**­­INFO 5223.001/005 Metadata for Information Organization and Retrieval I**

**SYLLABUS (Spring 2017)**

Last updated January 10, 2017

**Please consult the *Semester Schedule* for
complete listing of course topics and activities, along with due dates**

**CONTACT INFORMATION: Course Teaching Team**

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| **Instructor** |  |
| Email (preferred mode of communication) | **Shadi Shakeri, shadishakeri@my.unt.edu** |
| Teaching assistant  | **Priya Darshini Devarasetti, Priyadarshinidevarasetti@my.unt.edu** |
| **Office hours:** | By appointment – arrange via email (see above): face-to-face at UNT Discovery Park E298G.  |

 **Course Meetings**

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| **Meeting Regularity:** | Weekly |
| **Meeting Location:** | Online through GoToTraining application (register at https://attendee.gototraining.com/r/913343798394818562**;** the log in instructions are posted in the Getting Started folder of the course website in UNT Blackboard Learn [https:/learn.unt.edu/](https://learn.unt.edu/))  |
| **Meeting Duration:** | 2 hours |
| **Meeting Time:** | Wednesday evenings: 7:30-9:30 pm Central |

1. **COURSE DESCRIPTION**

**1.1. Course Description**

This course focuses on representation and organization of different kinds of information resources using various forms of metadata; examination and evaluation of key metadata schemes and standards for representing and organizing information resources in the digital environment; identification, use and evaluation of metadata creation tools; exploration of metadata implications for retrieval of information resources.

* 1. **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, data content and data value standards guiding creation of metadata.
* Gain knowledge of key item-level and collection-level metadata schemes, their strengths and weaknesses, and their uses.
* Learn to create item-level and collection-level metadata in various metadata schemes, in XML and HTML syntaxes.
* Become competent in tools and technologies used for creating, storing, and accessing metadata.
	1. **Prerequisites**

The official prerequisites for INFO 5223 are UNT courses INFO 4203 Indexing and Abstracting or equivalent course from another university (for undergraduate students), INFO 5200 Introduction to Information Organization or equivalent course from another university (for graduate students), or consent of instructor. For INFO 5223, the instructor recommends (but does not require) additional prerequisites – INFO 5210/ 5208, INFO 5740 – which can be taken concurrently with INFO 5223.

* 1. **Course Format**

This is a fully online course. Most course interaction will occur via Blackboard Learn and GoToTraining. The Blackboard Learn 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, as well as 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 teaching team will read site postings and respond as appropriate.

1. **COURSE REQUIREMENTS**
	1. **Effort Expected**

For a 3-credit course, and students should plan to spend approximately 9-12 hours a week (or 3-4 hours per week for each credit hour) 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.

* 1. **Course Meetings and Communication Protocol**

Students are required to attend **at least three (3)** 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 is required:

* in the first meeting,
* in the last meeting when student teams will be presenting, and
* in the meeting when student’s individual presentation is scheduled.

Participation in all other course meetings is highly recommended; students are required to promptly review posted meeting materials for each of the missed course meetings.

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

* 1. **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).](http://support.mozilla.org/en-US/kb/update-and-unblock-java%29.)
* Internet Explorer (Safari for Mac OS)

For more details you may check this page: [Browser Support for Blackboard Learn Release 9](http://kb.blackboard.com/pages/viewpage.action?pageId=38830689).1, Service Packs 14-20:

https://help.blackboard.com/en-us/Learn/9.1\_SP\_14/Student/015\_Browser\_Support/010\_Browser\_Support\_SP\_14

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 highly recommended. In addition, you will need MS Word or equivalent and any presentation software (such as MS PowerPoint), and be able to submit documents in .doc / .docx and .ppt / .pptx 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. Students will need a microphone to make a presentation during two of the weekly class meetings – the week of individual presentation and the week of team presentation.

* 1. **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. Students are expected to go beyond the required readings as part of their fulfillment of course requirements and assignments.

* 1. **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.

**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 (using PowerPoint or any other presentation software) on the assigned topic in GoToTraining service that we will use for the weekly online meetings. The assignment is worth **20%** of the final course grade. Detailed instructions on how to complete this assignment will be posted in a separate assignment instructions document.

**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 **10%** of the final course grade. Detailed instructions on how to complete this assignment will be posted in a separate assignment instructions document.

**Creating Metadata Records 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 in XML and HTML syntaxes for assigned set of information resources plus brief comment about the records. The assignment is broken down into 3 individual written reports – Dublin Core MODS, and VRA 4.0 -- and (for INFO 5223 students only) a team in-class presentation of team-created DCCAP metadata in GoToTraining service. The assignment is worth **40%** of the final course grade. Detailed instructions on how to complete this assignment will be posted in a separate assignment instructions document.

**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 discuss your understanding of these readings. As we progress through the semester, you will be required to post to discussion forum your discussion of each learning module topic. This will result in a set of 8 discussion posts, which is worth **16%** of the final course grade. Instructions on how to complete this assignment will be posted in description of each discussion forum.

**Quizzes**

There will be 2 quizzes in this course. Each quiz is worth **3.5%** of the final course grade, for a total of **7%**.

**Participation**

Participation constitutes **7%** of the final course grade and includes:

* A post to ***Who I Am*** discussion forum on the first day of the semester.
* Participation in weekly online class meetings in GoToTraining. It is highly recommended to attend all online class meetings. However, you are required to participate in the first meeting, in the last meeting when student teams will be presenting, and in the meeting when your individual presentation is scheduled. Students should promptly (within 24 hours) review the posted meeting materials of those meetings that they could not attend. Meetings activities will include instructor and student presentations, in-class exercises, and discussions of fellow students’ presentations.

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.

* 1. **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 / 5223 at the end of semester. The survey for the course will be available at this website <https://unt.iasystem.org/survey> for a week in the last third of the semester. The direct link to the INFO 4223 / 5223 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.

* 1. **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](http://owl.english.purdue.edu/owl/resource/560/01/)
1. **GRADING**
	1. **Grade Distribution**

Eighty-six percent (86%) of the final course grade will be based on the four (4) major assignments. Additional 14% of the final course grade will be earned through quizzes and course participation.

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| **Component** | **% of Grade** |
| Metadata Research Presentation | **20%** |
| Portal to Texas History Metadata Exercise | **10%** |
| Creating Metadata Records Project | **40%** |
| Learning Modules Discussion Assignment | **16%** |
| Quizzes | **7%** |
| Participation | **7%** |
| **TOTAL** | **100%** |
| *Extra credit (optional participation in a research study and/or practical project)* | ***3%*** *each (for a total of up to* ***6%****)* |

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:

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| 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. 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**.**

* 1. **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 X 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.**

1. **IMPORTANT UNT 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. 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).

* 1. **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).

* 1. **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.

* 1. **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 ofplagiarism 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.

* 1. **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.

* 1. **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:

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| (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](https://learn.unt.edu/bbcswebdav/courses/COMBINED-NT752.1131.1.1462/SyllabusSchedule/Fall%202012/SyllabusSchedule/Fall%202012%20Old%20versions/mailto%3Ainternational%40unt.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.