the Required Skills as outlined in the Computer Literacy Requirements as stated in the LIS Program Admissions Criteria. The Requirements can be found at http://www.hawaii.edu/lis/students.php?page=complit.

Technology requirements
This is a course in basic information technology. There are no additional technological prerequisites other than the Required Skills requirement as outlined in the Prerequisites above. However, those who have a good knowledge of technology and its uses are urged to drop the course in order to make way for less advanced students.

Texts
There is no required text. However, an introductory book such as *PCs for Dummies*, books that discuss Microsoft® Office™ and HTML topics may prove useful but is not necessary.

Required Computer Software and Accessories
You must purchase two software titles for use this semester: Microsoft Office 2007/2004 and Adobe Acrobat Pro 8.0. I also encourage you to purchase EndNote X from the UH ITS Site License Program for $25/year. Go to http://www.hawaii.edu/sitelic/endnote.html to download the order form.

Microsoft Office 2007 for Windows is $139 and version 2004 for Macs is $77, available at the UH Bookstore. Office 2007 Professional is available for $199 which includes Access and Publisher but is only for Windows. Adobe Acrobat Pro 8.0 is $60. These are all academic prices and require a UH student ID. **All Microsoft Word, Excel and PowerPoint assignments are required to be completed using the most current release of Microsoft Office.**

I encourage you to purchase a USB 2.0 flash drive if you do not already own one. You may purchase any brand such as Sandisk, PNY, Kingston, etc. but in my opinion, LEXAR makes the best quality drives. Current prices at the UH Bookstore is $9.95 for a Kingston 512MB USB 2.0 flash drive and $17.95 for a Lexar FireFly 1GB USB flash drive.

Lastly, the newest software addition you are required to use is *iTunes* freely available from http://www.apple.com/. This is to facilitate subscribing to technology information related podcasts. At a minimum, you must subscribe to *Future Tense* and *CNET News.com* two daily podcasts that chronicles the social impact of computers, the Internet, and technology. *Future Tense* is produced by American Public Media and *CNET News.com* is produced by CNET Networks. Detailed information is listed in the Technology Podcasts section of this document.
Quizzes
There are three written quizzes on 17 September, 15 October, and 19 November. Each quiz is worth 100 points and is each worth 5% of your total grade. There are no makeup quizzes for students absent from class. However, if you have a scheduled conference or meeting (e.g. parent-teacher conference, school open house, work-related travel), you will be allowed to take the quiz on an alternate date but prior arrangements must be made at least seven days in advance of the quiz date.

Assignment Requirements
Assignments will be given for each of the topics discussed. Students may use the lab computers in POST 318 or 319 or their own to complete the assignments. Again, all Microsoft Word, Excel and PowerPoint assignments are required to be completed using Microsoft Office 2007 (Windows) or 2004 (Mac). This requirement is due to the functional changes and improvements from previous versions of Microsoft Office.

Assignment Emailing Requirements & Instructions
All assignments must be emailed to me from your hawaii.edu or gmail.com account. I block email from many sites due to the large amount of email spam.

Alternatively, I will accept email from mac.com, hawaiiantel.net and hawaii.rr.com as long as your name is in the Sender’s email address (the From: email address).

Assignment Due Dates
Assignments are due on the date and time specified in this syllabus and assignment instructions. Any assignment handed in late, meaning anytime after the original date and time the assignment is due, will be reduced by at least one letter grade (10 point deduction) for each 24-hour period that elapses after the original due date and time. I will not accept any assignments beyond 10 calendar days after the due date.

Students will be evaluated by a combination of Quizzes, Class Assignments, and Participation.

Quizzes (15% of final grade, each quiz is worth 5% of final grade):
1. Quiz #1: 17 September 2007
2. Quiz #2: 15 October 2007
3. Quiz #3: 19 November 2007

Assignments (75% of final grade):
1. Weekly comments on technology podcasts (10% of final grade, 14 consecutive weeks):
2. Technology Essays (20% of final grade), each essay worth 4% of final grade):
   1. The wireless world: technology’s impact on you & society
   2. Web 2.0: blogs, plogs, wikis and social networking (flickr, del.icio.us, wikipedia, MySpace, etc.)
   3. The Googlization of Libraries
   4. Digital Identity and Privacy in an online world
   5. The Future of Digital copyright and Digital Rights Management (DRM) in libraries
3. Job Application Cover Letter (Word)
4. Research Paper (Word and EndNote)
5. Microsoft Excel
6. Microsoft PowerPoint
7. Unix/Pine/Pico
8. HTML #1
9. HTML #2
10. HTML #3
11. HTML #4
12. Final Presentation (HTML)
13. Technology essays booklet (Word)

