

Course Number: INFO 4730
**Course Title: Digital Curation and
Preservation**
Course Section(s): 501

Kate Kargozari

SYLLABUS
Spring 2026

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COURSE INFORMATION

- Course Name: INFO 4730 Section 501
- Course Title: Digital Curation and Preservation
- Credit Hours: 3 Hours
- Class Meeting: Face-to-face, Monday, 6:30 pm to 9:20 pm, FRLD, Room 224
- Course Duration: January 12th to May 8th
- Course Pre-requisites: None.

Instructors Contact Information

- Name: Kate Kargozari
- Title: Teaching Fellow / Doctoral Candidate
- Office location & building: Virtual
- Office phone number: N/A
- Office hours – Online via Zoom (by appointment via email)
- UNT Email: katekargozari@my.unt.edu

Communication with Your Instructor

The Canvas Announcements area will be used to let students know about changes to the course schedule, to clarify assignments, etc. Announcements will also be sent directly to the email address you have listed on Canvas. Assignments will be graded and returned within one to two weeks.

You are encouraged to post your questions about module materials, assignments, and other projects to the instructor email. The instructor will respond to the post daily during the regular workweek (Monday – Friday) and may respond on weekends. For regular communications please use the Canvas inbox. If the matter is urgent and/or personal, please contact the instructor by email (katekargozari@my.unt.edu). You will receive a message within 24 to 48 hours. If you do not receive a message after 48 hours send another email.

Course Description

The abundance of electronic and computer-based information requires a new type of professional to examine the life cycle of the new type of information content: digital content. Decisions about the preservation of this new type of material are not trivial and include its descriptive components and particular formats and standards for long term archival storage and access. This course is about the tools and techniques to accomplish these goals.

By completing this course, you will:

- Understand and be able to apply the concepts of information organization

- Understand why preserving digital information/data is important
- Be able to identify different types of digital information
- Be familiar with different resources and tools available for digital curation and preservation
- Be able to evaluate digital information/data, its use, and access, and develop an appropriate digital curation plan
- Be able to identify and analyze issues surrounding the subject and propose effective solutions

Materials

Required Textbook: None

Required readings: Assigned readings in each module

Recommended readings:

Hawkins, D. T. (2013). *Personal archiving: preserving our digital heritage*. Medford, NJ: Information Today, Inc.

Nichols, D. M. (2010). *How to build a digital library*. Burlington, MA: Morgan Kaufmann Publishers. (The electronic / downloadable version available via UNT online resources)

Assigned recommended readings on a relevant topic in each module

TECHNICAL SUPPORT AND ASSISTANCE

The UNT University Information Technology provides student IT services and technical support, including Canvas.

- UIT Homepage: <https://it.unt.edu/uit>
- Email: helpdesk@unt.edu
- Phone: 940.565-234
- In Person: Sage Hall, Room 330

Canvas technical requirements: <https://clear.unt.edu/supported-technologies/canvas/requirements>

You will need a computer and Broadband Internet access. It is strongly recommended that you have a personal computer. Much of the work in this class may be accomplished through *nix-capable work computers, *nix-capable general access computers, or appropriate/capable mobile devices; however, there will be times you may need to import/download and install applications. This personal computer can be Mac, Linux, or Windows (desktops or laptops) and should have 1-2 (preferred) Gb of RAM, 20 Gb of hard drive free space, and about a 2 GHz processor.

**nix-capable refers to having access to a terminal such as Cygwin or Putty for Windows (a terminal is native to Mac and Linux platforms), a secure ftp program such WinSCP (Win, free), FileZilla (Mac/Win/Linux, free), and/or a virtualization system such as VirtualBox(Mac/Win/Linux, free), VMWare Fusion (Mac, \$) or Workstation (Win/Linux, \$), or Parallels (Mac, \$) able to run a virtual Linux computer.*

Minimum Technical Skills Needed

Students should be able to...

- Use the learning management system – Canvas
- Use email with attachments
- Create and submit files in commonly used word processing program formats
- Copy and paste
- Download and install software
- Utilize the basics of the Microsoft Suite (Word, Excel, Power Point)

Success in the Course

Success in face-to-face education requires active participation, time management, and effective communication. Students must come prepared, stay focused, and develop skills and knowledge that any committed learner can achieve to enhance their academic performance.

