Syllabus
INFO 4223/SLIS 5223
Metadata and Networked Information Organization and Retrieval (I)
Fall 2014

(last updated August 23, 2014)

See the *Semester Schedule* for
complete listing of Course Topics, Activities, and Due Dates

CONTACT INFORMATION

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COURSE DESCRIPTION

1. Catalog Description

INFO 4223/SLIS 5223: Metadata and Networked Information Organization and Retrieval (I). 3 credit hours. Representation, organization and retrieval of networked information resources (NIR) using various forms of metadata. Examination and evaluation of key metadata schemes for representing and organizing NIR. Identification and use of metadata creation tools to build and manage metadata repositories. Explore implications for retrieval of NIR through search engines that exploit metadata.

2. Additional Description

This course investigates the representation, organization, and retrieval of networked information resources (NIR) using various forms of metadata. Students will examine, analyze, and evaluate key metadata schemes and their use in actual projects for representing and organizing NIR. Course activities include hands-on use and evaluation of metadata schemes and creation tools.

[1] Use the Blackboard Learn Discussions and Messages tools for all course-related communication. Use Internet email when our Blackboard Learn course site is not accessible.
[2] Email is a preferred mode of communication.

3. Goals and Objectives

The primary **goals** for this course are for students to:

- Understand what metadata is and how it is used to represent, organize, manage, and provide access to networked information resources.
- Become competent in tools used for creating, storing, and accessing metadata.
- Learn how to create descriptive metadata in various metadata formats.
- Be able to evaluate the use of one or more metadata schemes for a collection of networked information resources.

By the end of the course, students will have accomplished these **objectives**:

- Know and understand the key metadata schemes, their strengths and weaknesses, and their uses.
- Master creation of metadata records in some of the major metadata schemes.
- Master the use of one or more tools and technologies for metadata creation.

4. Prerequisites

The official prerequisite for INFO 4223 / SLIS 5223 is a UNT course SLIS 4200 / 5200 Introduction to Information Organization, an equivalent course, or consent of instructor. The instructor strongly recommends (but does not require) additional prerequisites: SLIS 4210 / 5210, SLIS 5740 (can be taken concurrently with INFO 4223 / SLIS5223).

5. Course Format

This is a fully online course. All course interaction will occur via Blackboard Learn, UNT's online learning management system. The online learning management system course site provides a central focus for class communications, online course materials, and learning modules. Students will need web access to use the learning management system. Students must be able to work independently and in project teams. For registered students, the Blackboard Learn course site will be accessible starting on the morning of the first class day of the semester. Post to the site's ***Discussions*** *area* your questions, responses to questions, and comments about course content and technologies. The instructor and TAs will read site postings several times a week and respond as appropriate.

COURSE REQUIREMENTS

1. Effort Expected

Students can expect to work approximately 3 to 4 hours per week for each credit hour. This is a 3-credit course, and students should plan to spend approximately 9 to 12 hours a week for readings, assignments, online activities, learning software, etc. By maintaining this level of effort throughout the semester, students are likely to be successful in the course. In addition, this effort will help students develop full comprehension of the subject matter.

2. Course Meetings and Communication Protocol

Students are required to attend at least three of the weekly online class meetings that will be held on Wednesdays from 7:30 pm to 9:30 pm Central Time, starting the first week of the semester. Participation in the first and last class meeting is required.

Students should check the course site regularly – at least several times a week, if not daily, for announcements, messages and discussions postings. Students are responsible for reading all posted materials.

3. Technology

Students should have substantial computer experience.

Reliable Internet access is required. It is recommended to have at least two different web browsers installed on your computer. Browsers may interact differently with different web resources so you will be able to try an alternative browser when having problems. Therefore, please make sure you have the following installed on your computer for this class:

- Firefox (note that Firefox has blocked older unsecure Java versions; if you have this problem, to get Java working again, see http://support.mozilla.org/en-US/kb/update-and-unblock-java).
- Internet Explorer (Safari for Mac OS)

For more details you may check this page: Browser Support for Blackboard Learn Release 9.1, Service Pack 13:

https://help.blackboard.com/en-us/Learn/9.1_SP_12_and_SP_13/Student/040_Browser_Support_for_SP_13

You may also try other versions of the listed browsers – they are usually working well.

It may be necessary to upgrade your computer system to work well with the Blackboard Learn system, and high-speed Internet access is recommended. In addition to computer hardware running Microsoft Windows as an operating system, you will need MS Word and MS PowerPoint, or be able to submit documents in .doc / .docx and .ppt / .pptx formats.

For one of the assignments we will provide you with and you will be using free text editor NoteTab Light with the set of custom prepackaged plugins. This editor will need to be run on Microsoft Windows operating system.

