

INFO 4223 Introduction to Metadata

SYLLABUS (Summer 10W 2018)

Last updated April 24, 2018

This document (section 2.6) also includes the *Course Schedule* which contains complete listing of course topics and activities, along with due dates

CONTACT INFORMATION: Course Teaching Team

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Office hours:	By appointment – arrange via email (see above): face-to-face at UNT Discovery Park E298G or online in Dr. Zavalina's GoToMeeting https://www.gotomeet.me/DrZavalina_IISPhDProgram

Course Meetings

Meeting Regularity:	6 required meetings per semester (weeks 1,2,4,6,8, and 10)
Meeting Location:	Online through GoToTraining application
Meeting Duration:	2 hours
Meeting Time:	To be determined through Meeting Time Survey (due on the 1st day of semester)

1. COURSE DESCRIPTION

1.1. Course Description

Introduction to representation and organization of different kinds of information resources using various forms of metadata. Introduction to examination and use of key metadata schemes, data and content standards, and tools for representing and organizing information resources in the digital environment.

1.2. Course Student Learning Outcomes (SLOs)

By the end of the course, students will:

- Understand what metadata is and how it is used to represent, organize, manage, and provide access to networked information resources.
- Understand the components – structure, elements, syntax, and semantics – of metadata scheme.

- Gain knowledge of key item-level metadata schemes and their uses.
- Learn to create and evaluate item-level metadata in Dublin Core and MODS metadata schemes, in XML syntax.

1.3. Prerequisites

The prerequisite for INFO 4223 is the UNT course INFO 4203 Indexing and Abstracting or equivalent information organization course from another university (such a course can be taken in the same semester with INFO 4223), or consent of instructor.

1.4. Course Format

This is a fully online course with regular synchronous course meetings. Most course interaction will occur via GoToTraining (where the weekly course meetings will be held) and Blackboard Learn course site which provides a central focus for online course materials and class communications. For registered students, the Blackboard Learn course site is accessible starting on the morning of the first day of the semester.

1.5. Course Organization

This course is organized into the following **5** learning modules (each module contains required readings and instructor's presentation, as well as an exercise):

1. Metadata Basics
2. Major Metadata Schemes: Dublin Core
3. Major Metadata Schemes: MODS
4. Representation of Metadata in XML
5. Metadata Quality Considerations.

2. COURSE REQUIREMENTS

2.1. Effort Expected

For a 3-credit-hour course offered in a long semester (Fall or Spring), students should plan to spend approximately 9 hours a week (or 3 hours per week for each credit hour) for 16 weeks on readings, assignments, online activities, learning software, etc. **Because Summer 10 Week semester is significantly shorter than normal long semester, students taking a 3-credit-hour course in Summer 10 Week semester should plan to spend approximately 15 hours a week on 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.

2.2. Course Meetings and Communication Protocol

Students are expected to attend **six (6)** online class meetings to be held on **in Weeks 1, 2, 4, 6, 8, and 10** of the semester. **Exact week day and time of these meetings will be determined through the Meeting Time Survey (due on the 1st day of semester).** See the semester schedule (section 2.6 of this document) for details.

Students are required to promptly (within 24 hours after the end of the meeting) review posted meeting materials for each of the missed course meetings. Students are responsible for reading all posted materials and should check the course site regularly (at least several times a week), for announcements, messages, course materials, and discussions postings.

During regular class meeting times in **weeks 3,5,7, and 9** students are expected to work independently on course assignments, readings, etc.

2.3. Technology

Students should have substantial computer experience.

Reliable and high-speed Internet access is required. Because browsers may interact differently with different web resources, it is strongly recommended to have at least **two different web browsers** installed on your computer. Please make sure you have the following installed:

- 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 or Safari for Mac OS.

For more details on browser support you may check this page:

https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support. 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. In addition, you will need MS Word or equivalent, and should be able to submit documents in .doc / .docx formats.

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.

