INFO 5841 Digital Curation Fundamentals

COURSE INFORMATION

Instructor
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Office Hours
By appointment (Zoom or phone). Please send an email to your instructor to schedule a meeting to discuss course related questions, issues, or concerns.

Course Description
3 hours. Introduces fundamental concepts, practices, procedures, processes, and vocabulary for the entire curation lifecycle of digital materials and data, from creation through appraisal, ingest, and storage, to access and reuse. Covers history and background; concepts and principles; community standards and practices; challenges and issues; and basic techniques for curating and managing digital materials and data.

Course Pre-requisites
None.

Course Requirements
This course is organized into 9 learning modules, each lasting a week or two.

LEARNING OUTCOMES

By the end of the course, students should be able to:
- Define terminology commonly used in digital curation
- Establish a broad context for the issues and challenges facing digital curation and data management
- Articulate major concepts for framing digital curation
- Explain stages and activities required for digital curation
- Interpret and apply standards for digital curation and data management
- Understand existing technologies and applications used ion creation, documentation, management, and preservation of data

REQUIRED MATERIALS

There is no required textbook.
However, each module has required readings that are listed in the "Reading" section of the modules. Use of the UNT library electronic resources may be necessary because some readings can be retrieved electronically.

ASSIGNMENTS

Module Assignments (80 points)

Each module has one or two assignments, which may consist of reviews, quizzes, and/or hands-on exercises. Note that each module has a single deadline for completion of all required assignments as it runs through a week or two weeks.

Final Paper (20 points)

Students will develop a short position paper (at least 1,500 words) about controversial issues and challenges related to digital curation.

GRADING

Grades will be determined as follows:

Assignment Type	Point Distribution
Module Assignments	80 points
Final Paper	20 points

Grading Scale	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

COURSE POLICY

Late Work

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

All students who do not complete their module assignments by 11:59 PM Central Time on Sunday will be penalized 15% of the module assignments for each date late unless there are extenuating circumstances. The final paper received after the due date will incur a 1-point deduction penalty for each day late unless there are extenuating circumstances.

The only exceptions are a) if students have a personal or family medical emergency, or b) students inform their instructor of a conflict well in advance and receive permission to turn an assignment in late.

Incompletes
A grade of incomplete (I) will be given only for 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
A grade of withdraw (W) or withdraw-failing (WF) will be given depending on your participation and grades to date. If you simply disappear and do not file a formal UNT withdrawal form, you may receive a grade of an F.

SCHEDULE

Date	Course Topics	Assignments Due
1/11-1/17	Orientation	Ice Breaker Exercise, Orientation Survey, and Orientation Quiz due 1/17
1/18-1/24	Module1: Concepts and Background	Module1 Critical Review due 1/24
1/25-1/31	Module2: Conceptual Models	Module2 Quiz/Comparative Review due due 1/31
2/1-2/14	Module3: Creating/Formatting Data	Module3 Quiz/Exercise due 2/14
2/15-2/21	Module4: Appraising/Selecting Data	Module4 Exercise due 2/21
2/22-3/7	Module5: Documenting/Describing Data	Module5 Comparative Review/Exercise due 3/7
3/8-3/14	Module6: Storing/Archiving Data	Module6 Quiz/Exercise due 3/14
3/15-3/21	Module7: Sharing/Accessing/Reusing Data	Module7 Case Review due 3/21
3/22-3/28	Final Paper Proposal Week	Final Paper Proposal due 3/28
3/29-4/4	Module8: Data Management Plans (DMP)	Module8 Case Review due 4/4
4/5-4/11	Module9: Digital Curation Team	Module9 Case Review due 4/11
	Final Paper	Final Paper due 4/18
	Final Paper Presentation [Optional]	Final Paper Presentation due 4/18

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UNT POLICY

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Online Course Attendance Policy
Student Attendance and Authorized Absences Policy number 06.039

COVID-19 Impact on Attendance
While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.
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 PRIOR to coming to campus. 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. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

Academic Dishonesty
Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam [or specify alternative sanction, such as course failure]. Additionally, the incident will be reported to the Office of Student Rights and Responsibilities, which may impose for further penalty. According to the UNT catalog, the term "cheating" includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term "plagiarism" includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

ADA Accommodations
The University of North Texas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act of 1990 (ADA) as amended, pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.
As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. Information regarding specific diagnostic criteria and policies for obtaining academic accommodations can be found at www.unt.edu/oda. Also, you may visit the Office of Disability Accommodation in the University Union (room 321) or call (940) 565-4323.

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 www.deanofstudents.unt.edu

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.

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