INFO 5223 Metadata for Information Organization and Retrieval I
SYLLABUS and Schedule (Spring 2021)

Last updated January 12, 2021 (based on two students' withdrawal and one student late enrollment)

Please consult the *Semester Schedule* section (pp.12-18) 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:	**Spring 2021 INFO 5223** password-protected class meeting room in Zoom: https://unt.zoom.us/j/84286648824?pwd=TklnY3oxcFBvWi91eDgrUFRieVhyUT09
Meeting Duration:	2.5 hours
Meeting Time:	Tuesdays, 1:30-4:00 pm Central

1. INTRODUCTION

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 a metadata scheme that guide creation of metadata
- Understand data content and data value standards that guide metadata creation and learn to use them.
- Understand XML and HTML and learn how to use them as syntaxes for encoding metadata.
- 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 DCTERMS 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 instructor strongly recommends (but does not require) a prerequisite – INFO 5200 Introduction to Information Organization or equivalent basic information organization course. Also recommended are INFO 5210 and/or 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 item-level metadata
6. MODS item-level metadata
7. VRA Core 4.0 item-level metadata

8. Collection-level metadata.

Each module contains required readings and instructor's presentation. Learning outcomes obtained by students in Modules 1-4 are assessed through Quizzes A and B, Metadata Research Presentation assignment, and Portal to Texas History Metadata assignment. Learning outcomes obtained by students in Modules 5-8 are assessed through Creating Metadata Records Project.

2. 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 hours a week (or 3 hours per week for each credit hour) for 16 weeks on readings, assignments, online activities, learning software, etc. **Because Summer 10 Week semester is significantly shorter than Fall or Spring semester, students taking a 3-credit-hour course in Summer 10 Week semester should plan to spend approximately 15 hours a week on readings, assignments, online activities, learning software, etc.** By maintaining this level of effort throughout the semester, students are likely to develop full comprehension of the subject matter and be successful in the course.

2.2. Course Meetings, Attendance, etc.

Students are required to attend **at least two (2)** weekly online class meetings that will be held in Zoom videoconferencing tool on **Tuesdays from 1:30 pm to 4:00 pm Central Time**, starting the first week of the semester.

Participation is required:
- **in the meeting when a student's individual presentation is scheduled, and**
- **in the last meeting of the semester when student teams present.**

Participation in **all** other course meetings (especially the 1st meeting and all the meetings in which we cover new topics) is highly recommended. Students are required to promptly (i.e., within 24 hours after the meeting) review posted meeting materials for each of the missed class meetings.

NOTE 1: All INFO 5223 class meeting attendees are required to identify themselves with first and last name - please name/rename yourself in Zoom when you enter the meeting.

NOTE 2: Synchronous (live) sessions in this course will be recorded for students enrolled in INFO 5223 to refer to throughout the semester. Class recordings are the intellectual property of instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

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

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

COVID-19 Impact on Attendance

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact instructor if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with instructor prior to being absent so the decision could be made about accommodating your request to be excused from class.

If you are experiencing any symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or mailto:askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or mailto:COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

2.3.   Technology

Students should have substantial computer experience. It may be necessary to upgrade your computer system to work well with the Canvas and Zoom.

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:
- Firefox
- Google Chrome
- Internet Explorer or Safari for Mac OS.

In addition, you will need:
- to access course materials available as PDF, the latest version of free Adobe Acrobat Reader (**http://get.adobe.com/reader/**) or any other alternative reader of PDF files
- to participate in class meetings, speakers (or headphones).
- to make a presentation during two of the weekly class meetings (the week of an individual presentation and the week of a team presentation), a microphone.
- to create, edit, and submit documents in **.doc / .docx** file formats, the Microsoft Word or equivalent
- to create, edit, and submit documents in **.ppt / .pptx** file formats, a presentation software (such as Microsoft PowerPoint or equivalent)
- to create and edit XML documents (with **.xml** or **.txt** file name extensions), an XML editor of your choice (see, for example this list at

https://en.wikipedia.org/wiki/Comparison_of_XML_editors). The instructor's preferred tool for coding overall, including XML, is Sublime Text, with free trial version available (**https://www.sublimetext.com/**.

2.4. Readings

There is no required textbook for this course. However, course learning modules (online lecture documents created by instructor and associated external readings, as well as instructor presentations made during class meetings), are the required readings for this course. Learning modules are organized by topics and are available via the *Modules* section of the course website. The external readings are from the scholarly and professional literature.