General Tips & Skills

- Face-to-face classes regardless of content or design require strong time management skills, excellent reading comprehension, a willingness to embrace technology and learn new technologies, and strong communication skills.
- UNT uses [EagleConnect](#), the official email system for students and alumni. This ensures student privacy and [FERPA](#) compliance.
- Keep in mind that most instructors are sympathetic to technology difficulties with courses, but it is your responsibility to follow correct procedures for reporting technical difficulties and providing evidence of said difficulties.

Important to Do and to Know

- Ensure that your computer(s) meet the minimum technical requirements for using the university learning management system: [Canvas technical requirements](#).
- Ensure that you have any other necessary software or hardware for the course, such as a headset/microphone, word processing software, etc. Often, this information can be found by reading the syllabus. If the course requires any software or hardware that may be unfamiliar to you, make sure you set aside some time to familiarize yourself with the tools.
- Read the entire syllabus for the class. Be sure to note and ask any questions you may have about the course right away after you read the syllabus.
- Contact the [Office of Disability Access](#) as soon as possible if you have accessibility needs and let your instructor know of any accessibility needs within the first week of class.
- [Know your rights as a student, and your instructor's rights.](#)
- Create a folder on your computer or cloud-based system of your choice and name it with your course ID, such as INFO 4730. Save all your assignments in that folder. If your instructor does not have a specific file naming convention for assignments, use file names that will be clear to you. If you have to email a file to your instructor, include your course ID and last name in the file name. Example: smith_INFO 4730_project.doc

Visit <https://clear.unt.edu/teaching-resources/online-teaching/succeed-online> for more tips.

Student Academic Support Services

- [Code of Student Conduct](#): provides Code of Student Conduct along with other useful links
- [Office of Disability Access](#): exists to prevent discrimination based on disability and to help students reach a higher level of independence
- [Counseling and Testing Services](#): provides counseling services to the UNT community, as well as testing services; such as admissions testing, computer-based testing, career testing, and other tests
- [UNT Libraries](#)
- [UNT Learning Center](#): provides a variety of services, including tutoring, to enhance the student academic experience
- [UNT Writing Center](#): offers free writing tutoring to all UNT students, undergraduate and graduate, including online tutoring
- [Succeed at UNT](#): information regarding how to be a successful student at UNT

COURSE MODULES, TOPICS AND LECTURES

INFO 4730 is organized into 12 Learning Modules:

- Module 1: What is Digital Curation?
- Module 2: Digital Information, Types of Data and Information
- Module 3: Concepts of Information Organization
- Module 4: Representing Information
- Module 5: Information Use and Access
- Module 6: Sharing Information
- Module 7: Preservation, Migration, Transformation
- Module 8: Workflow and Budgeting
- Module 9: Information Settings and System Evaluations
- Module 10: Creating Your Own Repository Part1
- Module 11: Creating Your Digital Portfolio Part2
- Module 12: Digital Curation and Preservation Case Study

ASSESSMENT & GRADING

Weekly discussions

You will discuss the topic related to module as well as reply to at least two other students' posts. No minimum word count requirement, but your answer to the module discussion topic should show your effort and understanding of the topic and your comments to other students' posts should be thoughtful and constructive. You are expected to relate the weekly reading to your experience, knowledge, skill set, etc. to identify required knowledge and skill set that you have or don't have, as well as to learn from others' perspectives. **Each module discussion assignment is due on Sunday of the module week at midnight.**

Mid-term paper

A short reflection essay discussing what you have learned in class so far, what you still need to work on more, and how you will apply what you have learned in other contexts will be completed. See Calendar for the due date.

Small projects (Modules 9, 10, 11)

You will be provided with the list of suggested repository software/tools. You are to explore and evaluate some of the software in interest (Module 9). You will select one software and complete/experience a small digital curation project (Module 10). Based on the repository you created in Module 10, you will share your experience and reflect on your learning (Module 11). See Calendar for the due dates.