Mac users may use various solutions for running Windows applications on the Mac operating system. We will provide a tutorial for one of the solutions that worked in the past semesters. However, we do not provide official support or troubleshooting of these solutions for Mac and highly recommend having access to MS Windows operating system.

To access course materials, you must have the latest version of Adobe Acrobat Reader or any other alternative reader of PDF files on your system. Adobe Acrobat Reader is free. To download, go to http://get.adobe.com/reader/.

Students will also need speakers (or headphones) in weekly class meetings. Students will need a microphone to make a presentation during one of the weekly class meetings.

4. Readings

There is no required textbook for this course. However, there are course learning modules (online lectures) and required associated external readings. Learning modules are organized by Topics and are available via the ***Learning Modules*** folder. The readings are from the scholarly and professional literature. Almost all of these required readings are available online. In addition, the course teaching team has put together a ***Metadata Resources List*** document that includes resources beyond the required readings. Students are expected to go beyond the required readings as part of their fulfillment of course requirements and assignments.

5. Assignments and Participation

You will have to complete four assignments and participate in the class meetings. Details about each of these assignments are contained in the documents in the ***Assignments Information*** folder on the course site.

Metadata Research Presentation

This assignment will give you an opportunity to develop a deeper understanding of the fundamental concepts, metadata schemes, current technologies, and projects related to metadata. You will report the results of your research in an online live presentation (PowerPoint) on the assigned topic in GoToTraning service that we will use for the weekly online meetings (chats). The assignment is worth 25% of the final course grade.

Portal to Texas History Metadata Exercise

This will be a real-life individual hands-on exercise on creating metadata for a small set of digital objects using a single metadata scheme. The objects are part of one of the Portal to Texas History collections . You will be provided with detailed input rules for metadata creators for the collection. You will be able to log in, view the objects that need metadata records, review the input rules, create records, and finally make records accessible to the users. As a deliverable for this exercise you will submit a document containing links to the completed records. The assignment is worth 15% of the final course grade.

Creating Metadata Records Project

This assignment will be in a form of a group project. The project will require creating metadata records for a set of information resources using several major metadata schemes. You will produce complete metadata records for assigned set of information resources, plus a write-up with your reflections on the work of creating the records. Additionally, you will give a group presentation in GoToTraning service. The assignment is worth 30% of the final course grade.

Learning Modules Discussion Assignment

This assignment will provide you with the opportunity to contemplate on the issues covered in required readings (both the online learning modules and the external readings linked off of the learning modules) and answer questions based on your understanding of these readings. For each of the learning modules, you will have one or more questions to think about. As we progress through the semester, you will be required to post to discussion board your answer to one question for each learning module. This will result in a set of 8 answers, which is worth 16% of the final course grade.

Participation

Participation is a requirement in this class, and constitutes 14% of the final course grade. Participation includes:

- a post to ***Who I Am*** discussion forum during the first week of the semester (1% of the final course grade);
- participation in discussions on Creating Metadata Records Project group discussion forum (8% of the final course grade);
- participation in weekly online class meetings (5% of the final course grade); this includes in-class exercises and discussions of fellow students' presentations; if a student had a valid reason and could not attend the meeting he/she is required to review the recorded archive.

Blackboard Learn enables instructors to electronically track the times of students' first and last logins, number of postings, and visits to certain areas. This information may be used in determining students' grades for course participation.

6. Style Manuals

In written reports, students are required to cite sources according to the format rules in the APA style manual:

American Psychological Association. (2009). *Publication Manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.

Style manuals are available in the reference sections of university bookstores, many mainstream bookstores, and university libraries. Excerpts and examples from APA Publication Manual are also available online at:

- Cornell University Library website, http://www.library.cornell.edu/resrch/citmanage/apa
- Purdue Online Writing Lab, http://owl.english.purdue.edu/owl/resource/560/01

GRADING

1. Grade Distribution

Eighty six percent of the final course grade will be based on the four major assignments. Additional 14% of the final course grade will be earned through course participation.

Component	% of Grade
Metadata Research Presentation	25%
Portal to Texas History Metadata Exercise	15%
Creating Metadata Records Project	30%
Learning Modules Discussion Posts	16%
Participation	14%
Extra credit (optional participation in a digital repository research study, a metadata change evaluation, or in metadata creation project)	*2% each (for a total of up to 6%)*

Grades indicate the degree to which a student completes assignments according to stated requirements. Grades are determined on a 100-point scale, where

- 90-100 points = A
- 80-89 = B
- 70-79 = C
- 60-69 = D
- 59 and below = F.

