

INFO 5223 Metadata for Information Organization and Retrieval I

SYLLABUS and Schedule (Spring 2019)

Last updated January 14, 2019, 9:44 am

Please consult the **Semester Schedule** section (pp.11-16) of this document for complete listing of course topics and activities, along with due dates

CONTACT INFORMATION: Course Teaching Team

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Course Meetings

Meeting Regularity:	Weekly
Meeting Location:	Online through UNT Zoom videoconferencing tool https://unt.zoom.us/s/912209210
Meeting Duration:	2 hours
Meeting Time:	Wednesday evenings: 7:30 pm - 9:30 pm Central (5:30 pm - 7:30 pm Pacific)

1. COURSE DESCRIPTION

1.1. 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.

1.2. 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, and semantics – of metadata scheme guiding creation of metadata
- Understand data content and data value standards guiding metadata creation and learn to use them.
- Understand XML and HTML metadata syntaxes and learn to use them.
- Gain knowledge of key item-level metadata schemes, their strengths and weaknesses, and their uses.
- Gain knowledge of key collection-level metadata schemes, their strengths and weaknesses, and their uses.
- Learn to create item-level metadata using online metadata submission forms.
- Learn to create item-level metadata in Dublin Core metadata scheme in XML syntax.
- Learn to create item-level metadata in MODS metadata scheme in XML syntax.
- Learn to create item-level metadata in VRA Core 4.0 metadata scheme in XML syntax.
- Learn to create collection-level metadata in XML or HTML syntax.

1.3. Prerequisites

The official prerequisite for INFO 5223 is the UNT course INFO 5200 Introduction to Information Organization (or equivalent course from another university), or consent of instructor. The instructor recommends (but does not require) additional prerequisites – INFO 5210/ 5208, INFO 5740 – which can be taken concurrently with INFO 5223.

1.4. Course Format

This is a fully online course with synchronous course meetings. Students must be able to work independently, as well as in project teams. Most course interaction will occur via UNT Zoom video conferencing application (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 on the morning of the first day of the semester.

1.5. Course Organization

This course is organized into the following eight (8) learning modules:

1. Introduction to metadata, information organization and retrieval
2. Components of a metadata scheme
3. Data content and data value standards
4. Syntax for encoding metadata
5. Dublin Core metadata scheme
6. MODS metadata scheme
7. VRA Core metadata scheme
8. Collection-level metadata.

Each module contains required readings and instructor's presentation. Learning outcomes obtained in modules 1-4 are assessed through Quizzes A and B, Metadata Research

Presentation assignment, and Portal to Texas History Metadata assignments. Learning outcomes obtained in modules 5-8 are assessed through Creating Metadata Records Project:

COURSE REQUIREMENTS

2.1. Effort Expected

For a 3-credit-hour course offered in a long semester (Fall or Spring), students should plan to spend approximately 9-10 hours a week (or over 3 hours per week for each credit hour) for 16-17 weeks on readings, assignments, online activities, learning software, etc. Because Summer 10 Week semester is significantly shorter than normal long semester, students taking a 3-credit-hour course in Summer 10 Week semester should plan to spend approximately 15-16 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.

2.2. Course Meetings and Communication Protocol

Students are required to attend **at least three (3)** weekly online class meetings that will be held in Zoom videoconferencing tool on **Wednesday evenings from 7:30 pm to 9:30 pm Central Time (5:30 pm-7:30 pm Pacific Time)**, starting the first week of the semester. Participation is required:

- in the first meeting,
- in the meeting when a student's individual presentation is scheduled, and
- in the last meeting when student teams will be presenting.

Participation in all other course meetings is highly recommended; students are required to promptly (i.e., within 24 hours of the meeting) review posted meeting materials for each of the missed course meetings.

Students should check the course site regularly – at least several times a week – for announcements, messages, course materials, and discussions postings. Students are responsible for reading all posted materials.

Between class meetings students are expected to work on course assignments, readings, etc.

2.3. 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>).
- Internet Explorer or Safari for Mac OS.

It may be necessary to upgrade your computer system to work well with the Canvas and Zoom tools, and high-speed Internet access is required. In addition, you will need MS Word or equivalent and a presentation software (such as MS PowerPoint), and should 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 an individual presentation and the week of a team presentation.

2.4. Readings

There is no required textbook for this course. However, course learning modules (online lectures) and associated external readings, as well as instructor presentations, are the required readings for this course. 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. Students are expected to go beyond the required readings as part of their fulfillment of course requirements and assignments.

