Course Syllabus

INFO 4223 Introduction to Metadata

SYLLABUS and SCHEDULE (Winter 3W 2018-2019)

Last updated December 16, 2018, 3:30 pm Central

This document includes the Course Schedule which contains complete listing of course topics and activities, along with due dates.

CONTACT INFORMATION: Course Teaching Team

Instructor  Oksana L. Zavalina, Ph.D.

Email (preferred mode of communication)  Oksana.Zavalina@unt.edu

Phone/Voicemail  (940) 565-3776

Teaching Assistant  n/a

Email  ShadiShakeri@my.unt.edu

Office hours:  By appointment – arrange via email (see above): face-to-face at UNT Discovery Park E298G or online in Dr. Zavalina's UNT Zoom videoconferencing tool

https://unt.zoom.us/j/8589281608

Meeting Regularity:  5 online meetings (December 17th, December 19th, January 2nd, January 7th, and January 9th)

Meeting Location:  Online through Zoom application:

https://unt.zoom.us/j/8589281608

(https://attendee.gototraining.com/r/9007451433204299522)

Meeting Duration:  1.5 hours

Meeting Time:  5:30-7:00 pm Central

1. COURSE DESCRIPTION

1.1. Course Description

Introduction to representation and organization of different kinds of information resources using various forms of metadata. Introduction to examination and use of key metadata schemes, data and content standards, and tools for representing and organizing information resources in the digital environment.
Course Student Learning Outcomes (SLOs)

In this course, students will learn to:

1. Define and identify the components – structure, elements, syntax, and semantics – of metadata scheme.
2. Retrieve metadata standard documentation for key item-level metadata standards (e.g., Dublin Core Metadata Element Set 1.1, MODS, and related controlled vocabularies) and interpret guidelines for practical implementation.
3. Understand Extensive Markup Language (XML) and its use for encoding metadata.
4. Apply the knowledge of key metadata standards and XML syntax to create item-level metadata in Dublin Core Metadata Element Set 1.1 and MODS metadata schemes, encoded in XML.
5. Identify metadata quality criteria and the ways to measure metadata quality.
6. Apply the knowledge of metadata quality to evaluate the quality of item-level metadata in Dublin Core Metadata Element Set 1.1 and MODS metadata schemes, encoded in XML.

Prerequisites

The prerequisite for INFO 4223 is the UNT course INFO 4203 Indexing and Abstracting or equivalent information organization course from another university (such a course can be taken in the same semester with INFO 4223), or consent of instructor.

Course Format

This is a fully online course with regular synchronous course meetings. Most course interaction will occur via UNT Zoom video conferencing application https://unt.zoom.us/j/8589281608 (https://unt.zoom.us/j/8589281608) (where the course meetings will be held) and Canvas course site, which provides a central focus for online course materials and class communications. For registered students, the Canvas course site is accessible starting at 12:01 am of the first day of the semester.

Course Organization

This course is organized into the following five (5) learning modules (each module contains required readings and instructor’s presentation, as well as an exercise):

1. Metadata Basics
2. Major Metadata Schemes: Dublin Core
3. Major Metadata Schemes: MODS
4. Representation of Metadata in XML
5. Metadata Quality Considerations.

COURSE REQUIREMENTS

Effort Expected

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 3 Weeks semester is significantly shorter than normal long semester, students taking a 3-credit-hour course in 3 Weeks semester should plan to spend approximately 30-40 hours a week on 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.

Course Meetings and Communication Protocol

Students are expected to either attend in person five (5) online class meetings to be held December 17th, December 19th, January 2nd, January 7th, and January 9th or promptly (by the end of the day of the meeting, e.g., by 11:59 pm) review posted meeting materials for each of the missed course meetings. Students are responsible for reading all posted materials and should check the course site regularly (at least several times a week), for announcements, messages, course materials, and discussions postings.
Between class meetings students are expected to work independently on course assignments, readings, etc.

**Technology**

Students should have substantial computer experience.

Reliable and high-speed Internet access is required. Because browsers may interact differently with different web resources, it is strongly recommended to have at least two different web browsers installed on your computer. Please make sure you have the following installed:

- 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](http://support.mozilla.org/en-US/kb/update-and-unblock-java)).
- Internet Explorer or Safari for Mac OS.

It may be necessary to upgrade your computer system to work well with the Canvas and Zoom systems. In addition, you will need:

- to submit documents in .doc / .docx formats, the MS Word or equivalent
- to access course materials available as PDF, the latest version of free Adobe Acrobat Reader ([http://get.adobe.com/reader/](http://get.adobe.com/reader/)) or any other alternative reader of PDF files.
- to participate in class meetings, speakers (or headphones) and microphone.

**Readings**

There is no required textbook for this course. However, there are other required readings provided via the course site free of charge for registered students).

These required readings are of two types:

- Class meeting materials -- slide sets with introductions to each learning module’s topic and videorecording -- posted for student review after the end of each meeting.
- Relevant standards (included in the course site for each learning module).

**Assignments**

You will have to complete several 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.

