# INFO 5224: *Metadata for Information Organization and Retrieval II (a.k.a. Advanced Topics in Metadata)*
# Course Syllabus & Schedule – Summer 2016 (5W2, July 11-August 13, last day of classes August 11)

## Syllabus (last updated July 9, 2016)

## Contact Information

| **Instructor** | **Dr. Oksana L. Zavalina** |
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| Office hours | By appointment – arrange via email: face-to-face at UNT Discovery Park E298G or online in Dr. Zavalina's GoToMeeting https://www.gotomeet.me/DrZavalina_IISPhDProgram |
| Email | Oksana.Zavalina@unt.edu |
| Phone/Voicemail [1] | (940) 565-3776 |
| Fax | (940) 369-7898 |

## Meetings Information

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| Meeting Frequency | weekly |
| Meeting duration | 2 hours |
| Meeting location | online via GoToTraining |
| Meeting day of the week and time | To be determined through Meeting Time Survey (due July 11) |

## Course Description

3 hours. Examination of current trends in metadata theory and practice. Exploration of metadata quality and interoperability and their implications for retrieval of information resources. Application and evaluation of metadata standards, element sets, and syntaxes for representing and organizing information resources in the digital environment. Exploration of digital repositories for storing objects, their associated metadata, and making those objects and metadata searchable. Analysis of metadata practices and applications in digital libraries and repositories. Pre-requisite: INFO 5223 Metadata for Networked Information Organization and Retrieval I.

## Course Objectives

By the end of the course, students should be able to:

- Understand important issues and current trends in metadata theory and practice such as role of metadata in Semantic Web; existing technologies and applications used in creation, documentation, and management of metadata; metadata quality; metadata interoperability, etc.
- Transform metadata between various metadata schemes in XML and RDF syntaxes.
- Evaluate the quality of metadata in a digital collection and develop metadata creation guidelines for special collection(s)

[1] Email is a preferred mode of communication.

- Understand how digital content management tools are used to create and apply metadata application profiles for specific user communities and types of materials

## Course Organization and Course Materials

This course is organized into 4 learning modules.

There is no textbook in this course. Each module has an online lecture and required readings that are listed in the "Reading" section of the modules. Use of the UNT library electronic resources may be necessary because some readings can be retrieved electronically.

## Assignments and Participation

- **Learning Module Discussion Assignments (12 points: 3 points for each module)**
  For each learning module, after completing the learning module lecture prepared by instructor, each student will complete one external reading listed in the lecture and post to discussion forum a summary of the reading and reaction to ideas discussed in it.
- **Linked Data Assignment (25 points)**
  In this assignment, students will learn how to apply Linked Data principles to creation of metadata describing information objects and other entities (e.g., personal and corporate names, concepts) important for information representation. Detailed description of this assignment will be distributed to students in a separate document.
- **Metadata Interoperability (Crosswalking) Assignment (25 points)**

  In this assignment, students will learn how to apply crosswalking tools to transform existing metadata records between different metadata schemes and syntaxes, including those used in the Linked Data environment. Detailed description of this assignment will be distributed to students in a separate document.
- **Metadata Evaluation and Documentation Assignment (30 points)**
  In this assignment, students will analyze quality of metadata records and will draft metadata creation guidelines intended to ensure high quality of metadata in a digital collection. Detailed description of this assignment will be distributed to students in a separate document.

- **Participation (8 points)**
  Participation includes (1) participation in the survey to determine the virtual meeting time on the first day of semester, (2) a post to ***Course Introductions*** discussion forum on the first day of semester, (3) replying to at least one fellow students' discussion post for each of the 4 learning modules discussion forums, and (4) attendance and active participation in course virtual meetings throughout the semester.

All students are expected to submit their assignments by the due date. This prevents students from getting too far behind in the course and allows the instructor to assign grades in a consistent manner.

## Assignment Submission Schedule[2]

| Assignment | Due date |
|---|---|
| Learning Module 1 (Introduction to Metadata in Semantic Web) Discussion | 07/18/2016 |
| Linked Data Assignment | 07/20/2016 |
| Learning Module 2 (Metadata Interoperability) Discussion | 07/25/2016 |
| Metadata Interoperability (Crosswalking) Assignment | 07/27/2016 |
| Learning Module 3 (Metadata Quality and Change) Discussion | 08/01/2016 |
| Metadata Evaluation and Documentation Assignment | 08/08/2016 |
| Learning Module 4 (Metadata in Digital Content Management) Discussion | 08/11/2016 |

## Grading

The UNT scale for grading is as follows:

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

## Incomplete Grade

An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. The student must arrange with the instructor to finish the course at a later date by completing specific requirements. Please refer to http://essc.unt.edu/registrar/academic-record-incomplete.html for more information.

