

INFO 4223: Introduction to Metadata for Information Organization

Syllabus (Summer 2026 10W)

Last updated: 26 May 2026

Course Format and Communication

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Format: 100% online via Canvas

Communication tools: Canvas Messages for individual correspondence; Canvas Announcements for important updates for the entire class.

Course Description and Objectives

Introduction to representation and organization of information resources in digital repositories using metadata. Exploration of the structure and components of a metadata scheme. Introduction to metadata standards and practices. Introduction to and application of the major controlled vocabularies for representing names and subjects in metadata. Exploration of encoding metadata with XML. Introduction to metadata quality evaluation.

By the end of this course, students will be able to:

1. Identify and define the components of a metadata scheme.
2. Examine metadata standard documentation and related controlled vocabularies and interpret metadata guidelines.
3. Manually create item-level metadata that follows guidelines in the documentation for a metadata scheme and appropriately utilizes controlled vocabularies.
4. Explore Extensible Markup Language (XML) and its use for encoding metadata.
5. Apply XML syntax to manually encode item-level metadata.
6. Identify metadata quality criteria and the ways to measure metadata quality.
7. Evaluate the quality of metadata that is encoded in XML and created by humans and machines.

Course Structure and Required Readings

This course is offered 100% online via Canvas. Course content is organized into 4 Modules:

1. Metadata Basics
2. Dublin Core Metadata Element Set 1.1
3. Metadata in XML Syntax
4. Metadata Quality

There is no textbook for this course; however, **required readings** for each Module include video recordings of instructor presentations and related slides and documents.

INFO 4223 Course Requirements, Schedule, and Grades

INFO 4223 assignments are designed to provide students with necessary practical experience with the course topics and to evaluate the extent to which a student met the learning objectives of the module by developing the target knowledge and skills through completion of required readings and activities. All assignments and graded activities are listed in Table 1 below, along with the corresponding Course Learning Objectives (CLOs) and point distributions. See the Assignments tab in Canvas for assignment documents, instructions, and rubrics used to evaluate submissions.

Table 1: INFO 4223 Course Requirements

Course Assignments and Activities	Points	%
Module 1 Assignment: Metadata Building Blocks Students identify components of metadata schemes (CLOs no. 1 and 2).	25	25%
Module 2 Assignment: Dublin Core Metadata Element Set 1.1 Students create metadata records using the Dublin Core Metadata Element Set 1.1 scheme (CLO no. 3).	20	20%
Module 3 Assignment: Metadata Syntax Students practice encoding metadata records in the Dublin Core Metadata Element Set 1.1 scheme in XML syntax (CLOs no. 4 and 5).	20	20%
Module 4 Assignment: Metadata Quality Students evaluate the quality of Dublin Core Metadata Element Set 1.1 metadata records encoded in XML, both human-created and AI-generated (CLOs no. 6 and 7).	25	25%
Participation <ul style="list-style-type: none"> • Introductions Discussion post (2 points) • SPOT survey (if 80% complete) (2 points) 	4	4%
Extra Credit Opportunities <ul style="list-style-type: none"> • Module 2 Assignment Extra Credit (2 points) • Module 4 Assignment Extra Credit (8 points) 	10	10%
Total Possible:	104	104%

Table 2: INFO 4223 Course Schedule

Dates	Activities	Submissions
Week 1: May 18-24	Course introduction Module 1	Introduction post: due May 24
Week 2: May 25-31	Module 1	Module 1 Assignment: due May 31
Week 3: June 1-7	Module 2	
Week 4: June 8-14	Module 2	Module 2 Assignment: due June 14
Week 5: June 15-22	Module 3	
Week 6: June 23-28	Module 3	
Week 7: June 29-July 5	Module 3	Module 3 Assignment: due July 5
Week 8: July 6-12	Module 4 SPOT survey opens (~July 9)	
Week 9: July 13-19	Module 4	Module 4 Assignment: due July 19
Week 10: July 20-24	Module 4 Course wrap-up	SPOT survey: due 23 July

NOTE: All submissions due on the specified date by 11:59pm (US Central time).

The point totals used to calculate final semester grades are as follows:

- A = 90-112
- B = 80-89
- C = 70-79
- D = 60-69
- F = 0-59

Grades for each assignment will be shown in Canvas as the percentage of possible points earned. For example, if the assignment is worth 15 points and a student received 13.5 points for this assignment, the grade will be shown as 90% of the possible points (i.e., $13.5/15 \times 100\% = 90\%$). A grade of A signifies excellent work beyond basic requirements; B signifies adequate work in response to the requirements; and grades F to C signify that students' work does not meet the basic requirements to a greater or smaller degree. The extra credit opportunities are listed in Table 1 above; no other extra credit will be available.

Substantive content of assignments will be considered, including completeness, accuracy, and adherence to the assignment guidelines, knowledge of appropriate concepts, reasonable conclusions or solutions, and quality of writing (organization and clarity of expression, correct grammar, punctuation, and spelling).

INFO 4223 Academic Integrity Policy

According to [UNT Policy 06.003, Student Academic Integrity](https://policy.unt.edu/policy/06-003) (<https://policy.unt.edu/policy/06-003>), 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.