2.4. Readings

There is no required textbook for this course. However, there are other required readings provided via the course site free of charge for registered students). These required readings are of two types:

- Articles from scholarly and professional literature and relevant standards (included in the course site for each learning module).
- Slides presented by instructor during class meetings and posted for student review after the end of each meeting.

2.5. Assignments and Participation

You will have to complete several 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.

Learning Module Discussion: For each learning module, students will complete the online readings and post to discussion forums their reaction to readings. This assignment is worth a total of **10%** of semester grade (**2%** for each learning module).

Learning Module Practical Exercises: For each learning module, students will complete a practical exercise. These practical exercises are worth between **15%** and **18%** of semester grade each. Please see below for description of practical exercises.

- **Metadata Building Blocks Exercise:** In this practical exercise, students will learn about components of a metadata scheme. This assignment is worth **15%** of semester grade. Detailed instructions on how to complete this assignment will be posted in a separate assignment instructions document.
- **Dublin Core Metadata Exercise:** In this practical exercise, students will learn to create Dublin Core metadata. This assignment is worth **15%** of semester grade. Detailed instructions on how to complete this assignment will be posted in a separate assignment instructions document.
- **MODS Metadata Exercise:** In this practical exercise, students will learn to create MODS metadata. This assignment is worth **15%** of semester grade. Detailed instructions on how to complete this assignment will be posted in a separate assignment instructions document.
- **Metadata in XML Exercise:** In this practical exercise, students will learn to represent Dublin Core and MODS metadata in XML syntax. This assignment is worth **18%** of semester grade. Detailed instructions on how to complete this assignment will be posted in a separate assignment instructions document.
- **Metadata Quality Exercise:** In this practical exercise, students will learn to evaluate the quality of metadata records. This assignment is worth **15%** of semester grade. Detailed instructions on how to complete this assignment will be posted in a separate assignment instructions document.

Participation: This activity constitutes **12%** of the final course grade and includes:

- Completion of the **Meeting Time Survey on the first day of semester & Zip Code Survey** by the deadline specified in semester schedule
- A post to **Course Introductions** discussion forum on the first day of semester
- Completion of a **Syllabus Quiz** by the deadline specified in semester schedule
- Participation in **online class meetings** in GoToTraining.

Blackboard Learn and GoToTraining enable the teaching team to electronically track the times of students' first and last logins, number of postings, and visits to certain areas.

All students are expected to submit their assignments by the due date. This prevents students from getting too far behind in the course. **Please consult sections 2.7 and 2.8 of this document for details on due dates and assignment grading.**

2.6. Course Schedule

Weeks ¹	Activities	Submission deadlines
Week 1 June 4-10, 2018	<ul style="list-style-type: none"> • Attend 1st class meeting in GoToTraining (TBD through meeting time survey) • Read Topic 1 Learning Module (Metadata Basics) required readings and review instructor's presentation for Topic 1. • Work on the Metadata Building Blocks Exercise. 	<ul style="list-style-type: none"> • Complete the "Meeting Time Survey" discussion forum. Due: Monday, June 4, 11:55 pm (US Central Time). • Post a message about yourself in the "Course Introductions" discussion forum. Due: Wednesday, June 6, 11:55 pm (US Central Time). • Register in GoToTraining for the course meetings: https://attendee.gototraining.com/r/9007451433204299522. Due: Tuesday, June 5, 12:00 pm noon (US Central Time). • Complete the "Syllabus Quiz". Due: Tuesday, June 5, 11:55 pm (US Central Time).
Week 2 June 11-17, 2018	<ul style="list-style-type: none"> • Complete reading Topic 1 Learning Module (Metadata Basics) required readings and review instructor's presentation for Topic 1. • Complete the work on the Metadata Building Blocks Exercise. • Attend 2nd class meeting in GoToTraining (TBD through meeting time survey) 	<ul style="list-style-type: none"> • Post in the "Learning Modules: Topic 1" discussion forum. Due: Tuesday, June 12, 11:55 pm (US Central Time). • Submit Metadata Building Blocks Exercise to the assignment drop-box. Due: Thursday, June 14, 11:55 pm (US Central Time).
Week 3 June 18-24, 2018	<ul style="list-style-type: none"> • Read Topic 2 Learning Module (Major Metadata Schemes: Dublin Core) online readings and review instructor's presentation for Topic 2. • Work on the Dublin Core Metadata Exercise. 	<ul style="list-style-type: none"> • Post in the "Learning Modules: Topic 2" discussion forum. Due: Sunday, June 24, 11:55 pm (US Central Time).
Week 4 June 25-July 1, 2018	<ul style="list-style-type: none"> • Complete the work on the Dublin Core Metadata Exercise. • Attend 3rd class meeting in GoToTraining (TBD through meeting time survey) 	<ul style="list-style-type: none"> • Submit Dublin Core Metadata Exercise to the assignment drop-box. Due: Friday, June 29, 11:55 pm (US Central Time).

