LIS 602: Introduction to Multimedia Technology & Resources  
University of Hawai‘i at Mānoa, Fall 2008

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Office Location: Hamilton Library 120  
Office hours: By appointment is best M-F 9:00 AM – 3:00 PM  
Course websites: http://www2.hawaii.edu/~caroly/lis602.html  
https://laulima.hawaii.edu/portal/

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 providing information resources and services to its patrons and to give them information literacy skills that extend beyond the walls of the library into everyday life. Librarians are the heart and soul of delivering these services to library patrons.

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 web pages 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 Hawai‘i. The University’s Student Conduct Code represents a zero tolerance policy. The penalties for academic dishonesty are severe and ignorance is not an acceptable defense. Students are required to be familiar with University policies on academic integrity including:

The University of Hawai‘i Student Conduct Code  
http://www.manoa.hawaii.edu/students/conduct/ and  
http://www.manoa.hawaii.edu/students/conduct/impermissible_behavior.html
Prerequisites
Students must meet the Required Skills at the Proficient level as outlined in the LIS Computer Literacy Checklist as stated in the LIS Program Admissions Criteria. The Checklist can be found in Appendix A at the end of this document or downloading it directly at http://www.hawaii.edu/lis/content/admissions/computer_literacy.doc.

Core Competencies Addressed
- Technological Knowledge
- Knowledge Accumulation—Education and Lifelong Learning
- Knowledge Inquiry—Research

Program Learning Objectives Addressed
This course addresses the following objectives of the LIS Program enabling students to
- Demonstrate basic competencies in the latest specialized information technologies.
- Demonstrate the professional attitudes and the interpersonal and interdisciplinary skills needed to communicate and collaborate with colleagues and information users.
- Demonstrate an understanding of the above goals within the perspective of prevailing and emerging technologies.


Course Objectives
The student will be able to meet the Moderate and/or Proficient Desirable Skills level in the LIS Computer Literacy Checklist by
- Demonstrating competence in using Microsoft Word, Excel, PowerPoint and Adobe Acrobat.
- Demonstrating the ability and competence in creating and designing HTML/XHTML web pages.
- Demonstrating knowledge of related research and literature by interpreting and communicating the implications in discussions, written assignments and presentations.
- Developing competence in using various Web 2.0 technologies and applying them in various library settings (school, public, academic, special)

Teaching Method
Based on my teaching philosophy that the most effective learning is a combination of inquiry-driven and hands-on experiential learning, I provide the following opportunities for questioning and reflective and interactive discourse and application:
- Teaching demonstrations
- Asynchronous hands-on learning via Laulima
- Students presenting their PowerPoint presentations on HITS
• Discussion in small groups with opportunities for synthesis and reaction by the entire class
• Follow-up discussions led by instructor and/or students (in real-time and asynchronously via Laulima)

Research Methods
Qualitative and quantitative research methods employed in this course include Action Research, Content Analysis, Information Retrieval, and Pre-Post testing.

Technology Requirements
This is a course in basic information technology relevant to technologies currently used in libraries in 2008. Technology has improved since the LIS technology prerequisites (see Appendix A) were last updated on October 27, 2006. Taking this fact into consideration, I recommend the following updated technical specifications for your personal equipment:

1. A computer with operating system Windows XP, Windows Vista Business or an Apple Macintosh running operating system OS X (Leopard).
2. A cable or DSL high speed connection from your home or office (dial-up using a modem is very slow for the technologies we are going to be using this semester).
4. Email client (if you do not use Web-based mail): Thunderbird 2.0 or an email client that supports IMAP.

Those who have a good knowledge of technology and its uses and meet or exceed the Proficient Desirable Skills in the LIS Computer Literacy Checklist are urged to drop the course in order to make way for less advanced students.

Textbooks
There is no required textbook. However, an introductory book such as PCs for Dummies or books that discuss Microsoft® Office™ and HTML/Web topics are useful.

