**INFO 4730 Digital Curation and Preservation**

**Spring 2019**

**Online Course**

+++ Last updated on 1/13/2019 +++

**Instructor: Chinami McLain**

**Office Hours:** By appointment (virtual only)

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**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, formats, and standards for long term archival storage and access. This course is about the tools and techniques to accomplish these goals.

**Learning Objectives**

You will:

* understand and 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

**Course Pre-requisites, Co-requisites, and/or Other Restrictions**

None

**Course Structure**

* The course consists of 12 weekly learning modules.
* Each module may contain, but not limited to, lecture slides, reading materials, and/or videos.
* There are weekly written discussions, a mid-term paper, three small projects, and a final project to be completed.

**Course Requirements**

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

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.

**Assignments**

**Weekly discussions**

You will answer a module discussion question as well as reply to least two other students’ posts. No minimum word count requirement, but your answer to the module question should show your effort and understanding of the topic and your comments to other students’ pots should be thoughtful and constructive. **Your answer to the discussion question is due on Sunday of the module week and comments to two other students are due on the following Wednesday** (e.g., your answer to the module 1 question is due on 1/27 and your comments to two other students are due on 1/30).

**Mid-term paper**

Short research paper. The details are to be announced on the Module 6 week.

**Small projects**

You will complete/experience a small digital curation project for each information setting by using one of the suggested tools.

**Final project**

You will plan your own digital curation project. Refer to the final project instruction for the details.

**Materials – Text, Readings, Supplementary Readings**

**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. (This electronic / downloadable version available via UNT online resources)

Assigned recommended readings on a relevant topic in each module

As most items are copyrighted, students are asked not to share these readings with others.

**Style Manual:**

American Psychological Association. (2010). *Publication manual of the American*

*Psychological Association*. (6th ed.). Washington, DC: Author.

Purdue Online Writing Lab (<https://owl.english.purdue.edu/owl/>)

**Course Schedule**

|  |  |  |
| --- | --- | --- |
| **Week** | **Topic** | **Assignment** |
| **Week 1 (1/14 – 1/20)** | Introduction to the course | Introduce yourself (not graded) |
| **Week 2 (1/21 – 1/27)** | Module 1: What is Digital Curation? | Discussion |
| **Week 3 (1/28 – 2/3)** | Module 2: Digital Information, Type of Data and Information | Discussion |
| **Week 4 (2/4 – 2/10)** | Module 3: Concepts of Information Organization | Discussion |
| **Week 5 (2/11 – 2/17)** | Module 4: Representing Information | Discussion |
| **Week 6 (2/18 – 2/24)** | Module 5: Information Use and Access | Discussion |
| **Week 7 (2/25 – 3/3)** | Module 6: Sharing Information | Discussion; Midterm Paper Instruction |
| **Week 8 (3/4 – 3/10)** | Module 7: Preservation, Migration, Transformation | Discussion  Midterm Paper Due |
| **Week 9 (3/11- 3/17)** | Spring Break | No Assignment |
| **Week 10 (3/18- 3/24)** | Module 8: Workflow and Budgeting | Discussion; |
| **Week 11 (3/25 – 3/31)** | Module 9: Information Setting and Tools (Personal) | Small Project |
| **Week 12 (4/1 – 4/7)** | Module 10: Information Setting and Tools (Academic) | Small Project |
| **Week 13 (4/8 – 4/14)** | Module 11: Information Setting and Tools (Business) | Small Project |
| **Week 14 (4/15 – 4/21)** | Module 12: Hybrid Digital Curation and Preservation | Discussion |
| **Week 15 (4/22 – 4/28)** | Wrap-up | No Assignment |
| **Week 16/17 (4/29 – 5/8)** | Final Week | Final Project due on 5/8 (WED) by 5:00pm |

**All assignments are due by 11:59pm of the due date, except for the final project.**

**Grading**

|  |  |
| --- | --- |
|  | **Points** |
| Discussion questions | 1 point x 9 |
| Comments | 1 point x 9 |
| Class participation | 2 |
| Mid-term paper | 20 |
| Small projects | 10 points x 3 |
| Final project | 30 |
|  | Total = 100 |

**A = 90 - 100 points**

**B = 80 - 89 points**

**C = 70 - 79 points**

**D = 60 - 69 points**

**F = below 60**

**Communications**

**Announcements (Canvas)**

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 in the Learn site.

**Discussion Board (Canvas)**

You are encouraged to post their questions about module materials, assignments, and other projects to the designated discussion board. The instructor will respond to the post daily during the regular workweek (Monday – Friday) and may respond on weekends. If the matter is urgent and/or personal, please contact the instructor by email at [chinami.mclain@unt.edu](mailto:chinami.mclain@unt.edu) .

**Technological Requirements / Assistance**

The following information has been provided to assist you in preparation for the technological aspect of the course.

UIT Help Desk: <https://it.unt.edu/helpdesk>

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**

Using the learning management system  
Using email with attachments   
Creating and submitting files in commonly used word processing program formats  
Copying and pasting  
Downloading and installing software  
Using spreadsheet programs

**Access & Navigation**

**Access and Log in Information**This course was developed and will be facilitated utilizing the University of North Texas’ Learning Management System, Canvas. To get started with the course, please go to: <https://canvas.unt.edu>

You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: <http://ams.unt.edu>.