2.5. Assignments and Participation

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.

Metadata Research Presentation

This individual assignment will give you an opportunity to develop a deeper understanding of a metadata scheme, a fundamental metadata-related concept or current technology, or a project related to metadata, and to share what you learned with the rest of the class. You will report the results of your research in an online live presentation (using PowerPoint or any other presentation software) on the assigned topic in UNT Zoom videoconferencing tool that we will use for the weekly online meetings. 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 **15%** 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 in XML syntax for assigned set of information resources plus brief comment about the records. The assignment is broken down into 3 individual written reports – Dublin Core, MODS, and VRA 4.0 -- and a team in-class presentation of team-created DCCAP metadata in UNT Zoom videoconferencing tool for this course. The assignment is worth **42%** of the final course grade. Detailed instructions on how to complete this assignment will be posted in a separate assignment instructions document.

Quizzes

There will be 2 quizzes in this course. Each quiz is worth **7%** of the final course grade, for a total of **14%**.

Participation

Participation constitutes **9%** of the final course grade and includes:

- A post to **Who I Am** discussion forum on the first day of the semester.
- Participation in **online class meetings** in UNT Zoom. 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 metadata research presentation is scheduled. Students should promptly (within 24 hours) review the posted meeting materials of those meetings that they could not attend. Meetings activities will include instructor and student presentations, in-class exercises, and discussions of presentations.
- Timely submission of the **Portal to Texas History Preferred Email** survey
- Timely submission of peer evaluation form for team component of Creating Metadata Records Project at the end of semester.

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

2.6. 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 5223 at the end of semester. The survey for the course will be available at this website <https://unt.iasystem.org/survey> for a week in the last third of the semester. The direct link to the INFO 5223 UNT Course Evaluations (SPOT) survey will be sent to each student's UNT email address in email from organization that administers survey and will also be posted by the teaching team in the course website. Participation in the SPOT survey is highly encouraged and

an extra credit (2% of semester grade) is given by the teaching team to everyone in the class if at least 80% of students complete the survey.

2.7. Style Manuals

In written reports, students are **required to cite sources according to the format rules in the APA style manual**: American Psychological Association. (2009). *Publication Manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.

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>

3. GRADING

3.1. Grade Distribution

Seventy-five percent (75%) of the final course grade will be based on the three (3) major assignments. Additional 14% of the final course grade will be earned through quizzes. Finally, 11% will be earned through course participation.

Component	% of semester grade	Due date
Metadata Research Presentation	20%	<ul style="list-style-type: none"> • Slide set: February 1st for everyone • Individual in-class presentation: see Semester Schedule
Portal to Texas History Metadata Exercise	15%	February 15th
Creating Metadata Records Project	42%	<ul style="list-style-type: none"> • Report 1 (Dublin Core): March 4th • Report 2 (MODS): March 25th • Report 3 (VRA Core 4.0): April 8th • Group report/presentation (DCCAP): May 1st
Quizzes	14%	<ul style="list-style-type: none"> • Quiz A: January 28th • Quiz B: February 15th
Participation	9%	See semester schedule
TOTAL	100%	

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:

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

The grade of A signifies excellent work beyond basic requirements, B signifies adequate work in response to the requirements, and C signifies the work that 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 accuracy, adherence to the assignment requirements, demonstrated 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.

3.2. Due Dates

To facilitate timely grading, **assignments must be submitted on time (see the table in 3.1 above)**. **Five (5%) of the assignment grade 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% (A+) if submitted on-time, the grade will be reduced by 20 percentage points to 78% (C+) if the assignment is submitted 4 days after the due date ($98 - 5 \times 4 = 78$). 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.

4. IMPORTANT UNT POLICIES

4.1. 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. In addition, the UNT Registration Guide on UNT Registrar Office's website, (<http://registrar.unt.edu/registration/fall-registration-guide> for Fall semesters, <http://registrar.unt.edu/registration/spring-registration-guide> for Spring semesters, and <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 time frame 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)**.

4.2. Withdrawal

The UNT Graduate Catalog describes and explains withdrawal policies and deadlines. The UNT Registration Guide (<http://registrar.unt.edu/registration/fall-registration-guide> for Fall semesters, <http://registrar.unt.edu/registration/spring-registration-guide> for Spring semesters, and <http://registrar.unt.edu/registration/summer-registration-guide> for Summer semesters) lists specific deadlines regarding withdrawal (<http://registrar.unt.edu/registration/withdrawing->

semester), in particular, the last day to withdraw from a course with an automatic grade of Withdraw (W).