**Learning Module Practical Exercises:** For each learning module, students will complete a practical exercise. These practical exercises are worth between **15%** and **20%** of semester grade each. Please see below for description of practical exercises.

- **Metadata Building Blocks Exercise:** In this practical exercise that is part of **Learning Module 1**, students will learn about components of a metadata scheme. This assignment, aligned with course **Student Learning Outcomes no.1 and 2**, is worth **15%** of semester grade. Detailed instructions on how to complete this assignment will be posted in a separate assignment instructions document.

- **Dublin Core Metadata Exercise:** In this practical exercise that is part of **Learning Module 2**, students will learn to create Dublin Core item-level metadata using Dublin Core Metadata Element Set 1.1. This assignment, aligned with course **Student Learning Outcomes no.2 and 4**, is worth **18%** of semester grade. Detailed instructions on how to complete this assignment will be posted in a separate assignment instructions document.

- **MODS Metadata Exercise:** In this practical exercise that is part of **Learning Module 3**, students will learn to create MODS item-level metadata. This assignment, aligned with course **Student Learning Outcomes no.2 and 4**, is worth **20%** of semester grade. Detailed instructions on how to complete this assignment will be posted in a separate assignment instructions document.

- **Metadata in XML Exercise:** In this practical exercise that is part of **Learning Module 4**, students will learn to represent Dublin Core and MODS metadata records in XML syntax. This assignment, aligned with course **Student Learning**
Outcomes no.3 and 4, is worth 20% of semester grade. Detailed instructions on how to complete this assignment will be posted in a separate assignment instructions document.

- **Metadata Quality Exercise**: In this practical exercise that is part of Learning Module 5, students will learn to evaluate the quality of metadata records. This assignment, aligned with course Student Learning Outcomes no.5 and 6, is worth 18% of semester grade. Detailed instructions on how to complete this assignment will be posted in a separate assignment instructions document.

**Participation**: This activity constitutes 9% of the final course grade and includes a post to Course Introductions discussion forum and completion of the Syllabus Quiz by the deadline specified in semester schedule (and the points earned by student in this quiz).

Canvas and Zoom enable the teaching team to electronically track the times of students' first and last logins, number of postings, and visits to certain areas.

Students must submit all assignments by the due date. Please see below for details on due dates and assignment grading.

### Course Schedule

<table>
<thead>
<tr>
<th>Weeks</th>
<th>Activities</th>
<th>Submission deadlines</th>
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</table>
| December 17-23, 2018 | - Attend 1st class meeting in UNT Zoom (Monday, December 17, 5:30-7:00 pm Central) or review class meeting materials by 11:59 pm on the same day  
- Work on the Metadata Building Blocks Exercise.  
- Attend 2nd class meeting in UNT Zoom (Wednesday, December 19, 5:30-7:00 pm Central) or review class meeting materials by 11:59 pm on the same day. | - Post a message about yourself in the "Course Introductions" discussion forum. Due: Monday, December 17, 4:00 pm (US Central Time).  
- Complete the "Syllabus Quiz". Due: Monday, December 17, 5:00 pm (US Central Time).  
- Submit Metadata Building Blocks Exercise to the assignment drop-box. Due: Wednesday, December 19, 11:59 pm (US Central Time). |
| December 24-December 30, 2018 | **NO CLASS MEETINGS. HAPPY HOLIDAYS!**  
Work on the Dublin Core Metadata Exercise between Christmas and New Year. | **NO SUBMISSIONS** |
| December 31, 2018- January 6, 2019 | - **No meeting on Monday, December 31**  
- Complete the Dublin Core Metadata Exercise.  
- Attend 3rd class meeting in UNT Zoom (Wednesday, January 2, 5:30-7:00 pm Central) or review class meeting materials by 11:59 pm on the same day.  
- Work on the MODS Metadata Exercise. | - Submit Dublin Core Metadata Exercise to the assignment drop-box. Due: Wednesday, January 2nd, 11:59 pm (US Central Time).  
- Submit MODS Metadata Exercise to the assignment drop-box. Due: Sunday, January 6th, 11:59 pm (US Central Time). |
Due Dates

All assignments should be submitted by the due dates, no late work is accepted. An exception can be made if a student absolutely cannot meet the deadline AND notifies the course teaching team before the due date.

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

Assignment Grades and Course Grades

Grades indicate the degree to which a student completes assignments according to stated requirements. The grade of A signifies excellent work beyond basic requirements, B signifies adequate work in response to the requirements, and C signifies that work does not meet the basic requirements.

Grades for semester add up from the grades for each assignment and are determined on a 100-point scale, where:

- 90-100 points = A
- 80-89 points = B
- 70-79 points = C
- 60-69 points = D
- 59 points and below = F

UNT Course Evaluations

The 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 at the end of semester. The survey for the course will be available at this website [https://unt.iasystem.org/survey](https://unt.iasystem.org/survey) for one week at the end of the semester. The direct link to the INFO 4223 UNT Course Evaluations survey will be sent to each student’s UNT email address in email from organization that administers survey. Participation in this survey is highly encouraged by the teaching team and an extra credit (2% of semester grade) is given to everyone in the class if the overall response rate reaches at least 80% of students.