**Student Resources**

As a student, you will have access to:

* UIT Help Desk: <https://it.unt.edu/helpdesk>
* Online Student Resources: <https://clear.unt.edu/canvas/student-resources>

**Being a Successful Online Student**-[What Makes a Successful Online Student?](http://www.ion.uillinois.edu/resources/tutorials/pedagogy/StudentProfile.asp)  
-[Self Evaluation for Potential Online Students](http://www.ion.uillinois.edu/resources/tutorials/pedagogy/selfEval.asp)

**Student Support**The University IT Help Desk is open during normal campus operating hours.   
**Telephone Availability**  
Sunday: noon-midnight  
Monday–Thursday: 8 a.m.-midnight  
Friday: 8 a.m.–8 p.m.  
Saturday: 9 a.m.–5 p.m.  
[**Laptop Checkout:**](https://it.unt.edu/laptop-checkout) 8 a.m.-7 p.m.

**Course Policies**

**Course Changes**

The instructor reserves the right to change 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.

**Instructor Feedback**

The instructor will strive to respond to all student emails within 24 hours. Assignments will be graded and returned within one to two weeks.

**Instructor Expectations**

The instructor expects students to treat this class as a professional experience. Attention to detail is expected not only in the research presented by the students but also in how the information is communicated. Please take care to double check all graded communications and assignments to eliminate any spelling, style or grammar errors. Excessive errors in spelling, style or grammar will result in .25 of a point being deducted from the final grade.

**Late 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 0.2 point deducted per day.

**Policy on Server Unavailability or Other Technical Difficulties**

The University is committed to providing a reliable online 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 student to resolve any issues at the earliest possible time.

**Electronic Tracking**

Canvas allows instructors to track the times of your logins, the number of times you post to the forums, and your visits to various pages on the site. This information may be used, in part, to determine your class participation grade, if any.

**Incompletes**

See *UNT Graduate Catalog* for policies and semester schedule for deadlines. A grade of incomplete (I) will be given only for extraordinary and justifiable reason (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 http://essc.unt.edu/registrar/academic-record-incomplete.html for more information.

**Withdrawal**

Please refer to the academic calendar for the current semester located at [my.unt.edu](http://my.unt.edu/) or [catalog.unt.edu](http://catalog.unt.edu/) to determine which procedure to follow.

**If you are dropping before the census date:**

Students who wish to drop a course before the 12th class day of fall or spring terms/semesters or before the equivalent dates for 8 week and summer sessions may do so from their student portal at [my.unt.edu](http://my.unt.edu/) or at the Office of the Registrar 1st floor location, ESSC 147.  Please note that students wishing to drop the last class on their schedule for the session or term must complete a withdrawal with the Dean of Students.

**If you are dropping after the census date:**

After the 12th class day for fall or spring terms/semesters, or the equivalent date for 8 week and summer sessions, students must first submit a completed [Request to Drop Class form](https://registrar.unt.edu/sites/default/files/drop_request_fillable.pdf) to the Registrar's Office.  Students applying for financial aid are required to notify Student Financial Aid and Scholarships before dropping any class to learn how it will affect current or future financial aid eligibility.

Students who drop a course between the 12th day of class and the designated day of a given semester's 10th week for fall or spring terms/semesters or the equivalent dates for 8 week and summer sessions, will receive a grade of W.

If you have any questions, please call the Registrar's Office at 940-565-2378 or come to the Eagle Student Services Center Room 147.

**Student Conduct**

For more information, visit <https://deanofstudents.unt.edu/conduct/>.

**UNT POLICIES**

**Copyright Notice**

Some or all of the materials on this course Web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. *[Additional sample statements can be located at: http://copyright.unt.edu/content/sample-copyright-notices]* Additional copyright information may be located at: <http://copyright.unt.edu/content/unt-copyright-policies>.

**Scholarly Expectations**

All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical, particularly at the graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. Work submitted at the graduate level is expected to demonstrate higher-order thinking skills and be of significantly higher quality than work produced at the undergraduate level.

**Academic Dishonesty**

Plagiarism is a type of academic misconduct along with cheating and other unethical and illegal activities. The *18.1.16 Student Standards of Academic Integrity* states that ***students are responsible*** for understanding the meanings and consequences of academic misconduct.

Plagiarism includes, but is not limited to:

* The knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement and
* The knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials.

See [http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student\_Affairs- Academic\_Integrity.pdf](http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-%20Academic_Integrity.pdf)

**Penalties**

The *Code* states that penalties for academic misconduct range from reducing the grade for a test or assignment, to revoking a completed academic degree. Originality of work in written assignments may be verified through Turnitin.com or other means. Instances of plagiarism in this course will result in these penalties:

* Assignment grade reduced by one complete grade
* Final course grade reduced by one complete grade
* Final course grade of F (Fail)

**Guidelines**

To avoid charges of plagiarism, you are advised as follows:

* Do not quote or paraphrase *published works*, including assigned readings and Web-based sources, without explicit reference to the original work. Credit the source using appropriate APA citation style.
* Do not insert parts of *other students' work* into your own work.
* You are expected to study and learn from the materials available, and then to use your own words in your assignments, or clearly credit the sources. You do not have to police every word you write, just be aware of your sources. It is *not necessary to cite sources of general knowledge*, such as definitions of basic concepts in the field, but it is wise to reword them. When in doubt, ask the instructor.

**ADA Accommodations**

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. For additional information see the Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact them by phone at 940-565-4323.

**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.oea.gov/index.php/links/electronic-code-of-federal-regulations. The specific portion concerning distance education courses is located at "Title 8 CFR 214.2 Paragraph (f) (6) (i) (G)” and can be found buried within this document: <http://www.gpo.gov/fdsys/pkg/CFR-2012-title8-vol1/xml/CFR-2012-title8-vol1-sec214-2.xml>

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.