COURSE DESCRIPTION

1. Course Description

This course focuses on representation and organization of different kinds of information resources using various forms of metadata; examination and evaluation of key metadata schemes and standards for representing and organizing information resources in the digital environment; identification, use and evaluation of metadata creation tools; exploration of metadata implications for retrieval of information resources.

2. Course Student Learning Outcomes (SLOs)

By the end of the course, students will:

- Understand what metadata is and how it is used to represent, organize, manage, and provide access to networked information resources.
- Understand the components -- structure, elements, syntax, semantics -- of metadata scheme, data content and data value standards guiding creation of metadata.
- Gain knowledge of key item-level and collection-level metadata schemes, their strengths and weaknesses, and their uses.
- Learn to create item-level and collection-level metadata in various metadata schemes, in XML and HTML syntaxes.
- Become competent in tools and technologies used for creating, storing, and accessing metadata.

1 Email is a preferred mode of communication.
3. Prerequisites

The official prerequisites for INFO 4223 / 5223 are UNT courses INFO 4203 Indexing and Abstracting (for undergraduate students), INFO 5200 Introduction to Information Organization (for graduate students), an equivalent course, or consent of instructor. The instructor strongly recommends (but does not require) additional prerequisites -- INFO 4210 / 5210, INFO 5740 -- which can be taken concurrently with INFO 4223 / 5223.

4. Course Format

This is a fully online course. Most course interaction will occur via Blackboard Learn, UNT's online learning management system, and GoToTraining. The online learning management system course site provides a central focus for class communications, online course materials, and learning modules. Students will need web access to use the learning management system. Students must be able to work independently and in project teams. For registered students, the Blackboard Learn course site will be accessible starting on the morning of the first class day of the semester. Post to the site’s Discussions area your questions, responses to questions, and comments about course content and technologies. The instructor and TAs will read site postings and respond as appropriate.

COURSE REQUIREMENTS

1. Effort Expected

Students can expect to work approximately 3 to 4 hours per week for each credit hour. This is a 3-credit course, and students should plan to spend approximately 9 to 12 hours a week for readings, assignments, online activities, learning software, etc. By maintaining this level of effort throughout the semester, students are likely to be successful in the course. In addition, this effort will help students develop full comprehension of the subject matter.

2. Course Meetings and Communication Protocol

Students are required to attend at least three weekly online class meetings that will be held on Wednesdays from 7:30 pm to 9:30 pm Central Time, starting the first week of the semester. Participation is required in the first meeting, in the last meeting when student teams will be presenting, and in the meeting when your individual presentation is scheduled. Participation in all other course meetings is highly recommended.

Students should check the course site regularly – at least several times a week, if not daily, for announcements, messages and discussions postings. Students are responsible for reading all posted materials.

3. Technology

Students should have substantial computer experience.
Reliable Internet access is required. It is recommended to have at least two different web browsers installed on your computer. Browsers may interact differently with different web resources so you will be able to try an alternative browser when having problems. Therefore, please make sure you have the following installed on your computer for this class:

- Firefox (note that Firefox has blocked older unsecure Java versions; if you have this problem, to get Java working again, see http://support.mozilla.org/en-US/kb/update-and-unblock-java).
- Internet Explorer (Safari for Mac OS)

For more details you may check this page: Browser Support for Blackboard Learn Release 9.1, Service Packs 14-20: https://help.blackboard.com/en-us/Learn/9.1_SP_14/Student/015_Browser_Support/010_Browser_Support_SP_14

You may also try other versions of the listed browsers – they are usually working well.

It may be necessary to upgrade your computer system to work well with the Blackboard Learn system, and high-speed Internet access is highly recommended. In addition to computer hardware running Microsoft Windows as an operating system, you will need MS Word or equivalent and any presentation software (such as MS PowerPoint), and be able to submit documents in .doc /.docx and .ppt /.pptx formats.

To access course materials, you must have the latest version of Adobe Acrobat Reader or any other alternative reader of PDF files on your system. Adobe Acrobat Reader is free. To download, go to http://get.adobe.com/reader/.

Students will also need speakers (or headphones) in weekly class meetings. Students will need a microphone to make a presentation during two of the weekly class meetings – the week of individual presentation and the week of team presentation.

4. Readings

There is no required textbook for this course. However, there are course learning modules (online lectures) and required associated external readings. Learning modules are organized by Topics and are available via the Learning Modules folder. The readings are from the scholarly and professional literature. Almost all of these required readings are available online. In addition, the course teaching team has put together a Metadata Resources List document that includes resources beyond the required readings. Students are expected to go beyond the required readings as part of their fulfillment of course requirements and assignments.