**Participation and attendance** 10% of final grade

**Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100-98</td>
</tr>
<tr>
<td>A</td>
<td>97-94</td>
</tr>
<tr>
<td>A-</td>
<td>93-90</td>
</tr>
<tr>
<td>B+</td>
<td>89-87</td>
</tr>
<tr>
<td>B</td>
<td>86-83</td>
</tr>
<tr>
<td>B-</td>
<td>82-80</td>
</tr>
<tr>
<td>C+</td>
<td>79-77</td>
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<tr>
<td>C</td>
<td>76-73</td>
</tr>
<tr>
<td>C-</td>
<td>72-70</td>
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<tr>
<td>D+</td>
<td>69-67</td>
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<tr>
<td>D</td>
<td>66-63</td>
</tr>
<tr>
<td>D-</td>
<td>62-60</td>
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</tbody>
</table>

**for every 1 unexcused absence, final grade will be automatically dropped one full letter grade.**

**Class participation** is based on

(a) **Attendance.** At the very minimum, this means coming to class on time and staying for the entire period. If you were late or absent because of illness or another emergency, please submit evidence. Please notify me in advance of excused absences, if possible.

(b) **Active participation in classroom discussion.** This does not mean monopolizing discussion, but rather means being prepared (especially having reflected on the readings/podcasts due for that class), as well as actively contributing to discussion. You may be penalized in this section for any activities that disrupt class, such as tardiness, monopolizing class discussion, disrupting group-work or class, especially with irrelevant comments.

(c) **Preparation.** In order to encourage active listening and classroom discussion, you should come to class prepared with one meaningful sentence or passage from one of the assigned podcasts. You should be ready to share that specific sentence or idea, and explain what you found significant about it. You may use this to agree or disagree with the author, but should try to put it within a larger context. Each day I may call on a few students to give this.

Please turn your cell phone ringer, pager or blackberry device off during class unless you need to be on call or are expecting an emergency. Ringing or vibrating electronic devices, especially talking on the phone or text messaging, are highly disruptive to the classroom environment.

As a graduate class, I should not have to remind you that arriving late to class, absenteeism, chitchatting with your neighbor during class is disruptive, and will result in a lower participation
score and final course grade.

On the other hand, I realize that our class is nearly 3 hours long; so, I understand if you have to quickly run off to the restroom. Please do so quietly and return with minimum disruption.

**Assignments**

<table>
<thead>
<tr>
<th>Date Due</th>
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<tbody>
<tr>
<td>Weekly comments on technology podcasts .......... 11:59 PM, Every Sunday starting 26 August 2007 for 14 consecutive weeks</td>
</tr>
<tr>
<td>Essays on Information Technology ...................... 11:59 PM, Every <strong>third</strong> Sunday starting 26 August 2007</td>
</tr>
<tr>
<td>Microsoft Word (one page cover letter)........... 6:00 PM, 3 September 2007</td>
</tr>
<tr>
<td>Microsoft Word (research paper)......................... 6:00 PM, 10 September 2007</td>
</tr>
<tr>
<td>Microsoft Excel.................................. 6:00 PM, 1 October 2007</td>
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<tr>
<td>Microsoft PowerPoint ................................... 6:00 PM, 15 October 2007</td>
</tr>
<tr>
<td>Unix................................................................ 6:00 PM, 22 October 2007</td>
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<tr>
<td>HTML #1.................................................. 6:00 PM, 29 October 2007</td>
</tr>
<tr>
<td>HTML #2.................................................. 6:00 PM, 5 November 2007</td>
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<tr>
<td>HTML #3................................................................ 6:00 PM, 19 November 2007</td>
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<tr>
<td>HTML #4................................................................ 6:00 PM, 26 November 2007</td>
</tr>
<tr>
<td>Microsoft Word (Tech essays booklet).............. 6:00 PM, 26 November 2007</td>
</tr>
<tr>
<td>Final HTML Project........................................ 11:59 PM, 3 December 2007</td>
</tr>
</tbody>
</table>