Required Computer Software and Accessories

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<thead>
<tr>
<th></th>
<th>Cost</th>
<th>Required</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Office 2007 (2008 for Mac)*</td>
<td>$77</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Adobe Acrobat 8.0 (9.0 if available)**</td>
<td>$60</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>iTunes***</td>
<td>free</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>EndNote X1</td>
<td>$25/yr</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>USB 2.0 flash drive, 256MB or larger</td>
<td>varies</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

* available at the UH Manoa, Maui CC and UH Hilo Bookstores through the Microsoft Student Select License Agreement.
** academic price; requires a UH student ID.

For detailed information, visit the UH Bookstore Computer Department web site at http://www.uhbooks.hawaii.edu/computers/. All Microsoft Word, Excel and PowerPoint assignments are required to be completed using the most current release of Microsoft Office.
iTunes is used to subscribe 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.

**Recommended Software** (optional)
I recommend purchasing EndNote X1 from the UH ITS Site License Program for $25/year. EndNote is useful in your other LIS classes. Go to [http://www.hawaii.edu/sitelic/endnote.html](http://www.hawaii.edu/sitelic/endnote.html) to download the order form.

**Additional Hardware** (optional)
If you do not already own one, I recommend purchasing a USB 2.0 flash drive (also called thumb drive or USB key). You may purchase any brand such as Sandisk, PNY, Kingston, etc. but in my opinion, LEXAR makes the best quality drives. The flash drive size should be at least 256MB.

**Quizzes**
There are three quizzes on September 13, September 27, and October 11 covering Microsoft Word, Excel and PowerPoint, respectively. The quizzes are administered online in Laulima. Each quiz is worth 5 points and is each worth 5% of your total grade. The quizzes are open book meaning you may use your notes and Microsoft Word, Excel and PowerPoint. You may not discuss the quiz with other students until after the quizzes are graded and returned.

Since class contact time is a premium, I have scheduled a 72 hour time period to complete each quiz. The time will start on each date specified at 1:00 PM ending exactly 72 hours later.

There are no makeup quizzes for students. However, if you have a scheduled conference or meeting (e.g. parent-teacher conference, school open house, out-of-state travel) and you cannot take the quiz, you will be allowed to take the quiz on an alternate date/time period but prior arrangements must be made at least seven days in advance of the quiz date.

**Assignment Requirements**
Assignments will be given for each topic discussed. Students residing on Oahu may use the computers in Bilger 319 or any of the ITS computing labs. Neighbor island students may use the computer labs on your respective campuses. As always, you may use your own computers.

**Reminder:** all Microsoft Word, Excel and PowerPoint assignments are required to be completed using Microsoft Office 2007 (Windows) or 2008 (Mac). This requirement is due to functional changes and improvements from previous versions of Microsoft Office.

**Assignment Emailing Requirements & Instructions**
For security and confidentiality reasons, all assignments must be emailed to me at caroly@hawaii.edu from your hawaii.edu account.

**Assignment Due Dates**
Assignments are due on the date and time specified in this syllabus and assignment instructions on the LIS 602 home page and Laulima. Any assignment handed in late, meaning anytime after
the original date and time the assignment is due, will be reduced 10% for each 24-hour period that elapses after the original due date and time. I will not accept any assignments beyond 6 calendar days after the due date and your grade for the assignment will be zero.

Note: the mail.hawaii.edu email system can experience periodic outages and delayed delivery during peak usage times. Turn in your assignments as early as possible to avoid delivery delays.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Time &amp; Date Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly comments on technology podcasts</td>
<td>11:59 PM, Every Sunday starting September 7 for 12 consecutive weeks</td>
</tr>
<tr>
<td>Essays on Information Technology</td>
<td>11:59 PM, September 7, October 5, November 2, December 7</td>
</tr>
<tr>
<td>Microsoft Word (research paper)</td>
<td>9:00 AM, September 13</td>
</tr>
<tr>
<td>Microsoft Excel</td>
<td>9:00 AM, September 27</td>
</tr>
<tr>
<td>Microsoft PowerPoint</td>
<td>9:00 AM, October 11</td>
</tr>
<tr>
<td>Unix</td>
<td>9:00 AM, November 1</td>
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<tr>
<td>HTML 1</td>
<td>9:00 AM, November 1</td>
</tr>
<tr>
<td>HTML 2</td>
<td>9:00 AM, November 8</td>
</tr>
<tr>
<td>HTML 3</td>
<td>9:00 AM, November 22</td>
</tr>
<tr>
<td>Final HTML Project (ePortfolio)</td>
<td>11:59 PM, December 6</td>
</tr>
<tr>
<td>Microsoft Word (Technology Essays booklet)</td>
<td>11:59 PM, December 11</td>
</tr>
</tbody>
</table>

Course Grade Computation
Students are evaluated by a combination of Quizzes, Assignments, and Participation.