¹ Dates for weeks below are from Monday through Sunday.

Week 5 July 2-8, 2018	<ul style="list-style-type: none"> Read Topic 3 Learning Module (Major Metadata Schemes: MODS) online readings and review instructor's presentation for Topic 3. Work on the MODS Metadata Exercise. 	<ul style="list-style-type: none"> Post in the "Learning Modules: Topic 3" discussion forum. Due: Friday, July 6, 11:55 pm (US Central Time).
Week 6 July 9-15, 2018	<ul style="list-style-type: none"> Complete the work on the MODS Metadata Exercise. Attend 4th class meeting in GoToTraining (TBD through meeting time survey) 	<ul style="list-style-type: none"> Submit MODS Metadata Exercise to the assignment drop-box. Due: Sunday, July 15, 11:55 pm (US Central Time).
Week 7 July 16-22, 2018	<ul style="list-style-type: none"> Read Topic 4 Learning Module (Representation of Metadata in XML) online readings and review instructor's presentation for Topic 4. Work on the Metadata in XML Exercise. 	<ul style="list-style-type: none"> Post in the "Learning Modules: Topic 4" discussion forum. Due: Friday, July 20, 11:55 pm (US Central Time).
Week 8 July 23-29, 2018	<ul style="list-style-type: none"> Complete the work on the Metadata in XML Exercise. Attend 5th class meeting in GoToTraining (TBD through meeting time survey) 	<ul style="list-style-type: none"> Submit Metadata in XML Exercise to the assignment drop-box. Due: Sunday, July 29, 11:55 pm (US Central Time).
Week 9 July 30- August 5, 2018	<ul style="list-style-type: none"> Read Topic 5 Learning Module (Metadata Quality Considerations) online readings and review instructor's presentation for Topic 5. Work on the Metadata Quality Exercise. 	<ul style="list-style-type: none"> Post in the "Learning Modules: Topic 5" discussion forum. Due: Friday, August 3, 11:55 pm (US Central Time).
Week 10 August 6-10, 2018	<ul style="list-style-type: none"> Complete the work on the Metadata Quality Exercise. Attend 6th (final) class meeting in GoToTraining (TBD through meeting time survey) 	<ul style="list-style-type: none"> Submit Course Evaluation Survey (SPOT). Due: Thursday, August 9, 11:55 pm (US Central Time). Submit Metadata Quality Exercise to the assignment drop-box. Due: Friday, August 10, 12:00 pm NOON (US Central Time).

2.7. Due Dates

To facilitate timely grading, **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% (A+) if submitted on-time, the grade will be reduced to 78% (C+) if the assignment is submitted 4 days after the due date ($98 - 5 \times 4 = 78$). An exception can be made if a student absolutely cannot meet the deadline AND notifies the course teaching team **before** the due date.