**Course Schedule**

This represents a tentative schedule. In a course of this type student interest generally plays a large part in providing essential topics to be covered. We may modify this timetable to match the enthusiasm of the students.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20 August</td>
<td>Course overview, expectations, Class Introductions, Typography</td>
</tr>
<tr>
<td>2</td>
<td>27 August</td>
<td>Word (sections, chapters, pagination, table of contents, indexing), Acrobat, EndNote X</td>
</tr>
<tr>
<td>3</td>
<td>3 September</td>
<td>Labor Day Holiday: no class</td>
</tr>
<tr>
<td>4</td>
<td>10 September</td>
<td>Excel</td>
</tr>
<tr>
<td>5</td>
<td>17 September</td>
<td>Quiz #1; Excel</td>
</tr>
<tr>
<td>6</td>
<td>24 September</td>
<td>Excel/PowerPoint</td>
</tr>
<tr>
<td>7</td>
<td>1 October</td>
<td>PowerPoint</td>
</tr>
<tr>
<td>8</td>
<td>8 October</td>
<td>PowerPoint presentations</td>
</tr>
<tr>
<td>9</td>
<td>15 October</td>
<td>Quiz #2; Unix via SSH Secure Shell, Secure FTP; HTML</td>
</tr>
<tr>
<td>10</td>
<td>22 October</td>
<td>HTML; w3cschools.com</td>
</tr>
<tr>
<td>11</td>
<td>29 October</td>
<td>HTML; cascading style sheets</td>
</tr>
<tr>
<td>12</td>
<td>5 November</td>
<td>HTML; graphics</td>
</tr>
<tr>
<td>13</td>
<td>12 November</td>
<td>Veterans Day Holiday: no class</td>
</tr>
<tr>
<td>14</td>
<td>19 November</td>
<td>Quiz #3; HTML; javascript</td>
</tr>
<tr>
<td>15</td>
<td>26 November</td>
<td>HTML; discussion/Demo of Dreamweaver</td>
</tr>
<tr>
<td>16</td>
<td>3 December</td>
<td>Final HTML presentations</td>
</tr>
</tbody>
</table>
Weekly Comments on Technology Podcasts


Assignment Learning Objective
The exponential growth and evolution of technology and its pervasiveness will continue to affect our lives and the society in which we live. This assignment is designed for you to keep up with technology trends and to perceive how these technologies can be incorporated into libraries.

REMINDER: To post comments to the LIS 602 blog, you must be a registered user. If you are not registered, go to http://www.blogger.com and follow the on-screen directions.

INSTRUCTIONS

1. Launch iTunes on your computer and subscribe to the following required podcasts:
   1. Future Tense by American Public Media
   2. CNET News.com daily tech news podcast
2. You may subscribe to any other daily tech podcast but these two are short (usually 5-10 minutes) and cover a broad spectrum of technology topics.
3. Listen to at least one of the required podcasts every day.
4. Post your comments, in 50 to 200 words, to the LIS 602 blog by the weekly deadline of 11:59 PM every Sunday starting 26 August 2007. The last posting date is 25 November 2007.
Microsoft Word: Information Technology Essays

Each assignment is due 11:59 PM every third Sunday beginning 26 August 2007. Please email them to me as Microsoft Word and Adobe Acrobat pdf attachments to: caroly@hawaii.edu.

Assignment Learning Objective
The exponential growth and evolution of technology and its pervasiveness will continue to affect our lives and the society in which we live. This assignment is designed for you to explore current information technology but more specifically, how technology has changed society and how it has and/or can be incorporated into libraries.

REMININDER: Please send your assignments to me from your hawaii.edu or gmail.com account.

Instructions
1. In three 1.5-inch spaced pages or less, describe how each topic (listed below) has affected you, libraries and the world around you.
2. Except for Assignment #1, you must use and cite at least two information sources. List all references used in your essay as endnotes, footnotes or parenthetical references, depending on the citation format you use. Be prepared to discuss each topic in class the week the assignment is due.
3. Turn in Microsoft Word and Acrobat pdf attachments via email by 11:59 PM on the due dates listed below. Type your last name and the topic in the SUBJECT: line. For example, Kellett – the wireless world.
4. Keep all copies of your assignments as they will be incorporated into your final technology essay booklet.

Assignment # Topic Due Date
1. The wireless world: technology’s impact on you & society ..................................................26 August 2007
2. Web 2.0: Blogs, Plogs, Wikis and social networking (flickr, del.icio.us, wikipedia, myspace.com, etc.) ..........16 September 2007
3. The Googlization of libraries: is it a good or bad thing? .......................................................7 October 2007
4. Digital identity & privacy in an online world ...............28 October 2007
5. The Future of Digital copyright and Digital Rights Management (DRM) in libraries .............18 November 2007

I encourage you to use the electronic resources available via Hamilton Library at http://micro189.lib3.hawaii.edu/ezproxy/. I encourage you to start with EBSCOHost, Academic Search Premier and LexisNexis Academic. These three databases provide full text access to thousands of publications. I regularly peruse Technology Review published by Massachusetts Institute of Technology, available via Academic Search Premier.
You may also use other print and web sources of information such as print newspapers, email newsletters, web news sources such as pacific.bizjournals.com, news.google.com or cnn.com; television (to include cable), film and radio (such as National Public Radio).

