

INFO 5223 Introduction to Metadata for Information Organization and Retrieval I: Fall 2024 Syllabus and Schedule

Meeting times, Teaching Team Contact, and Communication Expectations

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Communication Expectations: In communicating with instructor, TA, and fellow students, please follow these [Online Communication Tips](https://digitalstrategy.unt.edu/clear/online-communication-tips.html) (<https://digitalstrategy.unt.edu/clear/online-communication-tips.html>). The primary tool that will be used by the teaching team to communicate directly with students is Canvas Inbox (or UNT email) for individual communication, and announcements on the course website for communication with entire class. Please send personal concerns or questions over UNT email or Canvas Inbox and NOT in Canvas Gradebook. Students can expect to receive a response to emails messages within 24 hours on weekdays (no response on weekends or holidays should be expected). To ensure a prompt reply to your email message or a message sent in Canvas Inbox, please email both the Instructor and the Teaching Assistant (TA) as opposed to just one of us.

Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Course Description

Representation and organization of textual information resources and pictorial works and images, as well as collections of these resources, using key item-level and collection-level metadata schemes (Dublin Core DCTERMS, MODS, VRA Core, Dublin Core Collections Application Profile), data content standards, data value standards (various controlled vocabularies, etc.), and data encoding standards (with the focus on XML). Introduction to various other metadata schemes, tools, and technologies for

representing and organizing information resources and collections in the digital environment. Exploration of metadata implications for retrieval of information resources and collections.

Course Structure

This course is offered online in a hybrid mode with regular class meetings held online.

The course opens with Module 0. Introduction to the Course Content and Requirements and is organized into the following 8 major learning modules each of which contains required readings and instructor's presentation:

1. Introduction to metadata in information organization and retrieval
2. Components of a metadata scheme
3. Data content standards and data value standards
4. Metadata syntax
5. Dublin Core and DCTERMS metadata scheme
6. MODS metadata scheme
7. VRA Core 4.0 metadata scheme
8. Collection-level metadata.

Depending on the semester in which the course is offered (long spring or fall semester, or 10-week summer semester), the amount of time spent on each learning module varies. The Schedule section of this document provides details on course activities and due dates for the weeks of the **Fall semester of 2024**.

Learning outcomes obtained by students in Modules 1-4 are assessed through Quizzes A and B, Metadata Research Presentation assignment, and Portal to Texas History Metadata assignment. Learning outcomes obtained by students in Modules 5-8 are assessed through Creating Metadata Records Project. Students will work independently on most assignments, and in project teams for the final part of the Creating Metadata Records Project.

Course Prerequisites or Other Restrictions

Prerequisites for this course include the following coursework:

- Required: UNT course [INFO 5200 Information Organization](#), or an introductory information organization course from another institution, and
- Optional: UNT course [INFO 5210 Introduction to Cataloging and Classification](#) and/or [INFO 5740 Introduction to Digital Libraries](#) (can be taken in the same semester with INFO 5223)

Consent of course instructor might be obtained if a student does not have the coursework prerequisites BUT has the following prerequisite knowledge and skills before the course starts:

- basic understanding of why and how the information is organized for access in databases.
- basic understanding of principles of information organization work, such as authority control, subject (aboutness) analysis and representation.

Course Objectives

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

1. Identify the functions of metadata.
2. Identify and interpret the components of a metadata scheme.
3. Identify and apply major data content standards and data value standards that guide metadata creation.
4. Explore uses of XML and HTML as syntaxes for encoding metadata.
5. Independently collect information and develop and deliver a presentation on an important metadata-related topic.
6. Interpret and apply metadata guidelines to create and make available to the end-users the item-level metadata in locally developed metadata scheme using online metadata submission forms.
7. Interpret and apply documentation of key standard item-level metadata schemes; compare their strengths and weaknesses.
8. Interpret and apply documentation of the key standard collection-level metadata scheme; evaluate this metadata scheme's strengths and weaknesses.
9. Create item-level metadata in Dublin Core DCTERMS standard metadata scheme in XML syntax.
10. Create item-level metadata in MODS standard metadata scheme in XML syntax.
11. Create item-level metadata in VRA Core 4.0 standard metadata scheme in XML syntax.
12. Create collection-level metadata in DCCAP standard metadata scheme in XML or HTML syntax.

