INFO 5224 Metadata for Information Organization and Retrieval II
(Advanced Metadata Applications in Digital Repositories):
Spring 2026 Syllabus and Schedule
Last updated 01/10/2026

Teaching Team Contact and Communication Expectations

Instructor Name: Dr. Oksana L. Zavalina, MLIS, PhD, and UNT Professor

Instructor Office Hours: by appointment (please send a message in Canvas Messages (aka Communications) to request appointment)

Teaching Assistant (TA) Name: Merrion Dale (Merrion Frederick), UNT Information Science PhD candidate

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).

The primary tools that will be used by the teaching team to communicate directly with students are

- ***Canvas Messages (aka Communications)*** tool for individual communication, and

- ***Announcements*** on the course website for communication with the entire class. Announcements are automatically forwarded to students' UNT email addresses.

Please do NOT use ***Canvas Gradebook*** messaging to reach out to the teaching team with any time-sensitive questions or concerns. Instead, use ***Canvas Messages (aka Communications)***.

Students can expect to receive a response to a message sent in ***Canvas Messages*** within 24 hours on weekdays (no response on weekends or holidays should be expected). To ensure a prompt reply to your message, please send it to **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 being 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

Advanced coverage of digital repository metadata technologies, metadata management principles and practices for professionals and researchers. Examination of metadata functionality in supporting user tasks, including information needs of specific user communities. Exploration of existing and emerging data content standards, metadata schemes, data value standards and generative Artificial Intelligence (GenAI) for representing information resources. Exploration of technical aspects of metadata interoperability, implications for digital repositories, and methods of achieving metadata interoperability goals. Discussion of metadata transformation principles and utilization of existing and emerging tools and technologies for metadata transformation. Exploration of metadata quality and quality assurance in metadata management. Evaluation of human-created and machine-generated (with GenAI) metadata records using metadata quality control frameworks. Metadata analytics and visualization with network graphs. Examination of Linked Data tools and techniques, their applications in digital repository metadata. Application of Resource Description Framework Extensible Markup Language (RDF XML) and Java Script Object Notation (JSON) as syntaxes for metadata encoding. Exploration of Web Ontology Language (OWL) applications in metadata.

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 4 major learning modules each of which contains required readings and instructor's presentations:

1. Metadata for Cultural Works and Specialized User Communities: Language Documentation Case Study
2. Metadata Quality
3. Metadata Interoperability
4. Linked Data.

Depending on the semester in which the course is offered (16-week Spring or Fall semester, or 10-week Summer semester), the amount of time spent on each learning module varies. The **Course Schedule** section of this document provides details on course activities and due dates for the weeks of the Spring semester of 2026.

In each learning module, learning outcomes obtained by students are assessed through a discussion of readings and a major practical assignment. Students will work independently on major practical assignments and will engage in discussions for the Readings Discussion assignment.

Course Prerequisites or Other Restrictions

The prerequisite for INFO 5224 is the UNT course INFO 5223 Metadata for Information Organization and Retrieval I , its undergraduate version INFO 4223 Introduction to Metadata for Information Organization, or an equivalent metadata course from another institution. Consent of course instructor might be obtained if a student does not have the coursework prerequisites BUT has completed INFO 5200 Information Organization core course (or an introductory information organization course from another institution) AND obtained these prerequisite knowledge and skills as part of coursework (graduate or undergraduate) or work experience before the course starts:

- Working knowledge of at least 1 major metadata scheme (for example, MODS, VRA Core, Dublin Core: DCMES 1.1, DCTERMS), and

- Extensible Markup Language (XML) skills.

Course Objectives

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

1. Identify the needs of a user community, types of materials of interest to these users, and metadata standards that can be utilized in representing these materials for these audiences. Implement this knowledge in metadata work, including investigating relations between metadata elements and user tasks based on conceptual models, applying controlled vocabularies.
2. Discuss metadata quality principles, and their application issues. Identify criteria and methods of ensuring and evaluating quality of human-created and machine-created – including with generative Artificial Intelligence tools – metadata. Conduct metadata quality evaluation: assess the quality of metadata records based on multiple criteria.
3. Discuss metadata interoperability principles, and existing technologies to support metadata interoperability. Implement this knowledge in transforming metadata between various metadata schemes.
4. Discuss the role of metadata in Semantic Web, existing technologies and applications used in creation, documentation, and management of metadata as Linked Data. Implement this knowledge in creating and evaluating metadata in the form that supports Linked Data functionality: in JSON syntax and serializations of RDF (RDFXML, etc.)
5. Examine and evaluate current trends in metadata theory and practice, as well as perspectives of:
    a. developing and applying metadata to provide effective information access for specialized user communities
    b. quality assessment and management of human-created and machine-created metadata
    c. assuring interoperability of metadata
    d. increasing Linked Data functionality of metadata.