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).

4.3. 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>.

4.4. 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. 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.

4.5. 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. Renee LeClaire McNamara is UNT's Student Advocate and she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students' office at 940-565-2648. You are not alone. We are here to help.

4.6. 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.

4.7. F-1-Visa-Related Policy (for International Students)

Federal Regulation

The complete Immigration and Customs Enforcement regulations for F-1 students are available at the Electronic Code of Federal Regulations website (<http://www.ecfr.gov>). The specific section concerning online courses is located at "Title 8 CFR 214.2 Paragraph (f)(6)(i)(G)" (<http://www.uscis.gov/ilink/docView/SLB/HTML/SLB/0-0-0-1/0-0-0-11261/0-0-0-17197/0-0-0-17636.html>) and 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 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:
<http://international.unt.edu/ISSS/%E2%80%90campus-component-reporting-form-online-courses>

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.

Spring 2019 Semester Schedule

(last updated **January 9, 2019**)

Dates for weeks below are from Monday through Sunday.
Note that the **Week** number does not always correspond with the **Topic** number.

Dates of live individual Metadata Research Presentations are highlighted and include: **weeks 5, 7, 10, 12, and 14**

Week Dates	Course Topics	Activities	Assignments due
Week 1 1/14-01/20	Topic 1 Metadata, Organization, and Retrieval: An Introduction	<ul style="list-style-type: none"> Read Getting Started. Participate in the first weekly class meeting in Zoom https://unt.zoom.us/j/912209210 (7:30 to 9:30 pm Central, Wednesday, 01/16). Read Topic 1 Learning Module. Review the description of the Metadata Research Presentation Assignment, find your assigned topic and date (see the right-hand column of this document) and begin working on assignment. 	<ul style="list-style-type: none"> Post a message about yourself in the "Who I Am" discussion forum. Due: Monday, 01/14, 11:59 pm (Central Time). Complete the Preferred Email for the Portal to Texas History Editor Access survey. Due: Tuesday, 01/15, 11:59 pm (Central Time). Notify teaching team of scheduling conflicts (if any) with your student presentation date (see below). Due: Wednesday, 01/16, 7:00 pm (Central Time).
Week 2 01/21-01/27	Topic 2 Components of a Metadata Scheme	<ul style="list-style-type: none"> Read Topic 2 Learning Module. Participate in the weekly class meeting in Zoom https://unt.zoom.us/j/912209210 (7:30 to 9:30 pm Central, Wednesday, 01/23) or review class meeting materials within 24 hours after the meeting. 	<ul style="list-style-type: none"> Complete registration in The Portal to Texas History editor interface. Due: Friday, 01/25, 11:59 pm (Central Time)
Week 3 01/28-02/03	Topic 3 Data Content and Data Values: Standards and Rules	<ul style="list-style-type: none"> Read Topic 3 Learning Module. Participate in the weekly class meeting in Zoom https://unt.zoom.us/j/912209210 (7:30 to 9:30 pm Central, Wednesday, 01/30) or review class meeting materials within 24 hours after the meeting. Complete the presentation slide set for Metadata Research 	<ul style="list-style-type: none"> Complete Quiz A: Topics 1 and 2. Due: Monday, 01/28, 11:59 pm (Central Time). Submit your presentation slide set for the Metadata Research Presentation Assignment to the assignment drop-box. Due: Friday, 02/01, 11:59 pm (Central Time).