Materials

There is no required textbook for this course. However, there are other **required readings. This includes BOTH:**

- online lecture documents created by course developer and instructor (available via the Module Readings web page for each of the learning modules 1 through 8 in the Modules section of the course website) with associated external readings, AND
- video recordings of instructor presentations, in which further detail and examples are provided for each learning module in interactive form.

In addition, presentation slides prepared for each module's instructor presentations are available for students as optional readings.

Failure to complete required readings results in low grades on quizzes and practical assignments.

Effort Level Expectations for Students

For a 3-credit-hour course offered in a long semester (Fall or Spring), students should plan to spend approximately 9 hours a week (or 3 hours per week for each credit hour) for 16 weeks on readings, assignments, online activities, learning software, etc.

Because Summer 10 Week semester is significantly shorter than Fall or Spring semester, students taking a 3-credit-hour course in Summer 10 Week semester should plan to spend approximately 15 hours a week on readings, assignments, online activities, learning software, etc.

By maintaining this level of effort throughout the semester, students are likely to develop full comprehension of the subject matter and be successful in the course.

INFO 5223 Course Teaching Philosophy & How it Affects You

I believe that courses which provide a balance between theory and practice and offer a strong “learning by doing” component are the most efficient in achieving student learning objectives. The courses I teach and develop reflect my major research interests. I share with my students, in the form of examples to support learning modules, insights from my research and practical experience working as a cataloger and digital library metadata creator. I provide students with step-by-step examples and hands-on experiences (in-class mini-exercises) that allow them to practice the skills that will be assessed in the course assignments.

I believe that the learning process is the most efficient in communication and collaboration of learners with each other and instructors. Six INFO 5223 online class meetings will be held in Zoom in Fall 2024:

- September 17, 2024, 2:30 pm – 5:30 pm US Central time
- October 1, 2024, 2:30 pm – 5:30 pm US Central time
- October 29, 2024, 2:30 pm – 5:30 pm US Central time
- November 5, 2024, 2:30 pm – 5:30 pm US Central time
- November 12, 2024, 2:30 pm – 5:30 pm US Central time, and
- December 10, 2024, 2:30 pm – 5:30 pm US Central time.

For each student, attendance is only required in two INFO 5223 class meetings: the final (12/10/2024) meeting in which teams present their project AND the meeting for which student's individual live presentation of the results of Metadata Research Presentation assignment is scheduled (see the Schedule section of this document for when your individual presentation is scheduled for). However, attendance is encouraged for all class meetings. If you are scheduled to work during your presentation date, please make sure to arrange time off in advance with your employer. While the instructor might be able to move the presentation date for you from one INFO 5223 class meeting to another, this will only change the date but not the time of the meeting in which you present.

In my course materials, I strive to accommodate visual learners as well as auditory learners, so while reviewing the online lecture, associated external readings, and videorecording of instructor presentation for each module is required for everyone, it is your choice whether to view the instructor presentation slides, to listen to the instructor presentation recording audio file, or to review the transcript of the recording generated by Zoom.

Clear logical structure of INFO 5223 course, where each learning module and each activity build on the previous ones, is intended to further improve communication and result in effective learning. To succeed in this course, please make sure not to skip any learning modules and assignments. Complete the learning in the order in which the course is organized.

I make sure that students are provided with timely, detailed, and constructive feedback throughout the semester. It is your responsibility as a student to examine this feedback and to learn from it.

I have been continuously updating my course materials based not only on the newest developments in the field but also on feedback from students and graduates. There are multiple ways to share with me such feedback, including through the UNT SPOT survey that all students are encouraged to complete at the end of semester. To motivate participation in the survey and submission of constructive feedback on the course, I give each student extra credit points (2% of semester grade) if SPOT survey participation rate meets or exceeds the 80% target.