Final project

The digital curation project instructions will be discussed further in the class. Refer to the final project instruction for the details. See Calendar for the due date. Grading rubric will be provided. **(There is no Final Exam in this course. Instead, students will submit the final project via the Canvas assignment submission page, by the due date specified in the calendar.)**

Grading

Grading Table

Category	Points
Discussion questions/comments	40
Midterm: A short reflection essay	5
Small projects	25
Final project	20
Participation	10
Total	100

Total Points Possible for Semester/Grading Scale = 100

100-90 = A
89-80 = B

<i>79-70 = C</i>
<i>69-60 = D</i>
<i>59-50 = F</i>

COURSE POLICIES

Assignment Policy

The official due dates for each assignment, midterm paper, and the final project can be found in the calendar in the last page of syllabus, or on the Canvas calendar. Questions/topics for weekly discussions are posted on the discussion thread; instructions for the midterm paper and the final project will appear on the module page. All assignments should be saved in the DOC file. **Do not submit a PDF.** The midterm paper and the final project are to be submitted via the **Turnitin-enabled** assignment submission page. Students are responsible for checking if their assignment submitted correctly. Extra credit assignments may be offered throughout the semester.

Please note that the following assignments are in-class assignments, and students who do not participate in the class on the day of those assignments, will not be able to submit the assignments.

Students are expected to complete and submit these assignments while they are in the class. However, if they could not finish any of these assignments while they are in the class, they can continue working on that after the class and submit that by the due date mentioned in the calendar (this submission is only available to the students who have already worked on these assignments in the class).

In-class Assignments:

Midterm: A Short Reflection Essay, on Monday 3/16

Module 9: Small Project 1, Monday 4/6

Module 10: Small Project 2, Monday 4/13

Module 11: Small Project 3, Monday 4/20

Policy on Server Unavailability or Other Technical Difficulties

The University is committed to providing a reliable course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty that prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324. The instructor and the UNT Student Help Desk will work with the students to resolve any issues at the earliest possible time.

Exam Policy

No exams in this course.

Instructor Responsibilities and Feedback

- Help students grow and learn, provide clear instructions for projects and assessments, answer questions about assignments, identify additional resources as necessary, provide grading rubrics, review and update course content, etc.
- The instructor will strive to respond to all student emails within 24 to 48 hours. Please use Canvas inbox. Assignments will be graded and returned within one to two weeks.

Late Work and Missed Work

Late work will be accepted with advance notice, in which case no penalties for lateness will apply. Late work without advance notice will have 0.5 point deducted per day for discussion and 2 points for other assignments. Students are encouraged to contact their instructor when they know there will be a problem.

COVID-19 Impact on Attendance

Although this is an online course and the only required “attendance” is weekly discussion, please contact me if you are unable to participate in the discussions or submit assignments on time because you are ill, or due to a related issue regarding COVID-19. It is important that you communicate with me prior to any due date so I may make a decision about accommodating your request such as an extension without penalties.

If you are experiencing any symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

Course Incomplete Grade

A grade of incomplete (I) will be given only for extraordinary and justifiable reasons (such as a serious illness or military service) and only if you are passing the course. It is your responsibility to contact the instructor to request an incomplete and discuss requirements for completing the course. If you do not remove the incomplete within the time frame agreed upon with the instructor or within one calendar year, you will receive a grade of an F. Please refer to <https://registrar.unt.edu/grades/incompletes> for more information.

Attendance Policy

Students are required to attend and participate actively to the class in order to receive full credit. The University of North Texas’ Attendance Policy may be found at: <http://policy.unt.edu/policy/15-2-5>

Class Participation

Students are expected to participate in the weekly discussion.

Students' Responsibility for Their Learning

This is a 3-hour undergraduate course. Students are expected to commit 12 to 15 hours a week to complete assignments and readings as well as participate in online class discussions.

Students are expected to:

- Access and follow all course instructions posted on Canvas.
- Complete the weekly module and answer its discussion question.
- Participate in online written discussions (interact with their instructor and classmates)
- Complete all projects and submit them electronically via Canvas.