		<p>Presentation Assignment.</p> <ul style="list-style-type: none"> Read the description of the Portal to Texas History Individual Metadata Exercise. 	
<p>Week 4 02/04-02/10</p>	<p>Topic 4 Syntax for Encoding Metadata</p>	<ul style="list-style-type: none"> Read Topic 4 Learning Module. Participate in the weekly class meeting in Zoom https://unt.zoom.us/s/912209210 (7:30 to 9:30 pm Central, Wednesday, 02/06) or review class meeting materials within 24 hours after the meeting. Work on the Portal to Texas History Individual Metadata Exercise. 	
<p>Week 5 02/11-02/17</p>	<p>Topic 4 Syntax for Encoding Metadata (Continued)</p>	<ul style="list-style-type: none"> Complete reading Topic 4 Learning Module. Participate in the weekly class meeting in Zoom https://unt.zoom.us/s/912209210 (7:30 to 9:30 pm Central, Wednesday, 02/13) or review class meeting materials within 24 hours after the meeting. Complete the work on the Portal to Texas History Metadata Exercise. 	<ul style="list-style-type: none"> In-class Metadata Research Presentations (Wednesday, 02/13): <ol style="list-style-type: none"> Data content standards for archives: Describing Archives: A Content Standard (DACS) [Burdick, Matthew] Data content standards for libraries: AACR and RDA [Coronado, Sergio] Subject metadata, folksonomies & social tagging [Culligan, Raquel] Administrative metadata [Esparza, Anna] Rights metadata [Essex-Webster, Julie] Technical metadata [Flournoy, Ann] Submit Portal to Texas History Metadata Exercise to the assignment drop-box. Due: Friday, 02/15, 11:59 pm (Central Time). Complete Quiz B: Topics 3 and 4. Due: Friday, 02/15, 11:59 pm (Central Time).

Week 6 02/18- 02/24	Topic 5 The Dublin Core (DC) Metadata Scheme	<ul style="list-style-type: none"> • Read Topic 5 Learning Module. • Participate in the weekly class meeting in Zoom https://unt.zoom.us/s/912209210 (7:30 to 9:30 pm Central, Wednesday, 02/20) or review class meeting materials within 24 hours after the meeting. • Review the description of the Creating Metadata Records Project and start working on your Dublin Core 	
Week 7 02/25- 03/03	Topic 5 The Dublin Core (DC) Metadata Scheme: Continued	<ul style="list-style-type: none"> • Complete reading Topic 5 Learning Module. • Participate in the weekly class meeting in Zoom https://unt.zoom.us/s/912209210 (7:30 to 9:30 pm Central, Wednesday, 02/27) or review class meeting materials within 24 hours after the meeting. • Complete the work on Dublin Core records in Creating Metadata Records Project and combine them, along with brief comments, into Report 1. 	<ul style="list-style-type: none"> • In-class Metadata Research Presentations (Wednesday, 02/27): <ol style="list-style-type: none"> 1. Cataloging Cultural Objects (CCO) [Folkman, Jason] 2. Categories for the Description of Works of Art (CDWA-Lite) [Fotinos, Diane] 3. Darwin Core metadata scheme [Garofalo, Michael] 4. Public Broadcasting Metadata Standard (PBCore) [Gonzalez, Raul] 5. IEEE Learning Object Metadata (LOM) scheme [Graves, Celenia] 6. Digital data curation and metadata [Hanson, Maegan] 7. AudioMD, TextMD, and VideoMD metadata

Week 8 03/04-03/10	Topic 6 The MODS Metadata Scheme	<ul style="list-style-type: none"> Read Topic 6 Learning Module. Participate in the weekly class meeting in Zoom https://unt.zoom.us/j/912209210 (7:30 to 9:30 pm Central, Wednesday, 03/06) or review class meeting materials within 24 hours after the meeting. Work on MODS records for Creating Metadata Records Project. 	<ul style="list-style-type: none"> Submit Creating Metadata Records Project: Report 1 (Dublin Core) to the assignment drop-box. Due: Monday, 03/04, 11:59 pm (Central Time).
Week 9 03/11-03/17	Topic 6 The MODS Metadata Scheme (continued)	<ul style="list-style-type: none"> Complete reading Topic 6 Learning Module. NO CLASS MEETING (Spring break) 	
Week 10 03/18-03/24	Topic 6 The MODS Metadata Scheme (continued)	<ul style="list-style-type: none"> Complete reading Topic 6 Learning Module. Complete the work on MODS records in Creating Metadata Records Project and combine them, along with brief comments, into Report 2. Participate in the weekly class meeting in Zoom https://unt.zoom.us/j/912209210 (7:30 to 9:30 pm Central, Wednesday, 03/20) or review class meeting materials within 24 hours after the meeting. 	<ul style="list-style-type: none"> In-class Metadata Research Presentations (Wednesday, 03/20): <ol style="list-style-type: none"> Music Encoding Initiative (MEI) scheme [Hashitani, Hiroko] Text Encoding Initiative (TEI) standard [Huff, Erica] ONIX for Books metadata scheme [La Rose, Robert] ONIX for Serials metadata scheme [Bostian, Boston] Metadata Encoding and Transmission Standard (METS) [Larson, Alison] Metadata quality [Lucio, Leah] Metadata interoperability
Week 11 03/25-03/31	Topic 7 The VRA Core Metadata Scheme	<ul style="list-style-type: none"> Read Topic 7 Learning Module. Participate in the weekly class meeting in Zoom https://unt.zoom.us/j/912209210 (7:30 to 9:30 pm Central, Wednesday, 03/27) or review class meeting materials within 24 hours after the meeting. 	<ul style="list-style-type: none"> Submit Creating Metadata Records Project: Report 2 (MODS) to the assignment drop-box. Due: Monday, 03/25, 11:59 pm (Central Time).

