New York City College of Technology
Library Department
LIB1201: Research & Documentation for the Information Age
3 hours, 3 credits
Prerequisite: ENG 1101

Instructor: Prof. Nora Almeida (she / her)
Class Times: Monday / Wednesday synchronously 10-11:15 AM
Email: nalmeida@citytech.cuny.edu
Office Hours: Wednesday 11:15-12:15 PM on zoom

Where:
Blackboard (assignments, grades)
Zoom (synchronous classes, office hours)
OpenLab (course readings)

Course Description
In this course we will explore issue related to research and knowledge production in different formats and environments. We will investigate where information comes from and how it is organized. We will look at issues of equity and social justice within information contexts, examine the ethics of information use, and learn how to critically evaluate sources. Throughout this course, you will create research and documentation projects using traditional and emerging media. This is a writing intensive seminar course.

Course Materials
There is no textbook for this course; all readings are free to read and available on OpenLab. You will need a laptop or tablet, access to the internet, and a notebook. City Tech has laptops and hotspots available for students who need to borrow them.

Land Acknowledgement
New York City is built on unceded land of the Lenape people–past, present, and future. We acknowledge that The New York City College of Technology is among the thousands of institutions and businesses in this city that were founded upon exclusions and erasures of indigenous people, including the Lenape who were displaced from this land. This acknowledgement demonstrates a commitment to beginning the process of working to dismantle the legacies of settler colonialism.

Course Intended Learning Outcomes
- Describe the ways that information is produced and organized in a variety of formats.
- Create and articulate a relevant, manageable research topic for your assignments.
- Successfully search for and acquire appropriate information about your research topic in a variety of media and formats.
- Critically evaluate and select information sources for your assignments and projects.
- Use information ethically and responsibly with an awareness of copyright and fair use.
- Synthesize information on a topic from a variety of sources and present your analysis in writing and orally.
- Apply documentation methods and citation styles appropriately in your own work.

General Education Learning Outcomes
- Community/Civic Engagement: Apply knowledge and analyze social, political, economic, and historical issues.
- Professional/Personal Development: Work with teams, including those of diverse composition. Build consensus
- Global/Multicultural Orientation: Demonstrate proficiencies and capacities in dealing with a diverse society
- Information Literacy: Gather, interpret, evaluate, and apply information discerningly from a variety of sources.

Assignments & Grading

Citizenship	20%
Discussion posts	20%
Research Project	40%
Online Project	20%

Citizenship 20%
Citizenship is like participation but entails a bit more. It means: arriving to class and completing assignments on time, actively participating in discussions and activities, reaching out if you need help, respecting the opinions and contributions of others, and consistently engaging and investing in the work of the course and in yourself as a student.

Discussion posts 20%
Short responses to the assigned readings, videos, and podcasts are required throughout the course. Discussion prompts and due dates are available on blackboard. Students can submit written, video, or audio responses.

Research Project 40%
This is a multi-stage project beginning with a question and culminating in a research paper. Details, grading rubrics, and guidelines for each component of the assignment will be posted on Blackboard.

Online Project 20%
Students will complete a project that involves research, critical thinking, and documentation. Details, grading rubrics, and guidelines for collaborating with group members will be posted on Blackboard.

Course Policies
Learning and staying engaged in an online course is challenging. Learning and staying engaged during a public health crisis is challenging. The policies for this course are important but also (mostly) flexible. Reach out to me if you have a personal or technological issue that is impacting your capacity to complete assignments or attend class. A list of campus resources to help is included below.

Attendance & Participation
Every class matters, every person in this class matters, and every discussion matters. Reflect on your own learning habits and adopt practices that help you stay focused like taking notes and avoiding multi-tasking during synchronous classes and while completing assignments. *Missed class time will impact your citizenship grade and grades on activities and assignments that require you to be present and participate.*

Video & Digital Privacy
To protect our privacy and in protest of commercial platforms like Zoom, which profit off of user data, no synchronous class sessions will be recorded. Per CUNY's policies, students cannot be required to keep their videos on during class meetings. However, because it is easier to communicate with one another when we can see each other, I encourage you to create an avatar with your photo (or a photo that represents you) and turn your video on if you are able to and comfortable doing so, especially during group work and interactive components of the course.