Quizzes (15 total points, each quiz is worth 5 points):
1. Quiz #1: September 13, 2008
2. Quiz #2: September 27, 2008
3. Quiz #3: October 11, 2008

Assignments (75 total points):
1. Weekly comments on technology podcasts (10 total points for 12 weeks, each comment worth 0.833333333 points)
2. Technology Essays (20 total points, each essay worth 5 points)
   1. The wireless digital world: technology’s impact on you & society
   2. Web 2.0: blogs, wikis and social networking
   3. The Googlization of Libraries: is it a good or bad thing?
   4. The future of libraries in the digital world: where are we going next and how do we prepare for it?
3. Research Paper (10 points; Word [use of EndNote optional])
4. Microsoft Excel (10 points)
5. Microsoft PowerPoint (10 points)
6. Unix (2.5 points)
7. HTML #1 (2.5 points)  
8. HTML #2 (2.5 points)  
9. HTML #3 (2.5 points)  
10. ePortfolio (2.5 points)  
11. Technology Essays booklet (2.5 points)

**Participation and attendance** (10 total points for 15 weeks, each week is worth 0.66666667 points)

**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 topic or passage from one of the assigned podcasts. You should be ready to share that specific topic 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, 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 student, I should not have to remind you that arriving late to class, absenteeism and 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.

**Final Grade Computation Scale**

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

**for every unexcused absence, your final grade will be automatically dropped one full letter grade.**
Here’s the breakdown of the grading (quizzes, assignments, attendance) and the maximum points for each:

<table>
<thead>
<tr>
<th>Task</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes (3)</td>
<td>15.00</td>
</tr>
<tr>
<td>Weekly podcast comments (12)</td>
<td>10.00</td>
</tr>
<tr>
<td>Technology Essays (4)</td>
<td>20.00</td>
</tr>
<tr>
<td>Research Paper (1)</td>
<td>10.00</td>
</tr>
<tr>
<td>Excel assignment (1)</td>
<td>10.00</td>
</tr>
<tr>
<td>PowerPoint assignment (1)</td>
<td>10.00</td>
</tr>
<tr>
<td>Unix/HTML assignments (4)</td>
<td>10.00</td>
</tr>
<tr>
<td>ePortfolio assignment (1)</td>
<td>2.50</td>
</tr>
<tr>
<td>Technology Essays booklet (1)</td>
<td>2.50</td>
</tr>
<tr>
<td>Attendance (15 weeks)</td>
<td>10.00</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>100.00</strong></td>
</tr>
</tbody>
</table>

I will post a spreadsheet on Laulima for you to download and track your grades.

**Restricted Withdrawals and Incompletes**
If you must withdraw from the course, you must do so before Friday, October 24, 2008. Withdrawals after the ninth week are not permitted except for unusual or extenuating circumstances beyond the control of the student.

Incompletes must be approved by the LIS Chair prior to the last day of instruction, December 11, 2008, and will only be granted if the student meets the following:

1. completed 90% of the required assignments;
2. taken all 3 quizzes;
3. attended and participated in all 7 HITS classes.

