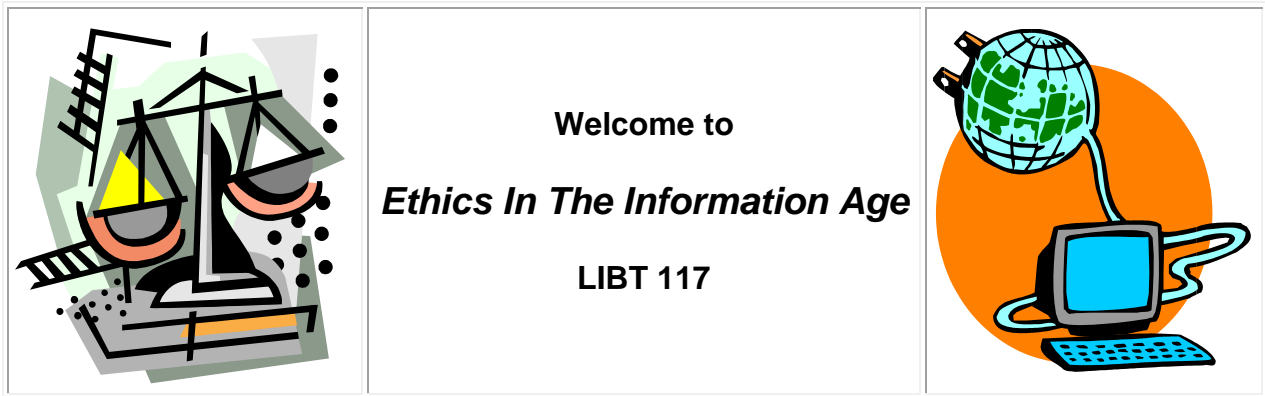


Print a copy of this letter for your records.
Course begins October 17th



May 1, 2011

Dear Student,

Welcome to Library/Information Technology Online at Cuesta College! I will be your instructor in the upcoming online version of *Ethics in the Information Age*. If you want to see a detailed professional vita for me please click on the following link: [Instructor's Resume](#). This letter is to inform you of some important details prior to the beginning of the Fall 2009 online class. Please read these pages carefully!

In the past students in this course have included Library Technology students, Web Development Technologies students, students interested in the subject and students who desperately needed one more unit. The class tends to fill quickly.

This course is designed to be a group learning experience. It is NOT an independent study exercise. All students are expected to contribute to weekly discussions and to be active participants in their team project. Unless you contribute to the learning of the entire class you will not do well in this class.

Class Requirements

As you already know, you need to have an e-mail account and access to the World Wide Web. The required textbook for the course will be:

Spinello, Richard, *CYBERETHICS: Morality and Law in Cyberspace*. 4th Edition, Sudbury, MA: Jones and Bartlett, 2010.

Some material will also be required from:

Fourie, Denise K., and David R. Dowell, *Libraries in the Information Age: An Introduction and Career Exploration* Second Edition. Littleton, CO: Libraries Unlimited, 2009.

If you are taking other courses in the Library/Information Technology curriculum here at Cuesta, you probably will be purchasing this book. It also will be available for 2 hour, in library use only at both the SLO and NCC Libraries.

The content of this course is constantly changing. As the frontiers of the World Wide Web shift through cyberspace new topics emerge to serve as the basis for discussing the age-old conflicts between:

The right to know;
The right to privacy;
The right to own and profit from intellectual property; and
The right to protect our children and our nation.

In order to include late developing issues, the final syllabus for the course will be distributed to you in early October.

Computer Requirements

The following equipment and software are required for this class:

- A working e-mail account;
- Access to the World Wide Web—a broadband connection (DSL or cable) is strongly recommended;
- Web Browser: click either [Mozilla Firefox](#) OR [Microsoft Internet Explorer](#) for a free download if you are unsure if you have a recent version;
- Adobe Reader plug in. This is a free plug in that enables you to display the course readings. If you do not already have this plug in, you can download it at: [Adobe Reader](#).
- Word processing software capable of saving files in rich text format (.rtf files). *Word* or *WordPerfect* are among the programs that meet this criteria; and
- Basic computer experience.

Mandatory Meeting

There is **no** mandatory class meeting for this course. It is a **late start course beginning on October 17th**. The course will be delivered using *Blackboard*. A few days before the beginning of the course enrolled students will be e-mailed a URL, an ID and a password needed to gain access to the course site. An orientation quiz and a short writing assignment will be **due on October 20th**. **If these assignments are not completed on time, you will be subject to be dropped from the course so that any students on the wait list can be accommodated.**

Course Requirements

Grades will be based on the following:

- One short introductory essay;
- Several weekly quizzes;
- Contributions to weekly online discussions;
- A major group project; and
- A final exam.

Although this is a one unit course, due to its compressed nature you can plan on spending a **minimum** of six hours a week on course work. You cannot be successful in the course unless you log into the course site approximately every other day—particularly during the first few weeks when your project team is getting organized. The team project can be a great experience or your worst nightmare. If all team members do their fair share, it can be an enjoyable activity. Therefore it is important for **every** team member to communicate regularly and effectively with others in the group.

Final Examination

The final exam will be composed of questions from the weekly quizzes and essay questions based on the topics covered by the group projects. Each group is responsible for helping the class prepare for the final exam by concisely and thoroughly covering one topic of major concern. The group projects will be posted in time for all to use them in preparing for the exam.

Those of you who live within 50 miles of the campus will be expected to take your final examination on campus on **December 12th from 6:00 to 8:00 PM. For those of you out of the San Luis Obispo County area, you must find a monitor**, acceptable to me, who will agree to administer your exam. It will be taken online so a computer with a reliable Internet connection needs to be available. Many librarians and other educators may be willing to help you in this way.

Your E-mail Responsibility

You are responsible for checking your Cuesta email account periodically after you enroll and before the class begins. You will be given choices if you respond quickly—on a first come, first served basis. This will be the way I will give you instructions on how to get into the class site. After the class officially begins, we will use the email function within *Blackboard.com*. My e-mail address until the class begins is DDowell@cuesta.edu. Put **LIBT 117** in the subject block and the email will receive priority attention.

Helpful Hints

If you have not taken an online class before, you should consider enrolling in *DIST 101*. It is a 0.5 unit class in which students can explore whether online learning is for them. It also allows students to develop some of the technology skills that will be useful in any online course. Sections of this course are being offered both in Summer and again during the first three weeks of Fall 2009. It is completely online.

If you are a student with a verified disability, please notify the instructor of your needs for accommodations as soon as possible. Authorized accommodations and alternative media will be provided as appropriate.

If you have any further questions prior to the first day of class, please feel free to e-mail me.

Sincerely,

David R. Dowell

David R. Dowell, Ph.D.
Instructor