Reading & Assignments
All readings and assignments should be completed *prior to class.* Consult the course schedule for more info.

Accessibility
This class only works if it works for everyone and I will do my very best to make content accessible and engaging to all students regardless of learning style or ability. City Tech is committed to supporting the educational goals of students with disabilities in the areas of enrollment, academic advisement, tutoring, assistive technologies and testing accommodations. If you have or think you may have a disability or if you are ill, you may be eligible for reasonable accommodations or academic adjustments. You may also request services for temporary conditions or medical issues

under certain circumstances. If you have questions about your eligibility or would like to seek accommodation services or academic adjustments, please contact the Center for Student Accessibility http://www.citytech.cuny.edu/accessibility/

Plagiarism & Academic Integrity
Attempts to pass off others work as your own will result in an automatic failing grade for the course. Academic dishonesty is strictly prohibited by The City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion.
http://www.citytech.cuny.edu/academics/docs/academic_integrity_policy.pdf

Resources for Students

Mental Health Services & Emergency Assistance
The City Tech Counseling Services Center offers free confidential counseling to help students with personal and academic concerns that can interfere with success in college. You can reach professional counselors via phone, email, or zoom office hours:
http://www.citytech.cuny.edu/counseling/

The Counseling Services Center has also compiled a list of services to support students who need access to food, housing, health care, and more. Counselors can also offer referrals to students for services not listed here. In some emergency circumstances, students may qualify for financial assistance through the student emergency relief fund.

Technology Loans, Software, & Tech Help
City Tech can lend you a laptop and / or hotspot if you don't have a device or stable WiFi access at home. Visit: https://www.citytech.cuny.edu/loaner/

Software available to all students including Adobe Creative Cloud, Dropbox, and Microsoft Office are listed here along with tech support resources: http://www.citytech.cuny.edu/virtual/technology-services-student.aspx

If you need help with technology like your CUNYFirst or Blackboard Account or your City Tech email, contact the Student Help Desk: StudentHelpDesk@citytech.cuny.edu

Writing Help
City Tech has virtual writing help available by appointment. Write to CityTechWritingCenter@gmail.com to schedule an appointment with a writing tutor.

Financial Aid Counseling
If you need help with financial aid applications or have questions about tuition and aid edibility for upcoming semesters, visit the financial aid office website where you'll find resources and information about zoom office hours for financial aid counseling.

Academic Advisement
After their first semester, City Tech students need to meet with an academic advisor every semester before registering for classes. Check the Academic Calendar for important registration deadlines and find out more about virtual advisement in your academic department: http://www.citytech.cuny.edu/advisement/virtual-advisors.aspx

Library Services
We'll be learning a lot about research this semester but if you need help with research for another course, the City Tech Library offers online tutorials, research guides, and a 24X7 "Ask a Librarian" chat service. Follow us on Twitter and Instagram @citytechlibrary for info about upcoming workshops and more.

Student Life & Development
The Office of Student Life & Development offers opportunities for students to connect socially, build professional networks, and get involved in campus life including clubs and student government. Their Instagram feed is one of the best ways to stay in the loop about everything happening on campus: @citytechsld

Course Schedule and Topics *A complete schedule with assignments, readings, dates, and links

is available on Blackboard

Week 1: Information habits & habitats

Week 2: Information lifecycles & media

Week 3: Information, labor, & reality

Week 4: Censorship, activism, & free speech

Week 5: Alternative media: zines, underground newspapers, etc.

Week 6: Privacy & surveillance

Week 7: Data, images, & persuasion

Week 8: Authority & neutrality

Week 9: Copyright & fair use

Week 10: Algorithmic bias, ethics, & consent

Week 11: Access & equity

Week 12: Libraries & possibility

Week 13: Group project work

Week 14: Group project work

Week 15: Student showcase