Course Technology & Skills

Minimum Technology Requirements

Minimum technology requirements for INFO 5223 students include:

- Computer (either desktop or laptop; a tablet would not be sufficient for completing INFO 5223 assignments) on which you can install software when needed (i.e., XML editor) and which you will use for completing practical assignments AND presenting in class.
- An XML editor of your choice. For a list of available options, please see [Comparison of XML Editors](https://en.wikipedia.org/wiki/Comparison_of_XML_editors) (https://en.wikipedia.org/wiki/Comparison_of_XML_editors). NOTE: The instructor's preferred tool for coding overall, including XML, is [Sublime Text, with free trial version available](https://www.sublimetext.com/) (<https://www.sublimetext.com/>).
- The latest version of free [Adobe Acrobat Reader](https://get.adobe.com/reader/) (<https://get.adobe.com/reader/>) or any other alternative reader of PDF files
- Microsoft Office 365 Suite ([available for free for UNT students](https://aits.unt.edu/support/office365apps)):
<https://aits.unt.edu/support/office365apps>)
- Reliable internet access
- Speakers or headphones
- Microphone
- At least two different web browsers (e.g., Google Chrome, Firefox, Internet Explorer, Safari)
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

Computer Skills & Digital Literacy

Course-specific technical skills learners must have to succeed in INFO 5223 course include:

- Using Canvas (including ability to open and download course documents, submit assignments, locate and download teaching team's feedback, etc.)
- Using Zoom
- Using email with attachments
- Downloading and installing software
- Formatting MS Word documents (including setting up indentations for paragraphs or lines of code, etc.)
- Copying and pasting into a document

- Creating, naming, and saving files
- Taking screenshots and inserting them in MS Word or Power Point documents (NOTE: this is **not** required for students with INFO 5223 **visual** disability accommodation request submitted and approved through UNT ODA).

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

University Information Technology (UIT) Help Desk: [UIT Student Help Desk site](https://www.unt.edu/helpdesk/index.htm)

(<https://www.unt.edu/helpdesk/index.htm>)

Email: helpdesk@unt.edu

Phone: (940) 565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability:

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

Laptop Checkout: 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines from the [UNT Engagement Guidelines](https://digitalstrategy.unt.edu/clear/online-communication-tips.html) (<https://digitalstrategy.unt.edu/clear/online-communication-tips.html>):

- Remember that college communication is still professional communication. Use correct spelling and grammar and always double-check your response before hitting send or reply. Do not use slang and limit the use of emoticons.
- Use standard, readable fonts, sizes, and colors and avoid writing in all caps.
- Use your instructor's title of "Dr." or "Professor". Do not use "Mrs." to address female instructors unless told otherwise by said instructor.
- Be mindful of tone in online communication as it lacks the nonverbal cues of face-to-face communication that provide clarity and context to conversations.
- Respect the personal identities of others based on gender, sexuality, race, ethnicity, class, and/or culture.
- Respect the privacy of yourself, your instructor, and your peers. Keep in mind what you reveal and do not reveal, particularly if this information involves personal health and/or classroom performance, such as grades.

- Give people the benefit of the doubt. Though there may be a computer between you, there are people on the other side of the screen.
- Do not make assumptions about others' technological skills. Technological skills vary across a variety of factors, including experience, age, culture, etc.

See these [Engagement Guidelines](https://digitalstrategy.unt.edu/clear/online-communication-tips.html) (<https://digitalstrategy.unt.edu/clear/online-communication-tips.html>) for more information, including **guidelines on communicating via email, and discussion board communication**.

Course Requirements

The table below lists all assignments and graded activities for the course, along with a short description, the points possible, and the percentages of final grade.