**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>August 30</td>
<td>HITS: Course overview, expectations, Class Introductions, Introduction to Laulima; Word (sections, chapters, pagination, table of contents, indexing), Acrobat, Typography</td>
</tr>
<tr>
<td>2</td>
<td>September 6</td>
<td>Laulima: review Word lecture on Typography</td>
</tr>
<tr>
<td>3</td>
<td>September 13</td>
<td>HITS: Excel; Quiz #1</td>
</tr>
<tr>
<td>4</td>
<td>September 20</td>
<td>Laulima: review Excel lecture, advanced Excel skills</td>
</tr>
<tr>
<td>5</td>
<td>September 27</td>
<td>HITS: PowerPoint; Quiz #2</td>
</tr>
<tr>
<td>6</td>
<td>October 4</td>
<td>Laulima: PowerPoint &amp; Communication Skills</td>
</tr>
<tr>
<td>7</td>
<td>October 11</td>
<td>HITS: in class PPT presentations; Quiz #3</td>
</tr>
<tr>
<td>8</td>
<td>October 18</td>
<td>Laulima: mid-term reflection;</td>
</tr>
<tr>
<td>9</td>
<td>October 25</td>
<td>HITS: Intro to Unix, HTML 1</td>
</tr>
<tr>
<td>10</td>
<td>November 1</td>
<td>Laulima: HTML 2</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>November 8</td>
<td>HITS: HTML 3 (ePortfolio files; images)</td>
<td></td>
</tr>
<tr>
<td>November 15</td>
<td>Laulima: HTML 4 (putting it all together)</td>
<td></td>
</tr>
<tr>
<td>November 22</td>
<td>HITS: more ePortfolio; Tech booklet (Word revisited)</td>
<td></td>
</tr>
<tr>
<td>November 29</td>
<td>Thanksgiving holiday break. &lt;No HITS class&gt;</td>
<td></td>
</tr>
<tr>
<td>December 6</td>
<td>Laulima: ePortfolio due by 11:59 PM.</td>
<td></td>
</tr>
<tr>
<td>December 11</td>
<td>Technology essays booklet due by 11:59 PM. &lt;No HITS class&gt;</td>
<td></td>
</tr>
</tbody>
</table>

**Kokua Notice**

**Note:** If you need reasonable accommodations because of the impact of a disability, please [1] contact the **Kokua Program** (V/T) at 808-956-7511 or 808-956-7612 in Room 013 of the Queen Lili’uokalani Center for Student Services; [2] speak with me privately to discuss your needs. I will be happy to work with you and the KOKUA Program to meet your access needs related to your documented disability.
Weekly Comments on Technology Podcasts

Due Date & Time: 11:59 PM, every Sunday starting September 7, 2008

Each assignment is due by 11:59 PM every Sunday for 12 consecutive weeks beginning September 7, 2008 ending November 23, 2008. Post your comments to the LIS 602 technology blog on Laulima (https://laulima.hawaii.edu/portal/).

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.

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 or at your own pace (for example, listen to all of them at once or at the end of the week).
4. I encourage and expect independent thinking and synthesis. It is acceptable to comment on the same podcast as another student. Do not feel obligated to choose a different podcast simply because someone else wrote their comments earlier than you.
5. Post your comments, no less than 50 but less than 250 words, to the LIS 602 blog by the weekly deadline of 11:59 PM every Sunday starting September 7, 2008. The last posting date is November 23, 2008.

Grading criteria
It is important to use the following criteria when you write your weekly comments.

1. Clearly summarize the podcast in one or two sentences.
2. Is the podcast topic a new technology or “just more of the same”? Explain.
3. Can the technology be used effectively in a library setting? If yes, how? If no, why not?
4. Is the topic relevant to everyone or just a small segment of the population?
5. How will the topic affect you and library users? Why or why not?

Scoring
5 points = met all 5 criteria (converts to 0.833333333 points)
4 points = met 4 of the 5 criteria (converts to 0.416666667 points)
3 points = met 3 of the 5 criteria (converts to 0.277777778 points)
2 points = met 2 of the 5 criteria (converts to 0.208333333 points)
1 point = met 1 of the 5 criteria (converts to 0.166666667 points)
Microsoft Word: Information Technology Essays

Due Date & Time: 11:59 PM, every 1st Sunday of the month starting September 7, 2008

Email your essays to me as both Microsoft Word and Adobe Acrobat pdf documents 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.

REMINDER: Please send your assignments to me from your hawaii.edu account.

Instructions
1. In three to four single-spaced pages or less (750 word minimum), 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 digital world.