## Withdrawal

The UNT Graduate Catalog describes and explains withdrawal policies and deadlines. The UNT Registrar's Website http://registrar.unt.edu/registration/summer-registration-guide lists specific deadlines regarding withdrawal, including the deadlines to withdraw from a course with an automatic grade of W, to withdraw with instructor-determined grade of W/WF, and to withdraw from entire semester. 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.

## UNT Americans with Disabilities Act (ADA) Compliance Statement

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 student 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

[2] See the *Detailed Semester Schedule* (pp. 4-7 of this document) for complete listing of course topics, activities, and due dates.

accommodation for every semester and must meet with each faculty member prior to implementation in each class. 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.

### UNT Acceptable Student Behavior and Academic Integrity

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. In class discussions and group assignments 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. 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

Standards of academic integrity are maintained and enforced by UNT faculty and administrative authorities. Academic dishonesty includes cheating, plagiarism and other unethical and illegal activities. The instructor of this course abides by and enforces the UNT policies on academic misconduct. 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).

The term "cheating" includes, but is not limited to

- the use of any unauthorized assistance in taking quizzes, tests or examinations;
- dependence upon the aid of sources specifically prohibited by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
- dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s)
- the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university.

The term "plagiarism" includes, but is not limited to:

- the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement;
- the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

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.

## Detailed Semester Schedule (Tentative)

**(last updated July 9, 2016)**

Dates for weeks below are from Monday through Sunday.
Note that the ***Week*** number does not always correspond with the ***Topic*** number.

| Week Dates | Course Topics | Activities | Submission deadlines |
|---|---|---|---|
| Week 1 **07/11-07/17** | **Topic 1** ***Introduction to Metadata in Semantic Web*** | • Read Getting Started.<br>• Read Topic 1 Learning Module.<br>• Review the description of the Linked Data Assignment and begin working on assignment.<br>• Participate in the first weekly class meeting in GoToTraining (day and time -- TBD through Meeting Time Survey -- will be announced Tuesday, July 12, morning). | • Complete the **Meeting Time Survey**. Due: Monday, 07/11/2016, 11:59 pm (Central Time).<br>• Post a message about yourself in the "**Course Introductions**" discussion forum. Due: Monday, 07/11/2016, 11:59 pm (Central Time). |
| Week 2 **07/18-07/24** | **Topic 2** ***Metadata Interoperability*** | • Complete reading Topic 1 Learning Module.<br>• Complete working on Linked Data Assignment.<br>• Read Topic 2 Learning Module.<br>• Review the description of the Metadata Interoperability (Crosswalking) Assignment and begin working on assignment.<br>• Participate in the weekly class meeting in GoToTraining. | • Post in the "**Learning Modules: Topic 1**" discussion forum. Due: Monday, 07/18/2016, 11:59 pm (Central Time).<br>• Submit **Linked Data Assignment** to the assignment drop-box. Due: Wednesday, 07/20/2016, 11:59 pm (Central Time). |
| Week 3 **07/25-07/31** | **Topic 3** ***Metadata Quality and Change*** | • Complete reading Topic 2 Learning Module.<br>• Complete the work on the Metadata Interoperability (Crosswalking) Assignment<br>• Read Topic 3 Learning Module.<br>• Review the description of the Metadata Evaluation (and Documentation Assignment and begin working on assignment.<br>• Participate in the weekly classmeeting in GoToTraining. | • Post in the "**Learning Modules: Topic 2**" discussion forum. Due: Monday, 07/25/2016, 11:59 pm (Central Time).<br>• Submit **Metadata Interoperability (Crosswalking) Assignment** to the assignment drop-box. Due: Wednesday, 07/27/2016, 11:59 pm (Central Time). |
| Week 4 **08/01-08/07** | **Topic 4 Metadata in Digital Content Management** | • Complete reading Topic 3 Learning Module.<br>• Complete the work on the Metadata Evaluation and Documentation Assignment<br>• Read Topic 4 Learning Module.<br>• Participate in the weekly class | • Post in the "**Learning Modules: Topic 3**" discussion forum. Due: Monday, 08/01/2016, 11:59 pm (Central Time).<br>• Submit **Metadata Evaluation and Documentation** |

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| | | meeting in GoToTraining. | **Assignment** to the assignment drop-box. Due: Monday, 08/08/2016, 11:59 pm (Central Time). |
| Week 5 **08/08-08/13** | **Semester wrap-up and student presentations** | • Complete reading Topic 4 Learning Module.<br>• Participate in the weekly class meeting in GoToTraining. | Post in the "**Learning Modules: Topic 4**" discussion forum. Due: Thursday, 08/11/2016, 11:59 pm (Central Time). |