Assignments and Activities	Points Possible	Percentage of Final Grade
Quizzes <ul style="list-style-type: none"> • Quiz A: This online quiz available through the course website is the Module 1 and Module 2 assessment which is aligned with course Learning Objectives no. 1 and 2. Quiz A is worth 7 points. • Quiz B: This online quiz available through the course website is the Module 3 and Module 4 assessment which is aligned with course Learning Objectives no. 3 and 4. Quiz B is worth 7 points. 	14 points	14%
Metadata Research Presentation: This individual assignment aligned with course Learning Objective no. 5 will give you an opportunity to develop a deeper understanding of a metadata scheme, a fundamental metadata-related concept or current technology, or a project related to metadata, and to share what you learned with the rest of the class. 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 the Zoom class meeting. Detailed instructions on how to complete this assignment will be posted in a separate assignment instructions document.	20 points	20%
Portal to Texas History Metadata Exercise: In this individual practical exercise aligned with course Learning Objective no. 6, students will get a real-life metadata experience by creating and contributing to a Portal to Texas History digital repository metadata for a small set of digital objects using a single locally developed metadata scheme, following the metadata guidelines. Detailed instructions on how to complete this assignment are provided in the separate assignment instructions document under the Assignments area of the course site.	15 points	15%
Creating Metadata Records Project: This major semester project is aligned with course Learning Objectives no. 7 through 12. Using templates provided on the course website, students will create metadata records to represent assigned information resources and collections. The project is broken down into 3 individual written reports – Dublin Core, MODS, and VRA 4.0 item-level metadata – and a team in-class presentation of team-created DCCAP collection-level metadata in the	42 points	42%

Assignments and Activities	Points Possible	Percentage of Final Grade
<i>Zoom class meeting. Detailed instructions on how to complete this assignment are provided in the separate assignment instructions document under the Assignments area of the course site.</i>		
Participation: <ul style="list-style-type: none"> • Course Introductions (Who I Am) Discussion Forum • Participation in two required online class meetings • Timely submission of the Portal to Texas History Email survey • Timely submission of the Peer Evaluation Form for the team component of the Creating Metadata Records Project 	<i>9 points</i>	<i>9%</i>
Extra Credit <ul style="list-style-type: none"> • SPOT survey (if 80% survey participation target is achieved) 	<i>2 points</i>	<i>2%</i>
Total Points Possible	<i>102 points</i>	<i>102%</i>

Grading

The point totals used to calculate the final semester grade in INFO 5223 are as follows:

A = 90-102

B = 80-89

C = 70-79

D = 60-69

F = 59 and below.

Your grade for each assignment will be shown in the course gradebook both as the points earned (see the table above) and as the letter grade. 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. 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).

The course policies regarding late work are detailed in the Late Work section of this syllabus document below.

Grade of Incomplete

[UNT policy regarding a grade of Incomplete \(I\)](#) is explained on the UNT Registrar Office website. In addition, the website provides the [UNT Registration Guide](#) which lists specific deadlines regarding the grade of Incomplete, including the earliest possible date to request a grade of Incomplete (usually the last 4 weeks of the semester). 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](#).

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 time frame, the student's grade will automatically revert to Fail (F).

Withdrawal with a grade of W

The UNT Graduate Catalog describes and explains withdrawal policies and deadlines. The [UNT Registration Guide](#) lists specific deadlines regarding withdrawal from an individual course or [from the entire semester](#), in particular, the last day to withdraw from a course with an automatic grade of Withdraw (W).

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. **In the Fall 2024 semester, SPOT evaluation survey will be available November 18-December 5, 2024.**

Course Schedule

Weeks	Activities	Submissions
Week 1: August 19-25, 2024	<p>Review materials posted in Module 0 Start Here.</p> <p>Review Module 1 Metadata in Information Organization and Retrieval: Introduction:</p> <ul style="list-style-type: none">• lecture document and external readings (by Tuesday), AND• instructor presentation videorecording (by Wednesday) <p>Review the description of the Metadata Research Presentation Assignment, find your assigned topic and date (see the right-hand column of this document), and begin working on the assignment.</p>	<p>Post a message about yourself in the "Course Introductions" discussion forum. Due: Monday, August 19, 11:59 pm (US Central Time).</p> <p>Complete the Preferred Email for the Portal to Texas History Editor Access survey. Due: Monday, August 19, 11:59 pm (US Central Time).</p>
Week 2: August 26-September 1	<p>Review materials posted in Module 2 Components of a Metadata Scheme:</p> <ul style="list-style-type: none">• lecture document and external readings (by Tuesday), AND• instructor presentation videorecording (by Wednesday) <p>Continue the work on the Metadata Research Presentation Assignment.</p>	