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* area of the course website.

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 only required to participate in 2 meetings: in the last meeting when student teams present, 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 the *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 measure teaching effectiveness and overall quality of the courses, with the intent that SPOT 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 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 "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) and will also be posted by the teaching team in the course website. Once you complete the survey you will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (http://spot.unt.edu/) or email spot@unt.edu. **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. (2019).** *Publication Manual of the American Psychological Association* **(7th edition). Washington, DC: American Psychological Association**. Style manuals are available in the reference sections of university bookstores, many mainstream bookstores, and university libraries. Summaries and examples from APA Publication Manual are also available online at: **Purdue Online Writing Lab**, https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

3. GRADING

3.1. Grade Distribution

Over three-quarters (77 points) of the final course grade will be based on the three (3) major assignments. Additional 14 points will be earned through quizzes. Finally, 9 points will be earned through course participation.

Component	Points available	Due date
Metadata Research Presentation	**20**	• Slide set: 02/01 for everyone • Individual in-class presentation: see Semester Schedule
Portal to Texas History Metadata Exercise	**15**	02/12 for everyone except EOP takers (for EOP takers, 02/15)
Creating Metadata Records Project	**42**	• Report 1 (Dublin Core DCTERMS): 03/08 • Report 2 (MODS): 03/22 • Report 3 (VRA Core 4.0): 04/05 • Group report/presentation (DCCAP): 04/27
Quizzes	**14**	• Quiz A: 01/25 • Quiz B: 02/14 for everyone except EOP takers (for EOP takers, 02/16)
Participation	**9**	See semester schedule
TOTAL	**100**	
+ optional extra credit: SPOT survey participation	*2*	

Grades indicate the degree to which a student completes assignments according to stated requirements. Semester grades represent a sum of grades earned by student in each assignment and participation grade (plus, if applicable, the extra credit grade as shown in the table above).

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**
0-59 points = **F**	

The grade of A signifies superior work beyond basic requirements, B signifies adequate work in response to the requirements, and grades F to C signify that students' work does not meet the basic requirements to greater or smaller degree.

Substantive content of each assignment will be considered, including completeness, accuracy, and adherence to the assignment guidelines, 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 and Semester Schedule at the end of this document)**. **Five percent (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 X 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.

Please keep in mind that UNT semester officially ends at 5:00 pm Central on the Friday of the last week of semester (Finals day as shown in UNT academic calendar, e.g., https://www.unt.edu/catalogs/2020-21/calendar). No late submissions can be accepted -- with or without the grade deductions -- after the end of semester. **Unless a student officially requests (and qualifies for) a grade of Incomplete, submissions received after 5:00 pm on the last day of semester will not be graded, and a student will automatically receive a failing grade of zero (0) for these submissions.**

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. Students are responsible for contacting the instructor to request a grade of Incomplete and discuss requirements for completing the course.**

Students requesting a grade of Incomplete must complete and submit to instructor the following form https://lt.unt.edu/sites/default/files/incomplete_form.pdf

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 academic year. **If a grade of Incomplete (I) is not cleared by this deadline, it is automatically converted to a grade of Fail (F).**

Please note that a student who simply stops attending class and submitting assignments may receive a final course grade of F.

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 Policies

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 Prevention

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. UNT's Student Advocate 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 Electronic Code of Federal Regulations website (http://www.ecfr.gov) includes the complete Immigration and Customs Enforcement regulations for F-1 students including the most up-to-date requirements regarding online courses: https://www.ecfr.gov/cgi-bin/text-idx?&tpl=/ecfrbrowse/Title08/8tab_02.tpl

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 1 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 for this purpose: https://international.unt.edu/sites/default/files/files/Online%20Course%20Form.pdf *(On-campus Component Reporting Form for 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 <u>before the one-week deadline</u>.