4. Keep all copies of your assignments as they will be incorporated into your final technology essay booklet.

# Topic  Due Date

1. The wireless digital world: technology’s impact on you & society .................................................................September 7, 2008
2. Web 2.0: Blogs, Wikis and social networking....................October 5, 2008
3. The Googlization of libraries: is it a good or bad thing? .................................................................November 2, 2008
4. The future of libraries in the digital world: where are we going next and how do we prepare for it? ................December 7, 2008

I encourage you to use the electronic resources available via Hamilton Library at http://micro189.lib3.hawaii.edu/ezproxy/. I suggest starting 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 books, journals, 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).

Regardless of the source you use, you must cite each source 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. Is this technology used in libraries? How?
6. How can this technology be useful in libraries?
7. How can this technology be used to benefit library users?
8. How can this technology be used by library staff?
9. Does this technology pose moral and/or ethical problems for libraries?
10. Does this technology improve or impede copyright issues?

These questions are presented to get you started. Once you get immersed into the topic, you will come up with your own questions (and answers!).

Criteria for Assessment
It is important to use the following criteria as you write your papers:

1. Summarize the history of the technology from its inception to present day.
2. Give at least two specific examples how the technology changed society for better or worse.
3. Give at least one specific example how can this technology be incorporated into libraries.
4. Cite at least two different information sources.
5. Grammar and spelling is very important. Proofread your work. One point will be deducted for each misspelled word, incorrect or awkward grammatical phrase, improper use of apostrophes and incorrect verb tense.
6. Strict adherence to formatting and emailing instructions. One point will be deducted for each bullet point not followed. For example, not having the correct margins, -1 point.

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 a Word and Adobe Acrobat pdf document
- Maximum length: 4 pages (not counting your citations)
- Top, bottom, left and right margins: 1-inch
- Line spacing: Single (1.0)
- 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. For example, kellett_essay1.docx.
- In your email subject line, include your last name and assignment topic. For example, Kellett essay1

Grading

For this assignment, you will be graded using the standard 100 point scale then converting it arithmetically to equal a maximum of 5 points per essay.

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>100-98</td>
<td>A+</td>
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<tr>
<td>97-94</td>
<td>A</td>
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<tr>
<td>93-90</td>
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<td>86-83</td>
<td>B</td>
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<td>82-80</td>
<td>B-</td>
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<td>79-77</td>
<td>C+</td>
</tr>
<tr>
<td>76-73</td>
<td>C</td>
</tr>
<tr>
<td>72-70</td>
<td>C-</td>
</tr>
<tr>
<td>69-67</td>
<td>D+</td>
</tr>
<tr>
<td>66-63</td>
<td>D</td>
</tr>
<tr>
<td>62-60</td>
<td>D-</td>
</tr>
</tbody>
</table>
Microsoft Word: Research Paper on Information Literacy

Due Date & Time: 9:00 AM, September 13, 2008

Turn in your assignment to me at caroly@hawaii.edu as an email attachment in both Word and PDF format.

Assignment Learning Objective
Information Literacy (also called Information Power) has always been a part of libraries and school media centers whether it be implied or actively promoted. This assignment is designed for you to research current information literacy concepts, methodology and implementation in libraries and/or learning centers and how it relates to the information technology skills needed in today’s library and learning environment.

Directions: Write a 5-10 page paper on Information Literacy and how it relates to the information technology skills needed in today’s library and learning environment.

Intended Audience: Your peers and constituents (school, public, special, academic librarians, public, students, faculty, etc.).

Selected Information Sources

This information is provided to give you a starting point on Information Literacy only. You are free to cite other sources of information in your assignment such as books, journals (print and online), periodicals, etc.