Weeks	Activities	Submissions
Week 3: September 2-8 (September 2 is Labor Day)	<p>Review materials posted in Module 3 Data Content Standards and Data Value Standards:</p> <ul style="list-style-type: none"> lecture document and external readings (by Tuesday), AND instructor presentation videorecording (by Wednesday) <p>Finalize the submission for the Metadata Research Presentation Assignment.</p>	<p>Complete the Quiz A. Due: Tuesday, September 3, 11:59 pm (US Central Time).</p>
Week 4: September 9-15	<p>Review the description of the Portal to Texas History Metadata Exercise and begin work on this assignment.</p> <p>Review materials posted in Module 4 Metadata Syntax:</p> <ul style="list-style-type: none"> lecture document and external readings (by Tuesday), AND instructor presentation videorecording (by Wednesday) 	<p>Submit your presentation slide set for the Metadata Research Presentation. Due: Monday, September 9, 11:59 pm (US Central Time).</p> <p>Complete registration in the Portal to Texas History metadata editor interface. Due: Monday, September 9, 11:59 pm (US Central Time).</p>
Week 5: September 16-22	<p>Participate in the class meeting in Zoom (Tuesday, September 17, 2:30-5:30 pm Central) or review class meeting materials within 24 hours.</p> <p>Complete the work on the Portal to Texas History Metadata Exercise</p>	<p>Complete Quiz B. Due: Monday, September 16, 11:59 pm (US Central Time).</p> <p>Live in-class metadata research presentations by students (Tuesday, September 17)</p> <p>Submit the Portal to Texas History Metadata Exercise. Due: Sunday, September 22, 11:59 pm (US Central Time).</p>
Week 6: September 23-29	<p>Review materials posted in Module 5 Dublin Core and DCTERMS Metadata Scheme:</p> <ul style="list-style-type: none"> lecture document and external readings (by Tuesday), AND instructor presentation videorecording (by Wednesday) <p>Review the description of the Creating Metadata Records Project and begin working on the DCTERMS metadata records.</p>	
Week 7: September 30 - October 6	<p>Participate in the class meeting in Zoom (Tuesday, October 1, 2:30-5:30 pm Central) or review class meeting materials within 24 hours.</p> <p>Complete the work on the DCTERMS metadata records for the Creating Metadata Records Project.</p>	<p>Live in-class metadata research presentations by students (Tuesday, October 1):</p>

Weeks	Activities	Submissions
Week 8: October 7-13	<p>Review materials posted in Module 6 MODS Metadata Scheme:</p> <ul style="list-style-type: none"> lecture document and external readings (by Tuesday), AND instructor presentation videorecording (by Wednesday) <p>Review the description of the Creating Metadata Records Project and begin working on the MODS metadata records.</p>	<p>Submit Creating Metadata Records Project: Report 1 (Dublin Core). Due: Monday, October 7, 11:59 pm (US Central Time).</p>
Week 9: October 14-20	<p>Continue working on MODS metadata records for the Creating Metadata Records Project.</p>	
Week 10: October 21-27	<p>Complete the work on MODS metadata records for the Creating Metadata Records Project Report 2.</p>	<p>Submit Creating Metadata Records Project: Report 2 (MODS). Due: Friday, October 25, 11:59 pm (US Central Time).</p>
Week 11: October 28 - November 3	<p>Review materials posted in Module 7 VRA Core 4.0 Metadata Scheme</p> <p>Participate in the class meeting in Zoom (Tuesday, October 29, 2:30-5:30 pm Central) or review class meeting materials within 24 hours.</p> <p>Review the description of the Creating Metadata Records Project and work on the VRA Core 4.0 metadata records.</p>	<p>Live in-class metadata research presentations by students (Tuesday, October 29):</p>
Week 12: November 4-10	<p>Participate in the class meeting in Zoom (Tuesday, November 5, 2:30-5:30 pm Central) or review class meeting materials within 24 hours.</p> <p>Complete the work on VRA Core 4.0 metadata records for the Creating Metadata Records Project Report 3.</p>	<p>Live in-class metadata research presentations by students (Tuesday, November 5):</p>
Week 13: November 11-17	<p>Review materials posted in Module 8 Collection-Level Metadata</p> <p>Participate in the class meeting in Zoom (Tuesday, November 12, 2:30-5:30 pm Central) or review class meeting materials within 24 hours.</p> <p>Work with your team on collection-level metadata and presentation for Creating Metadata Records Project</p>	<p>Submit Creating Metadata Records Project: Report 3 (VRA Core 4.0). Due: Monday, November 11, 11:59 pm (US Central Time).</p> <p>Live in-class metadata research presentations by students (Tuesday, November 12):</p>

