

Course: ICT/IS 201-210

Title: Personal Knowledge Management

Term: Summer 2023

Credit hours: 3

Meeting days/time/location: Online, Asynchronous

Instructor Information

Name: Dr. Sean Burns

Email: sean.burns@uky.edu

Office building and room number: 327 Lucille Little Library

Office phone: 859-218-2296

Virtual Office hours: **Scheduled and By Appointment**

Preferred Method of Communication: Email

I usually respond to emails within 24 hours or on the first business day after the weekend or holiday. We will use Zoom or Teams to have one on one meetings/office hours.

Course Description

Provides an overview of the differences between library and web-based resources. Engages with skills and tools to search these types of resources effectively, to browse information sources systematically, to identify and evaluate relevant information sources in the process of searching and browsing, and to apply selected sources to produce new work using a personal knowledge workflow. Reflects on and critiques personal knowledge workflows in order to improve them.

Required Materials

Computer and the ability and authorization to install software.

Required reading is open access:

Burns, C. S. (2022). *Personal Knowledge Management Handbook*.

https://cseanburns.github.io/personal_knowledge_mgmt/

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

- **Jun 13 – Jun 18**
 - a) Introduction to Personal Knowledge Management (PKM)
 - b) Email Management
 - c) Back Up Your Work
- **Jun 19 – Jun 25**
 - a) Information Sources and Resources
 - b) Reference Managers: Getting Started
- **Jun 26 – Jul 02**
 - a) Web Information Retrieval
 - b) Database Information Retrieval
- **Jul 03 – Jul 09**
 - a) Evaluating Information Sources
 - b) Wikipedia Project: Setup
- **Jul 10 – Jul 16**
 - a) Library Sources: Part 1
 - b) Library Sources: Part 2
- **Jul 17 – Jul 23**
 - a) Web Sources: Part 1
 - b) Web Sources: Part 2
- **Jul 24 – Jul 30**
 - a) Reference Managers: Finishing Up
- **Jul 31 – Aug 10**
 - 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>)

Attendance Policy/Acceptable Documentation

All grades are based on Canvas discussions and assignments, which may be made up at any time during the course if students contact instructor within one week past assignment due date. 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 at least twice per week, watch video lectures and demonstrations, read required text, engage in Canvas 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 otherwise the work is marked incomplete. Until submitted, all late work will be marked as incomplete. No work will be accepted after the last day of classes.

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.