		<ul style="list-style-type: none"> Work on your VRA records for Creating Metadata Records Project. 	
Week 12 04/01-04/07	Topic 7 The VRA Core Metadata Scheme (Continued)	<ul style="list-style-type: none"> Complete the work on your VRA records for Creating Metadata Records Project and combine them, along with brief comments, into Report 3. Complete reading Topic 7 Learning Module. Participate in the class meeting in Zoom https://unt.zoom.us/s/912209210 (7:30 to 9:30 pm Central, Wednesday, 04/03) or review class meeting materials within 24 hours after the meeting. 	<ul style="list-style-type: none"> In-class Metadata Research Presentations (Wednesday, 04/03): <ol style="list-style-type: none"> Preservation metadata [Martinez, Adriana] Metadata Authority Description Schema (MADS) [Moore, Keenan] Automatic generation of metadata [Phelps, Shaylee] BIBFRAME Initiative [Phillips, Nicholas] Multilingual metadata & metadata translation [Ragan, Christine] OAI-PMH and metadata harvesting [Sutton, Leeann] Web Archiving
Week 13 04/08-04/14	Topic 8 Collection-Level Metadata	<ul style="list-style-type: none"> Read Topic 8 Learning Module. Participate in the weekly class meeting in Zoom https://unt.zoom.us/s/912209210 (7:30 to 9:30 pm Central, Wednesday, 04/10) or review class meeting materials within 24 hours after the meeting. Work <u>with your team</u> on collection-level metadata and presentation for 	<ul style="list-style-type: none"> Submit Creating Metadata Records Project: Report 3 (VRA Core 4.0) to the assignment drop-box. Due: Monday, 04/08, 11:59 pm (Central Time).
Week 14 04/15-04/21	Topic 8 (continued)	<ul style="list-style-type: none"> Complete reading Topic 8 Learning Module. Work <u>with your team</u> on collection-level metadata and team presentation for Creating Metadata Records Project Participate in the weekly class meeting in Zoom https://unt.zoom.us/s/912209210 (7:30 to 9:30 pm Central, Wednesday, 04/17) or review class meeting materials within 24 hours after the meeting. 	<ul style="list-style-type: none"> In-class Metadata Research Presentations (Wednesday, 04/17): <ol style="list-style-type: none"> Digital Object Identifier (DOI) [Turner, Leshawn] Metadata in Institutional Repositories [Wages, Jodi] Metadata in Semantic Web [Whiting, Lee] Resource Description Framework (RDF)

			<p>[Winchester, Stacy]</p> <ol style="list-style-type: none"> OpenURL [Wofford, Erica] Schema.org metadata scheme
<p>Week 15 04/22-04/28</p>	<p>Topic 8 (continued)</p>	<ul style="list-style-type: none"> Work <u>with your team</u> on collection-level metadata and team presentation for Creating Metadata Records Project NO class meeting in Zoom 	
<p>Week 16 04/29-05/05</p>	<p>Team reports and semester wrap-up</p>	<ul style="list-style-type: none"> Work <u>with your team</u> on collection-level metadata and team presentation for Creating Metadata Records Project Participate in the final class meeting in Zoom https://unt.zoom.us/s/912209210 (team presentations, 7:30 to 9:30 pm Central, Wednesday, 05/01). 	<ul style="list-style-type: none"> In-class INFO 5223 Team Presentations of team's collection and records (Wednesday, 05/01): <ol style="list-style-type: none"> Team Apple Team Bamboo Team Hickory Team Magnolia Team Maple Team Oak Team Pine Post team presentation slides to designated discussion forum. Due: Wednesday, 05/01, 11:59 pm (Central Time). Submit Peer Evaluation Form. Due: Wednesday, 05/01, 11:59 pm (Central Time). Submit Course Evaluation Survey (SPOT). Due: Thursday, May 2, 11:59 pm (Central Time).