Weeks	Activities	Submissions
Week 14: November 18-24	Continue the work with your team on collection-level metadata and presentation for <i>Creating Metadata Records Project</i>	
Week 15: November 25- December 1	SEMESTER BREAK	
Week 16: December 2-8	Continue the work with your team on collection-level metadata and presentation for <i>Creating Metadata Records Project</i>	Submit SPOT course evaluation survey. Due: Thursday, December 5, 11:59 pm (US Central Time).
Week 17: December 9-13	Wrap-up the work with your team on collection-level metadata and preparing presentation for <i>Creating Metadata Records Project</i> Participate in the class meeting in Zoom (Tuesday, December 10, 2:30-5:30 pm Central): participation required for everyone!	Live in-class INFO 5223 Team Presentations (Tuesday, December 10): <ol style="list-style-type: none"> 1. Team Cherry Tree 2. Team Magnolia 3. Team Maple 4. Team Mesquite 5. Team Peach Tree 6. Team Pine 7. Team Willow Post team presentation slides to designated discussion forum. Due: Tuesday, December 10, 5:00 pm (US Central Time). Submit Peer Evaluation Form. Due: Tuesday, December 10, 11:59 pm (US Central Time).

Course Policies

Assignment Policy

The official due dates and instructions for each assignment are found in the Assignments section of the course website. The file formats for each assignment submitted through the Assignment area of the course website are specified in the instructions for each assignment.

Extra credit opportunities other than those listed in the table in the Grading Policy section of this syllabus above will not be provided.

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 which 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 contact the UNT Student Help Desk: helpdesk@unt.edu or (940) 565-

2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Course Teaching Team's Responsibilities and Feedback

The teaching team of this course consists of an instructor and a teaching assistant.

The instructor's responsibilities in this course are helping students grow and learn through providing clear instructions for projects and assessments, answering questions about assignments, identifying additional resources as necessary, providing grading rubrics, updating course content, etc. The instructor will also answer student questions the answers to which are NOT already included in Syllabus, Assignment instructions documents, and required readings. **In your expectations, please keep in mind the following important information:**

- The instructor of this course is a full-time tenure-system faculty. This means that the instructor's UNT workload must be distributed the following way: 60% of time for research and service to university and profession, and 40% of time for teaching. Forty percent of a 40-hour week is 16 hours a week available for teaching tasks. Those 16 hours should be divided between 2 organized courses, updating existing and developing new course materials, supervising dissertation research and individual studies etc. For each organized course, a significant portion of that time is spent by the instructor on the weekly instructor presentations delivering the course content and addressing student questions. That leaves up to 2 hours a week per course on most weeks for addressing student questions (other than those already answered in the Syllabus, class meeting materials, and assignment instructions documents) received between the meetings in the order in which they are received.

