Course: ICT/IS 201-210
Title: Personal Knowledge Management

Term: Fall 2022
Credit hours: 3
Meeting days/time/location: Online, Asynchronous

Instructor Information
Name: Joseph Sanchez
Email: joseph.sanchez@uky.edu
Office building and room number: NA
Office phone: 303-242-6028
Office hours: Virtual and By Appointment
Preferred Method of Communication: Use email to set up appointments. I usually respond to emails within 24 hours or the first business day after the weekend or holiday; I do not respond to emails in the evenings or on the weekends. We will use Zoom or Teams to have one on one meetings/office hours.

Course Description
Gain knowledge about information sources, information retrieval, and professional information management. Learn how information sources are described, organized, and disseminated using metadata standards and publishing practices. Acquire the skills to locate and retrieve quality sources of information with search engines and databases. Implement knowledge management technologies and apply an understanding of social factors in order to create efficient and usable organizational work flows.

Required Materials
Computer and the ability and authorization to install software.

Skill and Technology Requirements
Minimum technical requirements for UK courses and suggested hardware, software, and internet connections are available at ITS Student Hardware & Software Guidelines.

For technical/account help not related to the course, students can contact Information Technology Services by phone 859-218-HELP (4357) and via the ITS Customer Services page. (https://www.uky.edu/its/customer-support-student-it-enablement/customer-services)

Student Learning Outcomes
After completing this course, students will be able to:
- *collect information using search techniques and apply post processing based on results (Program Learning Outcome);*
- *select and justify relevant information (Program Learning Outcome);*
- *evaluate and apply technology resources (Program Learning Outcome).*

Course Details

Class Discussions/Participation: Class participation constitutes 50% of the student's grade. There are fifteen graded discussion posts in this course. Each discussion is based on a topic and readings. Students are expected to post in these discussion. Additional instructions will be provided in each discussion forum on Canvas.

Class Assignments: Assignment constitute 50% of the student's grade. There are three assignments in this course. A full description of each assignment is posted on Canvas.

Course Activities and Exams

This course is taught as an online course. Each week, students will view lecture and demonstration videos on the personal knowledge management process, and complete assigned tasks. It is expected that students will devote a considerable amount of time to study the materials. Online participation will be devoted to discussions, troubleshooting, and to completing weekly tasks.

Summary Description of Course Assignments

This is a short summary of the course assignments. More complete assignment descriptions, with due dates, are posted on the Assignment page in Canvas.

01 - Personal Knowledge Workflow: Reflection 1
This first reflection assignment will be due near the beginning of the course. For this assignment, students will write a short reflection about their personal knowledge workflow.

02 - Wikipedia: Project
Students will identify, select, edit, and update a selected Wikipedia article by adding additional content, revising existing content, and supporting the additional and/or revised content with the two library-based sources and two web-based sources that they have collected and saved using Zotero, or an alternate reference manager.

03 - Personal Knowledge Workflow: Reflection 2
The second reflection assignment will be due at the end of the course. In this follow up assignment, students will reflect on how they will or have incorporated what they have learned into their personal knowledge work flow.

Tentative Discussion Course Schedule
- **Week 1: Aug 22 – Aug 28**
  a) Introduction to Personal Knowledge Management (PKM)
- **Week 2: August 29 – Sep 04**
  a) Email Management
- **Week 3: Sep 05 – Sep 11 (Labor Day)**
  a) Back Up Your Work
- **Week 4: Sep 12 – Sep 18**
  a) Information Sources and Resources
- **Week 5: Sep 19 – Sep 25**
  a) Reference Managers: Getting Started
- **Week 6: Sep 26 – Oct 02**
  a) Web Information Retrieval
- **Week 7: Oct 03 – Oct 09**
  a) Database Information Retrieval
- **Week 8: Oct 10 – Oct 16**
  a) Evaluating Information Sources
- **Week 9: Oct 17 – Oct 23**
  a) Wikipedia Project: Setup
- **Week 10: Oct 26 – Oct 30 (Fall Break)**
  a) Library Sources: Part 1
- **Week 11: Oct 31 – Nov 06**
  a) Library Sources: Part 2
- **Week 12: Nov 07 – Nov 13**
  a) Web Sources: Part 1
- **Week 13: Nov 14 – Nov 20**
  a) Web Sources: Part 2
- **Week 14: Nov 21 – Nov 29 (Thanksgiving Break)**
  a) Reference Managers: Finishing Up
- **Week 15: Nov 30 – Dec 07**
  a) Wikipedia Project: Completion

Course Grading

All assignments, including discussion/participation assignments and class assignments, are graded as completed (100 points) or incomplete (0 points). If an assignment is submitted and requires additional work, it will be marked as incomplete and the student will have the opportunity to resubmit for a grade of complete. The final grade is calculated based on the proportion of completed work out of total work and weighted per assignment type. Due date extensions are possible and negotiable upon request.

Grading Scale
> *90 – 100% = A*
> *80 – 89% = B*
> *70 – 79% = C*
> *60 – 69% = D*
> *Below 60% = E*

Midterm Grades
For undergraduates, midterm grades will be posted in myUK by the deadline established by the University Senate and published in the [Academic Calendar](https://www.uky.edu/registrar/content/academic-calendar)*.*
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Attendance Policy/Acceptable Documentation
Since this course is taught online as an asynchronous course, students are required to work on their own schedule. Classroom attendance is required in the sense that students are expected to login to our Canvas shell, watch video lectures and demonstrations, read required text, engage in course discussions and tasks, and complete required assignments.

Assignment Submissions
Students will submit assignments via Canvas.

Late Assignments
Assignment due dates are flexible, and late assignments are accepted. Students must reach out to the instructor within one week after the due date to discuss submission times. Until submitted, all work will be marked as incomplete. No work will be accepted after the last day of class, which is 12/07.

Assignments Due during Prep Week
N/A

Academic Policy Statements
Please review the Senate's [Academic Policy Statements](#).

Academic Offenses (Cheating, Plagiarism, and Falsification or Misuse of Academic Records)
Please review the [Rules Regarding Academic Offenses](#).

Resources
Please see UK's [Distance Learning Library Services](#), [Tutoring and Coaching Resources](#), proctoring information, etc.

Diversity, Equity, and Inclusion
This course and instructor honor the University's statement on diversity, equity, and inclusion. To read this statement, see [Syllabus Statement on Diversity, Equity, and Inclusion (DEI)](#).

Other Student Resources
The University offers a variety of resources to students. Visit the University Senate's [Resources Available to Students](#)*. See the Software Downloads page (*https://download.uky.edu/*) for software solutions and access to VirtualDen.*