ALA Association of College & Research Libraries (ACRL) Information Literacy Competency Standards for Higher Education
http://www.ala.org/ala/acrl/acrlstandards/informationliteracycompetency.cfm

ALA AASL Information Literacy Resource Guides
http://www.ala.org/ala/aasl/aaslproftools/resourceguides/informationliteracy.cfm

ALA Library & Information Technology Association (LITA)
http://www.ala.org/ala/lita/litahome.cfm

Document ID: 185693

Document ID: 202383

Criteria for Assessment
It is important to use the following criteria as you write your papers:

1. Summarize the history of information literacy.
2. Give at least two specific examples how information literacy can promote the use of technology and lifelong learning.
3. Give at least one specific example how can information literacy and its accompanying technology can be incorporated into libraries or school media centers.
4. Cite at least two different information sources.
5. Grammar and spelling is very important. Proofread your work. One point will be deducted for each misspelled word, incorrect or awkward grammatical phrase, improper use of apostrophes and incorrect verb tense.
6. Strict adherence to formatting and emailing instructions. One point will be deducted for each criteria not followed. For example, not having the correct margins, -1 point.

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 September 13, 2008.

Document:
1. Margins: top & bottom: 1”; left & right: 1.25"
2. ½" header/footer spacing from edge
3. Line spacing: Double
4. Font & size: Times New Roman/serif, 12-point
5. Heading Font & size: Arial/sans-serif, 12-point, boldface

Required elements:
1. Table of Contents
2. a table/chart with at least three rows & columns (for statistics)
3. footnotes/endnotes (your preference on style)
4. Your name, assignment due date and page numbers in header, aligned with right margin

Emailing Instructions
1. name the files with your last name and assignment name
2. In your email subject line, include your last name and Information Literacy
3. Email both documents to me at caroly@hawaii.edu no later than 11:59 PM September 13, 2008.

Grading
For this assignment, you will be graded using the standard 100 point scale then converting it arithmetically to equal a maximum of 10 points.

100-98 A+  97-94 A  93-90 A-
89 - 87 B+  86-83 B  82-80 B-
79 - 77 C+  76-73 C  72-70 C-
69 - 67 D+  66-63 D  62-60 D-
Microsoft Word: Technology Essay Booklet

Due Date & Time: 11:59 PM, December 11, 2008

Turn in this assignment as Word and Acrobat attachments to caroly@hawaii.edu.

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.

Criteria for Assessment
It is important to use the following criteria as you write your papers:

Formatting Criteria
• 1-inch margins
• Line spacing: Single (1.0)
• 1/2-inch header/footer spacing from edge
• last name in document header, flush-right
• pagination in document lower right corner starting with your Introduction as Page 1. (Do not display pagination on Title/Cover Page)
• Each essay is a new Section
• Each essay begins on an ODD-numbered page

Required Elements
1. Title/Cover Page (may be created as a Separate document)
2. Table of Contents
3. Introduction
4. Four essays including cited sources

The Title/Cover Page must include the following information:
• Your Name
• Course name: LIS 602, Fall 2008
• Assignment due date: December 11, 2008

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 at least four 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 chapter on a right-facing page.
Grading
For this assignment, you will be graded using the following grading scale then converting it arithmetically to equal a maximum of 2.5 points. The points are self-explanatory.

<table>
<thead>
<tr>
<th>max points</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Emailed assignment to me</td>
</tr>
<tr>
<td>2</td>
<td>word document</td>
</tr>
<tr>
<td>3</td>
<td>pdf document</td>
</tr>
<tr>
<td>4</td>
<td>Cover sheet</td>
</tr>
<tr>
<td>5</td>
<td>Table of Contents</td>
</tr>
<tr>
<td>6</td>
<td>Introduction</td>
</tr>
<tr>
<td>7</td>
<td>four essays</td>
</tr>
<tr>
<td>8</td>
<td>correct margins, line spacing</td>
</tr>
<tr>
<td>9</td>
<td>name in header, pagination</td>
</tr>
<tr>
<td>10</td>
<td>each topic in new section</td>
</tr>
<tr>
<td>11</td>
<td>each topic starts on odd page</td>
</tr>
<tr>
<td>12</td>
<td>correct citation format</td>
</tr>
<tr>
<td>TOTAL</td>
<td>15</td>
</tr>
</tbody>
</table>

Helpful Hints
- Separate your cover page, introduction/preface, and table of contents into its own Section. Start each section on an 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 it is continuous.
HTML Final Project: LIS 602 Technology ePortfolio

Due Date & Time: 11:59 PM, December 6, 2008

Assignment Learning Objective
To reinforce program and course learning objectives and to include 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 by pointing me to your ePortfolio directory on www2.hawaii.edu by 11:59 PM, Saturday, December 6, 2008.