The Teaching Assistant's (TA's) responsibilities in this course are mainly grading student submissions using the grading rubrics and answer keys developed by instructor. The TA will also answer student questions the answers to which are NOT already included in Syllabus, Assignment instructions documents, and required readings. **In your expectations, please keep in mind the following important information:**

- TAs are hired by UNT for 10 hours a week per course appointment. This means a TA can devote to a course up to 10 hours a week. The INFO 5223 TA work time is mostly spent on grading written submissions from all students in the class and addressing the questions (other than those already answered in the Syllabus, required readings for the modules, and assignment instructions documents) on the first come first served basis.

In Fall and Spring semesters, students can expect to receive grades and teaching team's feedback on major written assignment submissions within 10-12 days. In shorter 10-week summer semesters, we make every effort to return grades and feedback on these kinds of submissions within 7-8 days. In any semester, the instructor and TA will normally reply to email messages sent by students by the end of the next day (if it does not fall on a weekend or a holiday). The exception to this rule is when traveling (especially internationally) for conferences etc. – in that case we would normally reply within 2 business days. To ensure a prompt reply to your email message or a message sent in Canvas Inbox, please email both the Instructor and the Teaching Assistant (TA) as opposed to just one of us. Please do NOT use the

Canvas Gradebook to send us any messages for which you would like to receive a reply: these messages do not display in Canvas Inbox or get forwarded to our UNT email addresses.

Late Work

All assignments must be submitted on time. One-half grade (i.e., 5 points out of 100 or 5%) 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 20 on a 25-point scale (B) if submitted on-time, the grade will be reduced to 15 (D) if the assignment is submitted 4 days after the due date ($20 - 0.25*5*4 = 15$). An exception can be made if a student cannot meet the deadline for a serious reason AND notifies the course teaching team promptly (if possible before the due date).

Please keep in mind that any UNT semester officially ends at 5:00 pm Central on the Friday of the last week of semester (“last day of session” as shown in [UNT academic calendar for the 2024-2025 academic year](#)). Unless a student officially requests (and qualifies for) a grade of Incomplete, submissions received after that cut-off time will NOT be accepted and graded, and a student will automatically receive a failing grade of zero (0) for these submissions.

Attendance Policy

Six INFO 5223 online class meetings will be held in Zoom in Fall 2024:

- September 17, 2024, 2:30 pm – 5:30 pm US Central time
- October 1, 2024, 2:30 pm – 5:30 pm US Central time
- October 29, 2024, 2:30 pm – 5:30 pm US Central time
- November 5, 2024, 2:30 pm – 5:30 pm US Central time
- November 12, 2024, 2:30 pm – 5:30 pm US Central time, and
- December 10, 2024, 2:30 pm – 5:30 pm US Central time.

Attendance and active participation in class meetings is required for two (2) class meetings:

1. **the final meeting, and**
2. **the meeting for which a student’s individual Metadata Research Presentation is scheduled (see the Schedule section of this document to find the date of your individual presentation).**

Attendance in other class meetings is NOT required BUT is highly recommended for better learning experience and stronger grasp of the course materials.

If you are scheduled to work during your presentation date(s), please make sure to arrange time off in advance with your employer. While the instructor might be able to move your individual Metadata Research Presentation live presentation date from one INFO 5223 class meeting to another, this will only change the date but not the time of the meeting in which you present. The team presentation date cannot be moved to another date, but it might be possible to arrange with the instructor to have your team present at the very beginning or the very end of the final class meeting.

Please also visit the [University of North Texas’ Attendance Policy](#) (<http://policy.unt.edu/policy/15-2->) to learn more.

Syllabus Change Policy

This syllabus and/or schedule may be revised during the semester. If such change affects all INFO 5223 students, the entire class will be promptly notified of revisions (if any) via the Announcements tool on the course website, which will also automatically send email messages to students' email addresses. If the change only affects individual students, they will be notified separately via Messages.

UNT Policies

Academic Integrity Policy 06.003

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.