Materials

There is no required textbook for this course. However, each module has the required readings that are posted on **Class Meetings & Meeting Materials** course pages for each of modules 1-4. In the video recordings of class meetings, details and examples are provided for each learning module in interactive form.

The **Practical Assignment** course page (and assignment instructions document linked from that page) is also a required reading for each module. Each of these learning modules (1 through 4) also has **Readings Discussion for Modul**e […] page and completing 2 readings form that page is required: the choice of readings from those listed is yours.   Some of the readings are only accessible electronically through **UNT Libraries'** subscription, and you will be able to find them in full text at https://library.unt.edu/.

In addition, presentation slides prepared for each module by course developer and instructor Dr. Oksana Zavalina, as well as transcripts and text chat logs of class meetings (automatically generated by Zoom) are made available as recommended readings.

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 the Summer 10 Week semester is significantly shorter than Fall or Spring semesters, 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.

Course Teaching Philosophy

Below I include the highlights from my **teaching philosophy with discussion of my INFO 5224 teaching methods, along with the suggested ways for students to best benefit from the course.**

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 metadata research projects 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. In online courses, I hold synchronous class meetings and post for students the instructor slides (before the class meeting). Shortly after each class meeting, I post for

students the link to meeting recording, which also leads to the transcript of this recording and the text chat log. Attendance and active participation in the class meetings is recommended. Students who did not attend and actively participate in the class meeting or skipped part of the meeting by joining late or leaving early are required to review meeting materials within 24 hours. Students who participated in the entire meeting are encouraged to review these materials as they work on assignments.

Course materials are designed to benefit both visual learners and auditory learners. Thus, while reviewing the published readings and a complete audiovisual recording of the class meetings for each module is required for everyone, it is your choice whether to listen to the class meeting recording audio file, to view the instructor presentation slides, or to review the text chat log and transcript of the class meeting. To meet the needs of students with visual accommodation requests for the INFO 5224 course reviewed and approved by the UNT Office of Disability Access (ODA), the text-only versions of instructor presentation slides are provided for each learning module. In addition, alternative versions of course assignment documents are provided for these students upon request.

The clear logical structure of the INFO 5224 course 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. Please keep in mind that definitions of "timeliness" vary from course to course based on the nature of assignments. Unlike essay, discussion, or quiz assignments, the practical metadata assignments included in this and other digital repository metadata and library cataloging and classification courses, are time-consuming and effort-consuming to review so that the teaching team can provide students with meaningful feedback. Therefore, we ask you to please be patient. The expected turnaround time for reviewing your submissions and returning feedback to you are included on the respective assignment pages in the course website.

I have been continuously updating INFO 5224 course materials based not only on the new developments in the field but also on feedback from students and graduates. There are multiple ways to share such feedback, including through the UNT Student Perceptions of Teaching (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 5224 students include:

- Computer (either desktop or laptop but NOT a tablet) on which you can install software when needed (MarcEdit https://marcedit.reeset.net/downloads, and more) and which you will use for completing practical assignments.
- 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). 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)
- At least two different web browsers (for example, Google Chrome, Microsoft Edge, Mozilla Firefox, Internet Explorer, Safari)
- Speakers or headphones
- Microphone
- Reliable internet access.

Computer Skills & Digital Literacy

Course-specific technical skills learners need to succeed in the INFO 5224 course include:

- Using Canvas
- Using Zoom
- Sending and receiving messages with or without attachments
- Printing Word documents OR opening and printing PDF files, using free [Adobe Acrobat Reader](https://get.adobe.com/reader/)
- Downloading and installing software
- Using XML editor
- Posting to discussion boards
- Creating, naming, and saving files
- Formatting MS Word documents (including setting up indentations for paragraphs or lines of code, etc.)
- Copying and pasting into a document
- Taking screenshots and inserting them in MS Word documents (*NOTE: this is not required for students with INFO 5224 visual accessibility accommodation request submitted and approved through [UNT Office of Disability Access](#)*).