IMPORTANT UNT POLICIES

Grade of Incomplete

The UNT Graduate Catalog describes and explains grading policies. The UNT Registrar office website ([http://registrar.unt.edu/grades/incompletes](http://registrar.unt.edu/grades/incompletes)) explains UNT policy regarding a grade of Incomplete. In addition, the UNT Registration Guide on UNT Registrar Office’s website, ([http://registrar.unt.edu/registration/fall-registration-guide](http://registrar.unt.edu/registration/fall-registration-guide)) for Fall semesters, ([http://registrar.unt.edu/registration/spring-registration-guide](http://registrar.unt.edu/registration/spring-registration-guide)) for Spring semesters (and 3W wintermester), and ([http://registrar.unt.edu/registration/summer-5w1-10w-and-8w2-sessions](http://registrar.unt.edu/registration/summer-5w1-10w-and-8w2-sessions)) for 10W Summer semester lists specific deadlines regarding the grade of Incomplete. 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 discuss 
requirements for completing the course. If a grade of Incomplete (I) is not removed within the period agreed to by instructor and 
student, the student may be assigned a grade of Fail (F).

Please note that a student who simply stops attending class may receive a final course grade of F (Fail).

Withdrawal

The UNT Graduate Catalog describes and explains withdrawal policies and deadlines. The UNT Registration Guide 
(http://registrar.unt.edu/registration/fall-registration-guide) for Fall 
deadlines regarding withdrawal(http://registrar.unt.edu/registration/withdrawing-semester), in particular, the last day to withdraw 
from a course with a grade of W.

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

Acceptable Student Behavior

Students are expected to be engaged with the course throughout the semester. Teaching team members 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.

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. The 
instructor of this course abides by and enforces the UNT policies on academic misconduct. Students should be particularly 
aware of the risks of plagiarism.

The term "cheating" includes, but is not limited to

- the use of any unauthorized assistance in taking quizzes, tests or examinations;
- dependence upon the aid of sources specifically prohibited by the instructor in writing papers, preparing reports, solving 
  problems or carrying out other assignments;
- the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the 
  university.
The term "plagiarism" includes, but is not limited to:

- the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement;
- the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

**Plagiarism**

UNT instructors have a zero-tolerance policy for plagiarism. Plagiarism is a serious violation of the UNT policies. 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.

**Sexual Discrimination, Harassment, & Assault**

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT’s Dean of Students’ website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: [http://deanofstudents.unt.edu/resources_0](http://deanofstudents.unt.edu/resources_0). UNT’s Student Advocate can be reached through e-mail at [SurvivorAdvocate@unt.edu](http://SurvivorAdvocate@unt.edu) or by calling the Dean of Students’ office at 940-565-2648. You are not alone. We are here to help.

**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/](http://disability.unt.edu/). You may also contact them by phone at (940) 565-4323.

**F-1-Visa-Related Policy (for International Students)**

**Federal Regulation**

(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 to be used for this purpose: https://international.unt.edu/sites/default/files/issss/docs/Online-Course-Form8-10-15.pdf.

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.

SYLLABUS REVISION

This syllabus may be revised during the semester. If the revisions are made, students will be promptly notified.

[1] Dates for weeks in Course Schedule section are from Monday through Sunday.
<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon Dec 17, 2018</td>
<td>✪ Welcome to the course</td>
</tr>
<tr>
<td></td>
<td>✪ Course Introductions discussion post</td>
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<td></td>
<td>✪ Syllabus quiz</td>
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<tr>
<td></td>
<td>to do: 3pm</td>
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<td></td>
<td>due by 4:00pm</td>
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<td>due by 5pm</td>
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<tr>
<td>Wed Dec 19, 2018</td>
<td>✪ Exercise 1: Metadata Building blocks</td>
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<td>✪ Exercise 2: Dublin Core Metadata</td>
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<td></td>
<td>✪ Exercise 3: MODS Metadata</td>
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<tr>
<td></td>
<td>due by 11:59pm</td>
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<tr>
<td>Wed Jan 2, 2019</td>
<td>✪ Exercise 2: Dublin Core Metadata</td>
</tr>
<tr>
<td></td>
<td>due by 5pm</td>
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<tr>
<td>Sun Jan 6, 2019</td>
<td>✪ Exercise 3: MODS Metadata</td>
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<td>due by 5pm</td>
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<tr>
<td>Wed Jan 9, 2019</td>
<td>✪ Exercise 4: Metadata in XML</td>
</tr>
<tr>
<td></td>
<td>due by 5pm</td>
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<tr>
<td>Fri Jan 11, 2019</td>
<td>✪ Exercise 5: Metadata Quality</td>
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<tr>
<td></td>
<td>✪ extra credit: SPOT survey of course quality</td>
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<tr>
<td></td>
<td>due by 11:59pm</td>
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</table>