Students enrolled in the UNT Department of Information Science (DIS) programs and courses, must adhere to the [DIS Academic Integrity & Misconduct Guidelines](https://informationscience.unt.edu/sites/default/files/dis_academicintegritymisconductpolicy_approve_d1feb2022.pdf) (https://informationscience.unt.edu/sites/default/files/dis_academicintegritymisconductpolicy_approve_d1feb2022.pdf).

The UNT Policy 06.003's definition of cheating includes the use (in assignments and/or exams) of unauthorized assistance and/or sources that are not authorized by the course instructor. In INFO 5223:

- All student work must be original,
- no-one should be assisting the student in completing individual assignments (or the team in completing the team assignment), and
- no tools other than those explicitly named in instructor presentations and assignment instructions documents should be used. The unauthorized sources include but are not limited to artificial intelligence (AI) tools that generate any kind of content.

Americans with Disabilities (ADA) Act Accommodations Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the UNT 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 INFO 5223 **visual** disability access accommodation request submitted and approved through UNT ODA: if you experience issues with visual accessibility of assignment submission documents, please email to instructor ASAP to request an alternative format option.

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

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.

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 Canvas 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>) to learn more.

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 [Eagle Connect](#) (<https://it.unt.edu/eagleconnect>).

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 in the concluding weeks of the semester to provide students with an opportunity to evaluate how this course is taught. For the Fall 2024 semester, SPOT survey will be available to complete between November 18th and December 5th. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" 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](https://spot.unt.edu/) (<https://spot.unt.edu/>) or [email SPOT administrators](#).

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 eo@unt.edu or at (940) 565-2759.

Important Notice for International Students on F-1 Visas 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](https://www.ecfr.gov/) (<https://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 their need to participate in an **on-campus experiential component** for this course, they 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. As for the weekly **online INFO 5223 class meetings**, participation is required for F-1 visa holders.

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](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).

Use of Student Work

A student owns the copyright for all work (e.g., software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all the above criteria, then the University office or department using the work must obtain the student's written permission.

Transmission and Recording of Student Images in Electronically Delivered Courses

UNT Policies on transmission and recording of student images in electronically delivered courses state that:

1. No permission is needed from a student for their 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, they must obtain permission from the student using a signed release 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.
4. 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.

INFO 5223 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. INFO 5223 live student presentations made in class are recorded for your use during the semester but will NOT be reused in future course offerings.

Academic Support & Student Services

Academic Support Services

- [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)
- [UNT Writing Center](https://writingcenter.unt.edu/) (<https://writingcenter.unt.edu/>)
- [UNT Center for Learning Experimentation, Application, and Research](https://digitalstrategy.unt.edu/clear/approved_and_supported_technologies/online_student_resources.html)
(https://digitalstrategy.unt.edu/clear/approved_and_supported_technologies/online_student_resources.html)
- [UNT Academic Success Center](https://success.unt.edu/asc) (<https://success.unt.edu/asc>)

Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)
- [Individual Counseling and Therapy](https://studentaffairs.unt.edu/counseling-and-testing-services/student-counseling/services/individual-counseling.html) (<https://studentaffairs.unt.edu/counseling-and-testing-services/student-counseling/services/individual-counseling.html>).

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let

the instructor know. You can also update your personal information – including but not limited to the chosen name -- by following [instructions on the UNT Transcripts and Records website](https://registrar.unt.edu/transcripts-and-records/update-your-personal-information) (<https://registrar.unt.edu/transcripts-and-records/update-your-personal-information>).

Additional Student Support Services

- [Registrar](https://registrar.unt.edu/registration) (<https://registrar.unt.edu/registration>)
- [Financial Aid](https://financialaid.unt.edu/) (<https://financialaid.unt.edu/>)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (<https://studentaffairs.unt.edu/student-legal-services>)
- [Career Center](https://studentaffairs.unt.edu/career-center) (<https://studentaffairs.unt.edu/career-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [UNT Food Pantry](https://studentaffairs.unt.edu/desresources/programs/food-pantry/index.html) (<https://studentaffairs.unt.edu/desresources/programs/food-pantry/index.html>)