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: [UNT 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)

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 Online Communication Tips (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".
- 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.
- 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 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 **UNT Online Communication Tips** (https://digitalstrategy.unt.edu/clear/online-communication-tips.html) for more information.

Course Requirements: Table 1

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
Readings Discussion: *This assignment is aligned with course Learning Objective no. 5 and includes discussions of publications associated with topics of INFO 5224's 4 learning modules. The lists of readings to select from for Reading Discussions 1-4 and expectations to discussions are posted in the Readings Discussion Forums area of the course website.*	*4 discussions for a total of 20 points*	*20%*
Module 1 Practical Assignment: Metadata for Cultural Objects: Language Documentation Case Study: *In this assignment aligned with course Learning Objective no. 1, after familiarizing with language documentation outputs, data*	*18 points*	*18%*

Assignments and Activities	Points Possible	Percentage of Final Grade
management, and linguistics-specific data content standards, students will answer questions based on the readings and gain experience navigating the appropriate general and specialized controlled vocabularies. Detailed instructions on how to complete this assignment will be posted in a separate assignment instructions document.		
Module 2 Practical Assignment: Metadata Evaluation Assignment: In this practical exercise aligned with course Learning Objective no. 2, students will get a real-life metadata experience by analyzing quality of metadata records and examining metadata creation guidelines intended to ensure high quality of metadata in a digital collection. Detailed instructions on how to complete this assignment are provided in the separate assignment instructions document under the Assignments area of the course site.	*20 points*	*20%*
Module 3 Practical Assignment: Crosswalking Assignment: In this practical exercise aligned with course Learning Objective no. 3, students will learn how to apply crosswalking tools to transform –automatically and manually – existing harvested metadata records between different metadata schemes and syntaxes. Detailed instructions on how to complete this assignment are provided in the separate assignment instructions document under the Assignments area of the course site.	*18 points*	*18%*
Module 4 Practical Assignment: Linked Data Assignment: In this practical exercise aligned with course Learning Objective no. 3, students will learn how to apply Linked Data principles to creation of metadata describing information objects and other entities (for example, personal names, corporate names, concepts) important for information representation and examine metadata represented as Linked Data. Detailed instructions on how to complete this assignment are provided in the separate assignment instructions document under the Assignments area of the course site.	*18 points*	*18%*
Participation: • *Course Introductions Discussion Forum posting* • *Providing content-rich replies to at least one fellow student's discussion post for each of the 4 learning modules discussion forums*	*6 points*	*6%*
Extra Credit • *SPOT survey (if 80% survey participation target is achieved)* • *Participation in online class meetings*	*8, including:* *2 points* *6 points*	*8%, including:* *2%* *6%*
Total Points Possible	*108 points*	*108%*

Grading

General Information

The points total (and percentages) used to calculate the final semester grade in INFO 5224 are as follows:

- A = 90-108 points total (90%-108%)
- B = 80-89 points total (80%-89%)

- C = 70-79 points total (70%-79%): *Please note that semester grade of C is considered a failing grade if the graduate course is listed as a core course in the student's concentration program*
- D = 60-69 points total (60-69%): *Please note that semester grade of D is considered a failing grade for any graduate course*
- F = 0-59 points total (0%-59%).

INFO 5224 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 module-related knowledge and skills through completion of required readings and activities. Your grade for each assignment will be shown in the course gradebook as the points earned. To learn what letter grade your assignment grade corresponds to, please calculate the percentage by dividing the number of points you got for the assignment by the total number of possible points for the assignment (see Table 1 above). For example, if you received 15.7 points for Module 1 practical assignment, which is worth 18 points, your calculations would be: 15.7 / 18 * 100% = 87.22%, or a B.

Grade A signifies excellent work beyond basic requirements, B signifies adequate work in response to the requirements, and grades C to F signify that a student's work does not meet the basic requirements to a certain degree (from smaller to greater). Substantive content of assignments will be considered, including completeness, accuracy, and adherence to the assignment guidelines, demonstrated knowledge of appropriate concepts, reasonable conclusions or solutions, and quality of writing (organization and clarity of expression; correct grammar, punctuation, and spelling; attribution of sources).