The UNT Policy 06.003's definition of cheating includes the use (in assignments and/or exams) of assistance and/or sources that are not authorized by the instructor. Students enrolled in the UNT Department of Information Science (DIS) programs and courses must adhere to the [DIS Academic Integrity & Misconduct Guidelines](#). INFO 4223 Student Academic Integrity Policy is based on *UNT Policy 06.003* and *DIS Academic Integrity and Misconduct Guidelines*. According to INFO 4223 policy:

- A. All INFO 4223 assignments are individual; team work on individual assignments is not allowed. Violations of this rule are considered academic integrity violations.
- B. Please feel free to use simple tools like spellcheck, speech-to-text, and/or translation (e.g., Google Translate, etc.) as needed. However, no additional tools (other than those explicitly named in readings and assignment instructions) should be used, including, but not limited to generative-AI (GenAI) functions like Claude, CoPilot, ChatGPT, Gemini, etc.
- C. All student work must be original (no one – friends, relatives, roommates, colleagues, consultants, etc. – should be assisting students in completing assignments). With all questions, please reach contact the instructor via Canvas Messages.
- D. The first case of academic integrity violation (plagiarism, cheating, etc.) results in the student(s) involved receiving a grade of F (0 points) for this assignment. The second academic integrity violation will result in both:
 - grade of F (0 points) for that assignment, and
 - submission of an academic integrity violation report to the UNT Dean of Students office.

Incomplete and Withdrawal

[UNT policy regarding a grade of Incomplete \(I\)](#) is explained on the UNT Registrar Office website. In addition, the [UNT Academic Calendar](#) which lists specific deadlines regarding the grade of Incomplete, including the earliest possible date to request a grade of Incomplete (9 July). 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 to discuss requirements for completing the course. Students enrolled in UNT Department of Information Science courses requesting a grade of Incomplete must complete and submit via email to course instructor the following [Application for Incomplete Form](#) at least 5 business days before the end of semester (in Summer 2026, the deadline to submit the request is (20 July). Students who are granted a grade of

Incomplete are required to clear it by completing and submitting the remaining coursework for review and approval by instructor and UNT administration within one (1) academic year. If a grade of Incomplete (I) is not removed within this timeframe, the student's grade will automatically revert to Fail (F).

The [UNT Academic Calendar](#) lists specific deadlines regarding withdrawal from an individual course, with or without an automatic grade of Withdraw (W), as well as the last date to [withdraw from the entire semester](#).

Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. According to the [SPOT Calendar](#), in the Summer 2026 10 week semester, the SPOT survey will be available 9-23 July.

INFO 4223 Attendance Policy

Attendance in asynchronous courses is measured in the number of course website pages (and Zoom recordings) reviewed by the student and in the amount of time actively spent on the course website. See the University of North Texas' Student Attendance and Authorized Absences Policy (<https://policy.unt.edu/policy/06-039>) to learn more.

Syllabus Change Policy

This syllabus may be revised during the semester. Students will be promptly notified of revisions (if any) via Canvas Announcements.

Required Technology and Skills

Minimum Technology Requirements

Minimum technology requirements for INFO 4223 students include:

- Reliable internet access
- Speakers or headphones
- Computer on which you can install software, including:
 - an XML editor of your choice. See [Comparison of XML Editors](https://en.wikipedia.org/wiki/Comparison_of_XML_editors) (https://en.wikipedia.org/wiki/Comparison_of_XML_editors).
 - a PDF reader (e.g., [Adobe Acrobat Reader](#))
 - Microsoft Office Suite ([available free to UNT students](#))
 - At least two web browsers (e.g., Firefox, Internet Explorer, Safari)

See also [Canvas Technical Requirements](#) (<https://lms.unt.edu/resources/canvas-requirements.html>).

Minimum Computer Skill Requirements

Technical abilities needed to succeed in INFO 4223 include:

- Using Canvas (opening documents, submitting assignments, etc.)
- Adding attachments to Canvas Messages
- Downloading and installing software
- Formatting MS Office documents (indenting paragraphs or lines of code, etc.)
- Copying and pasting into a document
- Creating, naming, and saving files
- Taking screenshots and inserting them in MS Office documents (*NOTE: this is **not** required for students with INFO 4223 **visual** accessibility accommodation request submitted and approved through [UNT Office of Disability Access](#)*).

Technical Assistance Resources

UNT's [IT Help Desk](https://aits.unt.edu/support/) (https://aits.unt.edu/support/) offers support for Canvas and other technological issues. Contact the IT Help Desk via email (helpdesk@unt.edu), phone (940) 565-2324, or on campus at Sage Hall 330. See also [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (https://community.canvaslms.com/docs/DOC-10554-4212710328).

UNT Policies

Student Academic Integrity

According to [UNT Policy 06.003, Student Academic Integrity](https://policy.unt.edu/policy/06-003) (https://policy.unt.edu/policy/06-003), 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.

Americans with Disabilities Act (ADA) Accommodations

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (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](https://studentaffairs.unt.edu/office-disability-access) (https://studentaffairs.unt.edu/office-disability-access). NOTE for students with *visual disability accommodation* request submitted and approved through ODA: if you experience issues with accessibility of assignment submission documents, please contact the instructor ASAP to request an alternative format.

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

According to the University of North Texas (UNT) [Prohibition of Discrimination, Harassment, and Retaliation Policy 16.004](#), 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.

Emergency Notification and 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 the UNT Learning Management System (LMS) 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 04.008, 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. Visit UNT's [Code of Student Conduct](https://policy.unt.edu/policy/07-012) (https://policy.unt.edu/policy/07-012) to learn more.

Survivor Advocacy

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.

International Students on F-1 Visas Taking Distance Education Courses

Federal regulations state that students may apply only 3 fully-online semester credit hours (SCH) to the hours required for full-time status for [F-1 Visa \(DOC\)](#) holders. Full-time status for F-1 Visa students is 12 hours for undergraduates and 9 hours for graduate students.