Syllabus Change Policy

The instructor reserves the right to change the course syllabus, the schedule, including readings, assignments, and guest speakers, as needed. When any changes are made to the schedule, the instructor will make an announcement in Canvas. Students are responsible for checking for announcements.

COURSE EVALUATION

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT, implemented in summer 2015, to comply with the [State of Texas House Bill 2504](#). Each semester student will receive an email from UNT to their student UNT email to response to the anonymous survey. For more information, visit Office of the Provost, SPOT page: <https://vpaa.unt.edu/spot>

UNT POLICIES

The following are standard statements required by the University, see [Policy 06.049](#) for full policy and attachments.

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

Diversity / Inclusion Statement

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to

prevent such conduct and investigates and takes remedial action when appropriate. Direct questions or concerns to the equal opportunity office, 940-565-2759, or the dean of students, 940-565-2648. TTY access is available at 940-369-8652, <http://www.unt.edu/ada>.

ADA Policy

UNT 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 a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodation 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. For additional information see the ODA website at disability.unt.edu.

Course Safety Procedures (for Laboratory Courses)

Although this course is not a laboratory course, following information is important for student to know.

Students enrolled in the laboratory course are required to use proper safety procedures and guidelines as outlined in UNT Policy 06.038 Safety in Instructional Activities. While working in laboratory sessions, students are expected and required to identify and use proper safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the UNT is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider Standard Syllabus Statements Related Policy 06.049 Course Syllabi Requirements obtaining Student Health Insurance. Brochures for student insurance are available in the UNT Student Health and Wellness Center. Students who are injured during class activities may seek medical attention at the Student Health and Wellness Center at rates that are reduced compared to other medical facilities. If students have an insurance plan other than Student Health Insurance at UNT, they should be sure that the plan covers treatment at this facility. If students choose not to go to the UNT Student Health and Wellness Center, they may be transported to an emergency room at a local hospital. Students are responsible for expenses incurred there.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written

consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

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 deanofstudents.unt.edu/conduct.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: eagleconnect.unt.edu/

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website at <http://spot.unt.edu/> or email spot@unt.edu.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Transmission and Recording of Student Images in Electronically Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: If course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

Important Notice for F-1 Students taking Distance Education Courses

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).

The paragraph reads:

(G) For F-1 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 F-1 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 Student and Scholar Services Office. ISSS 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 Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](#).

CALENDAR

Date	Topic	Activity (Due Date)
1/12 – 1/18	Introduction to the course	No Assignment Due
1/19 – 1/25	MLK Day(No Class on 1/19)	Introduce Yourself (1/25)
1/26 – 2/1	Module 1: What is Digital Curation?	Module 1 Discussion due (2/1)
2/2 – 2/8	Module 2: Digital Information, Type of Data and Information	Module 2 Discussion due (2/8)
2/9 – 2/15	Module 3: Concepts of Information Organization	Module 3 Discussion due (2/15) Initial Final Project Instruction
2/16– 2/22	Module 4: Representing Information	Module 4 Discussion due (2/22)
2/23– 3/1	Module 5: Information Use and Access	Module 5 Discussion due (3/1)
3/2 – 3/8	Module 6: Sharing Information	Module 6 Discussion due (3/8) Midterm: A Short Reflection Essay Instruction
3/16- 3/22	Midterm in the Class	Midterm: A Short Reflection Essay Due (3/22)
3/23- 3/29	Module 7: Preservation, Migration, Transformation	Module 7 Discussion due (3/29)

3/30 – 4/5	Module 8: Workflow and Budgeting	Module 8 Discussion due (4/5)
4/6 – 4/12	Module 9: Information Settings and System Evaluations	Small Project 1 (4/12)
4/13– 4/19	Module 10: Creating Your Own Repository Part1	Small Project 2 (4/19)
4/20 – 4/26	Module 11: Creating Your Own Repository Part2	Small Project 3 (4/26) More about Final Project Instruction
4/27 – 5/3	Module 12: Hybrid Digital Curation and Preservation	Module 12 Discussion due (5/3)
5/4 – 5/8	Work on the final project	Final Project due Sunday (5/8)

All assignments are due by 11:59pm central time of the due date.