The extra credit opportunities are listed in Table 1 in the **Course Requirements** section of this Syllabus document above. No other extra credit opportunities will be available.

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 discussing requirements for completing the course. Students enrolled in UNT Department of Information Science courses requesting a grade of Incomplete must complete and submit via Canvas Messages (aka Communications) 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 [Spring 2026 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 Spring 2025 semester, SPOT evaluation survey will be available April 13-30, 2026.**

Semester Schedule: Table 2

Weeks	Activities	Submissions
Week 1: January 12-18, 2026. Module 1	Review materials posted in **Module 0: Start Here** Participate in the ***class meeting in Zoom** (Tuesday, January 13, 6:00-8:00 pm US Central time)* or review class meeting materials within 24 hours. Review materials posted in **Module 1: Metadata for Cultural Works and Specialized User Communities** Select Module 1 Discussion readings and work on the **Module 1 Discussion assignment.** Review the description of the **Module 1 Practical Assignment** and begin working on the assignment.	Post a message about yourself in the **"Course Introductions" discussion forum**. Due: Monday, January 12, 11:59pm (US Central Time).
Week 2: January 19-25. Module 1 continued	Complete the work on **Module 1 Discussion assignment.** Participate in the ***class meeting in Zoom** (Tuesday, January 20, 6:00-8:00 pm US Central time)* or review class meeting materials within 24 hours. Continue the work on the **Module 1 Practical Assignment**.	Post summaries of and reaction to your selected Module 1 readings in the **"Module 1 Readings Discussion" discussion forum**. Due: Wednesday, January 21, 11:59 pm (US Central Time).
Week 3: January 26-February 1. Module 1 continued	Continue the work on the **Module 1 Practical Assignment**. Participate in the **class meeting in Zoom** (Tuesday, January 27, 6:00-8:00 pm US Central time) or review class meeting materials within 24 hours	

Weeks	Activities	Submissions
Week 4: February 2-8. Module 1 ending	*Participate in the **class meeting in Zoom** (Tuesday, February 3, 6:00-8:00 pm Central) or review class meeting materials within 24 hours.* *Complete the work on the **Module 1 Practical Assignment**.*	*Submit **Module 1 Practical Assignment**. Due: Wednesday, February 4, 11:59 pm (US Central Time).*
Week 5: February 9-15. Module 2	*Review materials posted in **Module 2: Metadata Quality*** *Participate in the **class meeting in Zoom** (Tuesday, February 10, 6:00-8:00 pm US Central time) or review class meeting materials within 24 hours.* *Select Module 2 Discussion readings and work on the **Module 2 Discussion assignment.*** *Review the description of the **Module 2 Practical Assignment** and begin working on the assignment.*	
Week 6: February 16-22. Module 2 continued	*Complete the work on **Module 2 Discussion assignment.*** *Participate in the **class meeting in Zoom** (Tuesday, February 17, 6:00-8:00 pm US Central time) or review class meeting materials within 24 hours.* *Continue the work on the **Module 2 Practical Assignment**.*	*Post the summaries of and reactions to your selected Module 2 readings in the **"Module 2 Readings Discussion" discussion forum**. Due: Wednesday, February 18, 11:59 pm (US Central Time).*
Week 7: February 23 - March 1. Module 2 continued	*Continue the work on **Module 2 Practical Assignment**.* *Participate in the **class meeting in Zoom** (Tuesday, February 24, 6:00-8:00 pm US Central time) or review class meeting materials within 24 hours.*	
Week 8: March 2-8. Module 2 ending	*Participate in the **class meeting in Zoom** (Tuesday, March 3, 6:00-8:00 pm US Central time) or review class meeting materials within 24 hours.* *Complete the work on the **Module 2 Practical Assignment**.*	*Submit **Module 2 Practical Assignment**. Due: Wednesday, March 4, 11:59 pm (US Central Time).*
Week 9: March 9-15	*SPRING BREAK*	