Whatever source you end up using, you must cite each source used in its proper citation form (MLA, APA, Chicago, etc) For information on citation styles, go to Online!: a reference guide to using internet sources at http://www.bedfordstmartins.com/online/index.html and click on the Citation Styles link (http://www.bedfordstmartins.com/online/citex.html).

Questions to ask yourself while you are researching a topic:

1. Do I currently use this technology?
2. Is this technology widespread? If yes, where? Only in the US? Europe? Asia?
3. Who is using this technology? What are their ages, occupations?
4. Is this technology being used by private business? How?
5. How can this technology be useful in libraries?
6. How can this technology be used to benefit library users?
7. How can this technology be used by library staff?
8. Does this technology pose moral and/or ethical problems for libraries?
9. Does this technology improve or impede copyright issues?

These questions are given here to give you a start. Once you get immersed into the topic, you will come up with your own questions (and answers!).

Formatting & Emailing Instructions

All assignments must conform to the following format and be submitted via email as Word and Acrobat attachments to me at caroly@hawaii.edu no later than 11:59 PM on the assignment’s due date.

- all assignments written using Microsoft Word
- Save final copy as an Adobe Acrobat pdf document
- Maximum length: 2 pages (not counting your citations)
- Top, bottom, left and right margins: 1-inch
- Line spacing: 1.5 line spacing
- Your name and assignment due date in document’s Header, aligned with right margin
- Font face and minimum font size: Times New Roman or Palatino Linotype (serif), 12-point
- name your file with your last name and the assignment number
- In your email subject line, include your last name and assignment topic
Microsoft Word Final Project: Technology Essay Booklet

Assignment Learning Objective
To reinforce program and course learning objectives and to compile your technology essays into a technology booklet using all of the Microsoft Word functions covered in class.

Turn in this assignment as Word and Acrobat attachments to caroly@hawaii.edu by 6:00 PM, Monday, 26 November 2007.

The final project will be a Microsoft Word document formatted using the following required criteria:

- 1-inch margins
- Line spacing: 1.5
- 1/2-inch header/footer spacing from edge
- last name in document header, flush-right (Insert-Header-Edit Header)
- pagination in document lower right corner starting with your Introduction as Page 1 (Insert-Page Number). NO pagination on Title/Cover Page
- each topic is a new section (Page Layout-Breaks-Section Breaks-Odd Page.)
- Each topic begins on an ODD-numbered page and a new Section (Page Layout-Page Setup-Show the Page Setup dialog box-Layout tab-Section start-Odd Page)

REQUIRED ELEMENTS
- Title/Cover Page (may be created as a Separate document)
- Table of Contents
- Introduction
- Five essays (including cited sources)

DIRECTIONS

Cover Page: Your cover page must include 1) your Name, 2: LIS 602, Fall 2007, 3) the date the assignment is due, and 4) the following title: Essays on Information Technology: A Review of its Impact on Libraries and American Society.

Introduction: Write a brief (1/4 to 1/2 page) introduction of the contents and why you found the assignment’s learning objective useful.

Table of Contents: Each essay must have its own Table of Contents entry. You should have no less than five TOC entries.

Start each essay on an ODD-numbered page. Why? Starting each essay on an odd-numbered page makes it easy to print double-sided and follows standard book printing methods to start a new chamber on a right-facing page.
HELPFUL HINTS

- Separate your cover page, introduction/preface, and table of contents into its own Section.
  [Page Layout – Breaks – Section Breaks – Odd Page]. Start each section on an odd page.
  Layout tab – Section start – Odd Page].

- If you have footnotes, you may want to convert them to endnotes or use a different citation
  style such as parenthetical references.

- Pagination in each footer section should be linked to the previous section so your pagination
  is continuous.
HTML Final Project: LIS 602 Technology ePortfolio

Assignment Learning Objective
To reinforce program and course learning objectives and to compile your weekly comments, notes, class assignments and technology essays into your LIS 602 ePortfolio.

Turn in this assignment in an email message to caroly@hawaii.edu pointing me to your ePortfolio on www2.hawaii.edu by 11:59 PM, Monday, 3 December 2007.

Remember, you will be presenting your ePortfolio to the class on Monday, 3 December 2007 in Bilger 319.

DIRECTIONS

1. Go to any of the websites visited in class and download a css template.
2. Upload it to your personal webspace on www2.hawaii.edu using SSH Secure File Transfer.
3. Rename your files based on information discussed in class.
4. Edit your ePortfolio files and stylesheets.
5. Detailed element requirements will be distributed in class and posted to the LIS 602 web site.
6. Email the link to your LIS 602 ePortfolio to me by the assignment deadline.