5. SYLLABUS REVISION

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

6. Spring 2021 Semester Schedule

(last updated January 11, 2021)

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 **01/11-01/17**	**Topic 1** *Metadata, Organization, and Retrieval: An Introduction*	• Read Getting Started. • Participate in the first weekly class meeting in Zoom **(1:30 to 4:00 pm Central, Tuesday, 01/12)** or review class meeting materials within 24 hours after the meeting. • Read Topic 1 Learning Module. • Review the description of the Metadata Research Presentation Assignment, find your assigned topic and date and begin working on assignment.	• Post a message about yourself in the "**Who I Am**" discussion forum. Due: Monday, 01/11, 11:59 pm (Central Time). • Email to instructor if you are taking the End of Program Exam (EOP) in Fall 2020 semester. Due: Monday, 01/11, 11:59 pm (Central Time). • Complete the ***Preferred Email for the Portal to Texas History Editor Access*** survey. Due: Tuesday, 01/12, 11:59 pm (Central Time). • Notify teaching team of scheduling conflicts (if any) with your student presentation date (see

Week Dates	Course Topics	Activities	Assignments due
			below). Due: Wednesday, 01/13, 11:59 pm (Central Time).
Week 2 01/18-01/24	**Topic 2** *Components of a Metadata Scheme*	• Read Topic 2 Learning Module. • Participate in the weekly **class meeting in Zoom (1:30 to 4:00 pm Central, Tuesday, 01/19)**) or review class meeting materials within 24 hours after the meeting. • Continue working on Metadata Research Presentation Assignment.	
Week 3 01/25-01/31	**Topic 3** *Data Content and Data Values: Standards and Rules*	• Read Topic 3 Learning Module. • Participate in the weekly **class meeting in Zoom (1:30 to 4:00 pm Central, Tuesday, 01/26)** or review class meeting materials within 24 hours after the meeting. • Complete the presentation slide set for Metadata Research Presentation Assignment.	• Complete **Quiz A: Topics 1 and 2**. Due: Monday, 01/25, 11:59 pm (Central Time). • **Complete registration in The Portal to Texas History** editor interface. Due: Friday, 01/29, 11:59 pm (Central Time)
Week 4 02/01-02/07	**Topic 4** *Syntax for Encoding Metadata*	• Read Topic 4 Learning Module. • Participate in the weekly **class meeting in Zoom (1:30 to 4:00 pm Central, Tuesday, 02/02)** or review class meeting materials within 24 hours after the meeting. • Work on the Portal to Texas History Individual Metadata Exercise.	• Submit your presentation slide set for the **Metadata Research Presentation Assignment** to the assignment drop-box. Due: Monday, 02/01, 11:59 pm (Central Time).

Week Dates	Course Topics	Activities	Assignments due

Week 5
 	
02/08-02/14
	Topic 4
	Syntax for Encoding Metadata (Continued)
		• Complete reading Topic 4 Learning Module.
		• Participate in the weekly **class meeting in Zoom (1:30 to 4:00 pm Central, Tuesday, 02/09)** or review class meeting materials within 24 hours after the meeting.
		• Complete the work on the Portal to Texas History Metadata Exercise.
			• In-class **Metadata Research Presentations** (Tuesday, 02/09):
			  1. Administrative metadata [Awe, Sheran]
			  2. Technical metadata [Berry, Samantha]
			  3. Subject metadata, folksonomies & social tagging [Darling, Stephanie]
			  4. Describing Archives: A Content Standard (DACS) [Densmore, John]
			  5. Resource Description and Access (RDA) and Anglo-American Cataloging Rules (AACR) standards [Eiting, Alayna]
			  6. Cataloging Cultural Objects (CCO) standard [Ellis, Mary Catherine]
			  7. Darwin Core metadata scheme [Hoffer, TJ]
			
			• **Everyone except EOP exam takers:** Submit **Portal to Texas History Metadata Exercise** to the assignment drop-box. Due: **Friday, 02/12**, 11:59 pm (Central Time). **For EOP exam takers only, due date extended to Monday, 02/15, 11:59 pm**
			• **Everyone except EOP takers:** Complete **Quiz B: Topics 3 and 4**. Due: **Sunday, 02/14**, 11:59 pm (Central Time). **For EOP exam takers only, due date extended to Tuesday, 02/16, 6:00 pm**

Week 6 **02/15-02/21**	**Topic 5** *The Dublin Core (DC) Metadata*	• Read Topic 5 Learning Module. • Participate in the weekly **class meeting in Zoom (1:30 to 4:00 pm**	• **EOP exam takers only:** submit **Portal to Texas History Metadata Exercise** to the assignment drop-box. Due: **Monday, 02/15**, 11:59