5. Assignments and Participation

You will have to complete four assignments and participate in the class meetings. Details about each of these assignments are contained in the documents in the Assignments Information folder on the course site.
This assignment will give you an opportunity to develop a deeper understanding of the fundamental concepts, metadata schemes, current technologies, and projects related to metadata. 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 GoToTraining service that we will use for the weekly online meetings (chats). The assignment is worth 20% of the final course grade. Detailed instructions on how to complete this assignment will be posted in a separate assignment instructions document.

### Portal to Texas History Metadata Exercise

This will be a real-life individual hands-on exercise on creating metadata for a small set of digital objects using a single metadata scheme. The objects are part of one of the Portal to Texas History collections. You will be provided with detailed input rules for metadata creators for the collection. You will be able to log in, view the objects that need metadata records, review the input rules, create records, and finally make records accessible to the users. As a deliverable for this exercise you will submit a document containing links to the completed records. The assignment is worth 10% of the final course grade. Detailed instructions on how to complete this assignment will be posted in a separate assignment instructions document.

### Creating Metadata Records Project

The project will require creating metadata records for a set of information resources using several major metadata schemes. You will produce complete metadata records for assigned set of information resources plus brief comment about the records. The assignment is broken down in 3 written reports; plus an in-class presentation in GoToTraning service. The assignment is worth 47% of the final course grade. Detailed instructions on how to complete this assignment will be posted in a separate assignment instructions document.

### Learning Modules Discussion Assignment

This assignment will provide you with the opportunity to contemplate on the issues covered in required readings (both the online learning modules and the external readings linked off of the learning modules) and discuss your understanding of these readings. As we progress through the semester, you will be required to post to discussion forum your discussion of each learning module topic. This will result in a set of 8 discussion posts, which is worth 16% of the final course grade. Instructions on how to complete this assignment will be posted in description of each discussion forum.

### Participation

Participation constitutes 7% of the final course grade. Participation includes:

- A post to Who I Am discussion forum during the first week of the semester (1% of the final course grade).
- Participation in weekly online class meetings (6% of the final course grade). It is highly recommended to attend all online class meetings. However, you are required to participate in the first meeting, in the last meeting when student teams will be presenting, and in the meeting when your individual presentation is scheduled.
Participation in each of these meeting constitutes 2% of semester grade. Students should review the recorded archive of the meetings which they could not attend. Meetings activities will include presentations, in-class exercises, and discussions of fellow students’ presentations.

Blackboard Learn enables instructors to electronically track the times of students' first and last logins, number of postings, and visits to certain areas. However, this information is not used directly in determining students’ grades for course participation.

6. Style Manuals

In written reports, students are required to cite sources according to the format rules in the APA style manual:


Style manuals are available in the reference sections of university bookstores, many mainstream bookstores, and university libraries. Excerpts and examples from APA Publication Manual are also available online at:

- Cornell University Library website, http://www.library.cornell.edu/resrch/citmanage/apa
- Purdue Online Writing Lab, http://owl.english.purdue.edu/owl/resource/560/01

GRADING

1. Grade Distribution

Ninety one percent of the final course grade will be based on the four major assignments. Additional 9% of the final course grade will be earned through course participation.

<table>
<thead>
<tr>
<th>Component</th>
<th>% of Grade</th>
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<tbody>
<tr>
<td>Metadata Research Presentation</td>
<td>20%</td>
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<tr>
<td>Portal to Texas History Metadata Exercise</td>
<td>10%</td>
</tr>
<tr>
<td>Creating Metadata Records Project</td>
<td>47%</td>
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<tr>
<td>Learning Modules Discussion Posts</td>
<td>16%</td>
</tr>
<tr>
<td>Participation</td>
<td>7%</td>
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<tr>
<td>Extra credit (optional participation in a research study and/or practical project TBA)</td>
<td>3% each (for a total of up to 6%)</td>
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Grades indicate the degree to which a student completes assignments according to stated requirements. Grades for assignments, as well as semester grade are determined on a 100-point scale, where:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
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<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>59 points and below</td>
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The grade of A signifies superior work beyond basic requirements, B signifies adequate work in response to the requirements, and C signifies that work does not meet the basic requirements. Both the substantive content of written reports and the quality of the writing will be considered. Substantive content includes completeness and adherence to the assignment requirements, knowledge of appropriate concepts, strong supporting material, and reasonable conclusions or solutions. Quality of writing covers organization and clarity of expression, appropriate use of references, and correct grammar, punctuation, and spelling. References must be made in APA style 6th edition (see above). Up to one-half grade (i.e. up to 5 points out of 100) will be deducted for inaccurate references.