Weeks	Activities	Submissions
Week 10: *March 16-22.* Module 3	*Select Module 3 Discussion readings and work on the **Module 3 Discussion assignment.*** *Participate in the **class meeting in Zoom** (Tuesday, March 17, 6:00-8:00 pm US Central time) or review class meeting materials within 24 hours.* *Review the description of the **Module 3 Practical Assignment** and begin working on the assignment.*	
Week 11: *March 23-29.* Module 3 continued	*Complete the work on the **Module 3 Discussion assignment.*** *Participate in the **class meeting in Zoom** (Tuesday, March 24, 6:00-8:00 pm US Central time) or review class meeting materials within 24 hours.* *Continue the work on the **Module 3 Practical Assignment***	*Post the summaries of and reaction to your selected Module 3 readings in the **"Module 3 Readings Discussion" discussion forum**. Due: Wednesday, March 25, 11:59 pm (US Central Time).*
Week 12: *March 30-April 5.* Module 3 continued	*Continue the work on the **Module 3 Practical Assignment**.* *Participate in the **class meeting in Zoom** (Tuesday, March 31, 6:00-8:00 pm US Central time) or review class meeting materials within 24 hours*	
Week 13: *April 6-12.* Module 3 ending	*Complete the work on the **Module 3 Practical Assignment**.* *Participate in the **class meeting in Zoom** (Tuesday, April 7, 6:00-8:00 pm US Central time) or review class meeting materials within 24 hours.*	*Submit **Module 3 Practical Assignment**. Due: Wednesday, April 8, 11:59 pm (US Central Time).*
Week 14: *April 13-19.* Module 4	*Participate in the **class meeting in Zoom** (Tuesday, April 14, 6:00-8:00 pm US Central time) or review class meeting materials within 24 hours.* *Review the description of the **Module 4 Practical Assignment** and begin working on the assignment.*	
Week 15: *April 20-26.* Module 4 continued	*Participate in the **class meeting in Zoom** (Tuesday, April 21, 6:00-8:00 pm US Central time) or review class meeting materials within 24 hours.* *Continue the work on the **Module 4 Practical Assignment***	*Post summaries of and reaction to your selected Module 4 readings in the **"Module 4 readings discussion " discussion forum**. Due: Wednesday, April 22, 11:59 pm (US Central Time).*

Weeks	Activities	Submissions
Week 16: April 27-May 3. Module 4 continued	*Continue the work on the **Module 4 Practical Assignment*** *Participate in the **[class meeting in Zoom](Tuesday, April 28, 6:00-8:00 pm US Central time)** or review class meeting materials within 24 hours*	*Submit **SPOT course evaluation survey**. Due: Wednesday, April 29, 11:59 pm (US Central Time).*
Week 17: Monday, May 4 - Friday, May 8. Module 4 ending	*Participate in the **[class meeting in Zoom](Tuesday, May 5, 6:00-8:00 pm US Central time)** or review class meeting materials within 24 hours.* *Complete the work on the **Module 4 Practical Assignment***	*Submit **Module 4 Practical Assignment**. Due: Tuesday, May 5, 11:59 pm (US Central Time).*

INFO 5224 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 document 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 students to resolve any issues at the earliest possible time.

INFO 5224 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 those student questions the answers to which are NOT already included in Syllabus, Assignment instructions documents, and required readings. **In your expectations towards the course instructor, 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 in 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. A significant portion of that time in INFO 5224 is spent by the instructor in the weekly class meetings 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) responsibilities in this course are mainly grading student submissions using the grading rubrics and answer keys developed by the instructor. The TA will also answer those questions the answers to which are NOT already included in Syllabus, Assignment instructions documents, and required readings. **In your expectations towards the course TA, 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 any class up to 10 hours a week. The INFO 5224 TA work time is mostly spent on grading written submissions from all students in the class and addressing the questions 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 12 days. The teaching team will normally reply to messages sent by students in Canvas Messages (aka Communications) 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 2-3 business days. To ensure prompt reply to your message sent in Canvas Messages (aka Communications), please send it to both the Instructor and the 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 timely reply: these messages do not display in Canvas Inbox and are not promptly forwarded to our UNT email addresses.