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

2.8. Assignment Grades and Course Grades

Grades indicate the degree to which a student completes assignments according to stated requirements. Grades for assignments, as well as semester grade are determined on a 100-point scale, where:

90-100 points = A	80-89 points = B	70-79 points = C
60-69 points = D	59 points 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 requirements, 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.

2.9. UNT Course Evaluations

The purpose of the UNT Course Evaluations is to produce valid scores for measuring teaching effectiveness and quality of the course. The intent is that the scores can be applied to a continuous improvement of the courses. Your feedback on the course is very important and highly appreciated. Please make sure to complete the UNT Course Evaluations survey for INFO 4223 at the end of semester. The survey for the course will be available at this website <https://unt.iasystem.org/survey> for approximately two weeks in the last third of the semester. The direct link to the INFO 4223 UNT Course Evaluations survey will be sent to each student's UNT email address in email from organization that administers survey. Participation in this survey is highly encouraged by the teaching team and an extra credit (**2%** of semester grade) is given to everyone in the class if the overall response rate reaches at least **80%** of students.

3. IMPORTANT UNT POLICIES

3.1. 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. In addition, the UNT Registration Guide on UNT Registrar Office's website,

(<http://registrar.unt.edu/registration/fall-registration-guide> for Fall semesters, <http://registrar.unt.edu/registration/spring-registration-guide> for Spring semesters, and <http://registrar.unt.edu/registration/summer-5w1-10w-and-8w2-sessions> for 10W Summer semester lists specific deadlines regarding the grade of Incomplete. A grade of Incomplete will be given only for a justifiable reason and only if the student is passing the course as of the date when a grade of Incomplete is requested. The student is responsible for contacting the instructor to request a grade of Incomplete and discuss requirements for completing the course. If a grade of Incomplete (I) is not removed within the time frame agreed to by instructor and student, the student may be assigned a grade of Fail (F).

Please note that **a student who simply stops attending class may receive a final course grade of F (Fail)**.

3.2. Withdrawal

The UNT Graduate Catalog describes and explains withdrawal policies and deadlines. The UNT Registration Guide (<http://registrar.unt.edu/registration/fall-registration-guide> for Fall semesters, <http://registrar.unt.edu/registration/spring-registration-guide> for Spring semesters, and <http://registrar.unt.edu/registration/summer-registration-guide> for Summer semesters) lists specific deadlines regarding withdrawal (<http://registrar.unt.edu/registration/withdrawing-semester>), in particular:

- the last day to withdraw from a course with an automatic grade of Withdraw (W);
- the last day to drop a course with a grade of Withdraw (W) or Withdraw-Failing (WF) when 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)**.

3.3. Acceptable Student Behavior

Students are expected to be engaged with the course throughout the semester. Teaching team members 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>.

3.4. 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. The instructor of this course abides by and enforces the UNT policies on academic misconduct. Students should be particularly aware of the risks of plagiarism.

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;
- 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.

Plagiarism

UNT instructors have a **zero-tolerance policy for plagiarism**. Plagiarism is a serious violation of the UNT policies. 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.

3.5. Sexual Discrimination, Harassment, & Assault

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please

know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT's Dean of Students' website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources_0. Renee LeClaire McNamara is UNT's Student Advocate and she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students' office at 940-565-2648. You are not alone. We are here to help.

3.6. 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.

3.7. F-1-Visa-Related Policy (for International Students)

Federal Regulation

The complete Immigration and Customs Enforcement regulations for F-1 students are available at the Electronic Code of Federal Regulations website (<http://www.ecfr.gov>). The specific section concerning online courses is located at "Title 8 CFR 214.2 Paragraph (f)(6)(i)(G)" (<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>) and 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 to be used for this purpose:

<https://international.unt.edu/sites/default/files/isss/docs/Online-Course-Form8-10-15.pdf>.

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.

SYLLABUS REVISION

This syllabus may be revised during the semester. If the revisions are made, students will be promptly notified.