Your ePortfolio will be linked from Laulima so please adhere to the strict file naming conventions outlined in the assignment instructions.

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 and on Laulima.
4. Edit your ePortfolio files and stylesheets.
5. Detailed element requirements will be distributed in class and posted to Laulima.
6. Email the link to your LIS 602 ePortfolio to me by the assignment deadline.

Required Elements
1. ePortfolio directory: http://www2.hawaii.edu/your UH username/eportfolio/
2. starting point within ePortfolio directory: index.html
3. link to CSS style sheet
4. link to LIS 602 blog on Laulima
5. link to research paper (pdf)
6. link to your favorite tech site (external to hawaii.edu)
7. an ordered list
8. an unordered list
9. an image with ALT attributes
10. a 3-by-3 table with attributes

Oral Presentations
There will be no oral presentation due to time/class constraints.
Grading

For this assignment, you will be graded on 1) the required elements and 2) emailing the link to your eportfolio to me by the due date. The following grading scale will be used then converting it to equal a maximum of 2.5 points.

<table>
<thead>
<tr>
<th>max points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Directory: eportfolio</td>
</tr>
<tr>
<td>1 Filename: index.html</td>
</tr>
<tr>
<td>1 links to CSS style sheet</td>
</tr>
<tr>
<td>1 link to LIS 602 blog (Laulima)</td>
</tr>
<tr>
<td>1 link to research paper (pdf)</td>
</tr>
<tr>
<td>1 link to fave external tech site</td>
</tr>
<tr>
<td>1 an ordered list</td>
</tr>
<tr>
<td>1 an unordered list</td>
</tr>
<tr>
<td>1 image with ALT attribute</td>
</tr>
<tr>
<td>1 3x3 table with attributes</td>
</tr>
<tr>
<td>1 Email link by deadline</td>
</tr>
</tbody>
</table>

TOTAL 11
LIS Computer Literacy Checklist

The LIS Program expects incoming students to possess the **required** skills listed below and also strongly encourages the **desirable** skills. Please complete the checklist below and include it with your application. Thank you.

### Required Skills

<table>
<thead>
<tr>
<th>Skill</th>
<th>Proficient</th>
<th>Moderate</th>
<th>Minimal</th>
<th>No experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Use Windows and/or Macintosh Operating System.</td>
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<tr>
<td>2. Use a word processing software program.</td>
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<tr>
<td>3. Use an E-mail program.</td>
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<tr>
<td>4. Use a web browser (e.g., Netscape, Explorer).</td>
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<tr>
<td>5. Use an online public access catalog (OPAC)</td>
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<tr>
<td>6. Upload and download files.</td>
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<tr>
<td>7. Install software programs.</td>
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</tbody>
</table>

If you wish to elaborate on one or more of the items, please use the space below.

Desirable Skills listed on next page
Desirable Skills

<table>
<thead>
<tr>
<th>Skill</th>
<th>Proficient</th>
<th>Moderate</th>
<th>Minimal</th>
<th>No Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Knowledge of HTML.</td>
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<tr>
<td>2. Experience with UNIX.</td>
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<tr>
<td>3. Experience with productivity and presentation tools (e.g., Excel, Power Point)</td>
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<tr>
<td>4. Experience with CD-ROM programs.</td>
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<tr>
<td>5. Experience with web authoring tools (e.g., Dreamweaver, Front Page)</td>
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</tr>
</tbody>
</table>

If you wish to elaborate on one or more of the items, please use the space below.

Recommendations for personal equipment

1. PC with Windows 95, 98, NT or XP or a Macintosh II running system 8, 9, or 10
2. Netscape Navigator 4x or higher or Internet Explorer 5.0 or higher
3. 56 K or higher modem connection, a cable modem, or a direct network from your home or office.
4. Email client.

10/27/2006