Late Work

All assignments must be submitted on time. One-half grade (5 points out of 100 or 5%) will be deducted for each day when an assignment is late (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 –25*5*4 / 100 = 15). An exception can be made if a student cannot meet the deadline for a serious reason AND notifies the 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, https://registrar.unt.edu/registration/spring-academic-calendar.html). 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

Attendance and active participation in class meetings is NOT required BUT it is highly recommended for better learning experience and a stronger grasp of the course materials. Students who miss a class meeting must review posted class meeting materials ASAP (within 24 hours).

Visit the [University of North Texas' Attendance and Authorized Absences Policy](https://policy.unt.edu/policy/06-039) (https://policy.unt.edu/policy/06-039) to learn more.

Syllabus Change Policy

This syllabus and/or schedule may be revised during the semester. Students 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.

UNT Policies

Student 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 of others, 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 unauthorized assistance and/or sources that are not authorized by the course instructor.

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_sept09-22.pdf) (https://informationscience.unt.edu/sites/default/files/dis_academicintegritymisconductpolicy_sept09-22.pdf).

INFO 5224 Student Academic Integrity Policy is based on *UNT Policy 06.003* and *DIS Academic Integrity and Misconduct Guidelines.* According to INFO 5224 policy:

A. **All INFO 5224 <u>practical</u> assignments are individual and team work on these assignments is not allowed. Violations of this rule are considered academic integrity violations.**

B. **Please feel free to use simple non-generative-AI tools like spellcheck, speech-to-text, and/or translation tools (Google Translate, etc.) as needed. However, no additional tools (other than those explicitly named in module presentations and assignment instructions documents) should be used. This applies to – but is not limited to – Generative Artificial Intelligence (GenAI) tools (for example Claude, CoPilot, ChatGPT, Gemini, etc.).**

C. **To find out which tools are required, recommended, or allowed for any specific assignment, please make sure to thoroughly read the assignment instructions posted on the course website, and review this module's presentations that include demonstrations of completing**

the tasks included in the major assignment. For example, in one of the parts of the Module 2 exercise, the use of GenAI tools is not only permitted but also required as students learn to responsibly use GenAI in metadata-related tasks and evaluate its outputs. If in doubt, please reach out to instructor with the question.

D. **All INFO 5224 student work must be original (and no one – friends, relatives, roommates, colleagues, consultants, etc. -- should be assisting an INFO 5224 student in completing assignments). With all questions, please reach out to course instructor in Canvas Messages.**

E. **The first case of academic integrity violation (plagiarism, cheating, etc.) in INFO 5224 assignment results in the student(s) involved receiving a grade of F (zero points) for this assignment. The second academic integrity violation will result in both:**

   o **grade of F (zero points) for that assignment, and**

   o **submission of academic integrity violation report to the UNT Dean of Students office.**

Americans with Disabilities (ADA) Act Accommodations Policy

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).

NOTE for students with INFO 5224 visual disability accommodation request submitted and approved through UNT ODA: if you experience issues with accessibility of assignment submission documents, please send a message via Canvas Messages (aka Communications) to the instructor ASAP to request an alternative format option.

Prohibition of Discrimination, Harassment, and Retaliation Policy

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, investigates and takes remedial action when appropriate.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert and @UNTEAGLEALERT to quickly notify students with critical information in the event of an emergency (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 business and academic services at UNT through 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 Spring 2026 semester, SPOT survey will be available to complete between April 13th and 30th. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" with the survey link. Students should look for the email message in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey, they will receive an automatic confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (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 oeo@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 (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination, or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone (940) 565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

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

See UNT Policy 07.002 Student Identity Verification, Privacy, and Notification and Distance Education Courses (https://policy.unt.edu/policy/07-002).

Use of Student Work

A student owns the copyright for all work (for example, software, photographs, reports, presentations, and discussion 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 5224 course employs lecture capture technology to record class sessions. INFO 5224 students may occasionally appear on video, but they do not make in-class presentations. The lecture recordings will be available to you for study purposes and may also 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 (for example, prefer to be referred to by your middle name, shortened form of your first name, etc.) 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 & Scholarships](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Professional and Academic Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services/testing-services/index.html) (https://studentaffairs.unt.edu/counseling-and-testing-services/testing-services/index.html)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
- [UNT Food Pantry](https://studentaffairs.unt.edu/desresources/programs/food-pantry/index.html) (https://studentaffairs.unt.edu/desresources/programs/food-pantry/index.html)