A student who is having trouble with assignments is strongly encouraged to contact the instructor as early as possible for personal advising.

2. Due Dates

To facilitate timely grading, all assignments must be submitted on time. One-half grade (i.e., 5 points out of 100) 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 98/100 (A+) if submitted on-time the grade will be reduced to 78/100 (C+) if the assignment is submitted 4 days after the due date (98 - 5 X 4 = 78). An exception can be made if a student absolutely cannot meet the deadline AND notifies the instructor and TAs before the due date.

UNT COURSE EVALUATIONS

Purpose of the UNT Course Evaluations is to produce valid scores for measuring teaching effectiveness and quality of the course. The intent is that the scores can be applied to a continuous improvement of the courses. Your feedback on the course is very important and highly appreciated. Please make sure to complete the UNT Course Evaluations survey for INFO 4223 / 5223 at the end of semester. The survey for the course will be available at this website https://unt.iasystem.org/survey between December 4th and 10th. The direct link to the INFO 4223 / 5223 UNT Course Evaluations survey will be available sent to each student’s UNT email address in email from organization that administers survey.

IMPORTANT POLICIES

1. Grade of Incomplete

The UNT Graduate Catalog describes and explains grading policies. The UNT Registrar office website (http://registrar.unt.edu/grades/incompletes) explains UNT policy regarding a grade of Incomplete.

2. Withdrawal

The UNT Graduate Catalog describes and explains withdrawal policies and deadlines. The UNT Registration Guide (http://registrar.unt.edu/registration/fall-registration-guide) lists specific
deadlines regarding withdrawal (http://registrar.unt.edu/registration/withdrawing-semester). In particular,

- **October 2, 2015**, is the last day to withdraw from a course with an automatic grade of Withdraw (W).
- **November 2, 2015**, is the last day to drop a course with a grade of Withdraw (W) or Withdraw-Failing (WF). A grade of W or WF must be decided by instructor depending on a student's attendance record and grade earned.

Please note that a student who simply stops attending class and does not file a withdrawal form may receive a final course grade of F (Fail).

### 3. Acceptable Student Behavior

Students are expected to be engaged with the course throughout the semester. Instructors will be available by appointment, and online via the learning management system.

If students are assigned to work in groups for an assignment, they are to rely on each other to meet deadlines and do their fair share of the work. A student who is falling behind or intends to withdraw from the course is expected to inform his/her teammates as soon as possible so they can work out alternatives.

In class discussions and group assignments, both onsite and online, students are expected to demonstrate professional behavior. This means interacting in a supportive and tactful manner based on mutual respect for each other's ideas and approaches.

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at https://deanofstudents.unt.edu/conduct

### 4. Academic Misconduct

Academic misconduct includes cheating, plagiarism and other unethical and illegal activities. Penalties range from reducing the grade for a test or assignment to revoking an academic degree already granted. Specific policies, penalties, and the appeals process are explained in UNT's Code of Student Conduct and Discipline, Graduate Catalog, and the Policy Manual, all of which are available online, as well as in the Department of Library and Information Sciences (LIS) Academic Misconduct Policy. A copy of Department's Academic Misconduct Policy is available in the Syllabus and Schedule section of the course content page. The instructor of this course abides by and enforces the LIS and UNT policies on academic misconduct. Students should be particularly aware of the risks of plagiarism.
Plagiarism

The instructor has a **zero tolerance policy for plagiarism**. Plagiarism is a serious violation of the policies of University of North Texas and the Department of Library and Information Sciences. The instructor assumes you have read and understood the UNT’s Student Standards of Academic Integrity Policy (http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf)

**Penalties for Plagiarism**

Plagiarism is illegal, unethical, and unacceptable. Any instances of plagiarism in student work will result in the following penalties:

- First offense: Final course grade reduced by one complete grade (e.g., if a student otherwise earns a B in the course, the grade is reduced to C).
- Second offense: Final course grade reduced to F (Fail).

Any instance of plagiarism is also reported to the Center for Student Rights and Responsibilities, which can impose additional penalties including suspension from UNT.

5. Disability Accommodation

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at http://disability.unt.edu/. You may also contact them by phone at (940) 565-4323.

6. Important Notice for International Students on F-1 Visa

**Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website at http://www.ecfr.gov. The specific portion concerning distance education courses is located at "Title 8 CFR 214.2 Paragraph (f)(6)(i)(G) and can be found buried within this document:

The paragraph (f)(6)(i)(G) reads:

(G) For F1 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 F1 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 Advising Office. The UNT International Advising Office 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 Advising Office (telephone (940) 565-2195 or email international@unt.edu) to get clarification before the one-week deadline.