The grade of A signifies superior work beyond basic requirements, B signifies adequate work in response to the requirements, and C signifies that work does not meet the basic requirements. Both the substantive content of written reports and the quality of the writing will be considered. Substantive content includes completeness and adherence to the assignment, knowledge of appropriate concepts, strong supporting material, and reasonable conclusions or solutions. Quality of writing covers organization and clarity of expression, appropriate use of references, and correct grammar, punctuation, and spelling. References must be made in APA style 6th edition (see above). Up to one-half grade (i.e. up to 5 points out of 100) will be deducted for inaccurate references**.**

2. Due Dates

To facilitate timely grading, all assignments must be submitted on time. One-half grade (i.e., 5 points out of 100) will be deducted for each day an assignment is late (i.e., not submitted by the date/time specified). For example, for an assignment that would earn a grade of 98/100 (A+) if submitted on-time the grade will be reduced to 78/100 (C+) if the assignment is submitted 4 days after the due date (98 - 5 X 4 = 78). An exception can be made if a student absolutely cannot meet the deadline AND notifies the instructor before the due date.

3. Extra credit

We will suggest you to participate in a research study related to metadata and digital repositories. You will receive an extra academic credit (2%) as a compensation for your participation in each of the studies. If you decide not to participate in this research study but would like to receive an extra credit you can complete an alternative assignment: evaluation of change in metadata records, or participation in the UNT Digital Libraries Metadata Day metadata creation project.

A student who is having trouble with regular assignments is strongly encouraged to contact the instructor as early as possible for personal advising.

IMPORTANT POLICIES

1. Grade of Incomplete

The UNT Graduate Catalog describes and explains grading policies. The UNT Registrar office website (http://registrar.unt.edu/grades/incompletes) explains UNT policy regarding a grade of Incomplete.

2. Withdrawal

The UNT Graduate Catalog describes and explains withdrawal policies and deadlines. The UNT Registration Guide (http://registrar.unt.edu/registration/fall-registration-guide) lists specific deadlines regarding withdrawal (http://registrar.unt.edu/registration/withdrawing-semester).

October 3, 2014, is the last day to withdraw from a course with an automatic grade of Withdraw (W).

November 21, 2014, is the last day to drop a course with a grade of Withdraw (W) or Withdraw-Failing (WF). A grade of W or WF must be decided by instructor depending on a student's attendance record and grade earned.

Please note that a student who simply stops attending class and does not file a withdrawal form may receive a final course grade of F (Fail).

3. Acceptable Student Behavior

Students are expected to be engaged with the course throughout the semester. Instructors will be available by appointment, and online via the learning management system.

If students are assigned to work in groups for an assignment, they are to rely on each other to meet deadlines and do their fair share of the work. A student who is falling behind or intends to withdraw from the course is expected to inform his/her teammates as soon as possible so they can work out alternatives.

In class discussions and group assignments, both onsite and online, students are expected to demonstrate professional behavior. This means interacting in a supportive and tactful manner based on mutual respect for each other's ideas and approaches.

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom,

labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at https://deanofstudents.unt.edu/conduct

4. Academic Misconduct

Academic misconduct includes cheating, plagiarism and other unethical and illegal activities. Penalties range from reducing the grade for a test or assignment to revoking an academic degree already granted. Specific policies, penalties, and the appeals process are explained in UNT's Code of Student Conduct and Discipline, Graduate Catalog, and the Policy Manual, all of which are available online, as well as in the Department of Library and Information Sciences (LIS) Academic Misconduct Policy. A copy of Department's Academic Misconduct Policy is available in the Syllabus and Schedule section of the course content page. The instructor of this course abides by and enforces the LIS and UNT policies on academic misconduct. Students should be particularly aware of the risks of plagiarism.

Plagiarism

The instructor has a zero tolerance policy for plagiarism. Plagiarism is a serious violation of the policies of University of North Texas and the Department of Library and Information Sciences. The instructor assumes you have read and understood the UNT's Student Standards of Academic Integrity Policy (http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf)

Penalties for Plagiarism

Plagiarism is illegal, unethical, and unacceptable. Any instances of plagiarism in student work will result in the following penalties:

- First offense: Final course grade reduced by one complete grade (e.g., if a student otherwise earns a B in the course, the grade is reduced to C).
- Second offense: Final course grade reduced to F (Fail).

Any instance of plagiarism is also reported to the Center for Student Rights and Responsibilities, which can impose additional penalties including suspension from UNT.

5. Disability Accommodation

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional

information see the Office of Disability Accommodation website at http://disability.unt.edu/. You may also contact them by phone at (940) 565-4323.

6. Important Notice for International Students on F-1 Visa

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website at http://www.ecfr.gov. The specific portion concerning distance education courses is located at "Title 8 CFR 214.2 Paragraph (f)(6)(i)(G) and can be found buried within this document:

> http://www.uscis.gov/ilink/docView/SLB/HTML/SLB/0-0-0-1/0-0-0-11261/0-0-0-17197/0-0-0-17636.html

The paragraph (f)(6)(i)(G) reads:

> (G) For F1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

1. Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
2. Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Advising Office (telephone (940) 565-2195 or email international@unt.edu) to get clarification before the one-week deadline.