Week Dates	Course Topics	Activities	Assignments due
	Scheme	**Central, Tuesday, 02/16))** 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 records.	pm (Central Time). • **EOP exam takers only**: Complete **Quiz B: Topics 3 and 4**. Due: **Tuesday, 0 2 / 1 6** , 11:59 pm (Central Time)
Week 7 **0 2/22-02/28**	**Topic 5** ***The Dublin Core (DC) Metadata Scheme: Continued***	• Complete reading Topic 5 Learning Module. • Participate in the weekly **class meeting in Zoom (1:30 to 4:00 pm Central, Tuesday, 0 2/23)** 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 into Report 1.	• In-class Metadata Research Presentations (Tuesday, 02/23): 8. Rights metadata [Butler, Heather] 9. Categories for the Description of Works of Art (CDWA-Lite) [Esgro, Ethan] 10. Public Broadcasting Metadata Standard (PBCore) [Gilbert, Brandi] 11. Open Language Archives Community (OLAC) metadata [Hughes, Lindzi] 12. IEEE Learning Object Metadata (LOM) scheme [Jackson, Nanya] 13. Digital data curation and metadata [King, Natalie] 14. Music Encoding Initiative (MEI) standard [Liller, Krista] 15. Text Encoding Initiative (TEI) standard [Norelli, Nicole]
Week 8 **03/01-03/07**	**Topic 6** ***The MODS Metadata Scheme***	• Read Topic 6 Learning Module. • Participate in the weekly **class meeting in Zoom (1:30 to 4:00 pm Central, Tuesday,**	• Submit Creating Metadata Records Project: Report 1 (Dublin Core) to the assignment drop-box. Due: **Monday, 03/08**, 11:59 pm (Central Time).

Week Dates	Course Topics	Activities	Assignments due
		03/02) or review class meeting materials within 24 hours after the meeting. • Work on MODS records for Creating Metadata Records Project.	
Week 9 **03/08-03/14**	**Topic 6** ***The MODS Metadata Scheme (continued)***	• Complete reading Topic 6 Learning Module. • Participate in the weekly **class meeting in Zoom (1:30 to 4:00 pm Central, Tuesday, 03/09)** or review class meeting materials within 24 hours after the meeting. • Work on MODS records for Creating Metadata Records Project.	
Week 10 **03/15-03/21**	**Topic 6** ***The MODS Metadata Scheme (continued)***	• Complete reading Topic 6 Learning Module. • Complete the work on MODS records in Creating Metadata Records Project and combine them into Report 2. • Participate in the weekly **class meeting in Zoom (1:30 to 4:00 pm Central, Tuesday, 03/16)** or review class meeting materials within 24 hours after the meeting.	• In-class **Metadata Research Presentations** (Tuesday, 03/16): 16. Multilingual metadata & metadata translation [Pechenina, Anna] 17. ONIX for Books metadata scheme [Newsom, Matina] 18. ONIX for Serials metadata scheme [Rees, Abbi] 19. Metadata Encoding and Transmission Standard (METS) standard [Reibenspies, Jonathan] 20. Automatic generation of metadata [Reyman, Duane] 21. Metadata Authority Description Schema (MADS) [Reynolds, Aspen] 22. Metadata interoperability [Riddick, Jared] 23. BIBFRAME [Rivera, Haley]

Week Dates	Course Topics	Activities	Assignments due
Week 11 **03/22-03/28**	**Topic 7** *The VRA Core Metadata Scheme*	• Read Topic 7 Learning Module. • Participate in the weekly **class meeting in Zoom (1:30 to 4:00 pm Central, Tuesday, 03/23)** or review class meeting materials within 24 hours after the meeting. • Work on your VRA Core 4.0 work and image records for Creating Metadata Records Project.	• Submit Creating Metadata Records Project: Report 2 (MODS) to the assignment drop-box. Due: **Monday, 03/22**, 11:59 pm (Central Time).
Week 12 **03/29-04/04**	**Topic 7** *The VRA Core Metadata Scheme (Continued)*	• Complete the work on your VRA Core 4.0 work and image records for Creating Metadata Records Project and finalize Report 3. • Complete reading Topic 7 Learning Module. • Participate in the **class meeting in Zoom (1:30 to 4:00 pm Central, Tuesday, 03/30)** or review class meeting materials within 24 hours after the meeting.	• In-class **Metadata Research Presentations** (Tuesday, 03/30): 24. Preservation metadata [Bean, John] 25. Metadata quality [Shipp, Gabriel] 26. Open URL [Speed, Michelle] 27. Digital Object Identifier (DOI) [Stearns, Leanne] 28. Metadata in ETDs (Electronic Theses and Dissertations Collections) [Volpi, Ian] 29. Metadata in Semantic Web [Van Unen, Brand] 30. Schema.org metadata scheme [Wilette, Nicholas]
Week 13 **04/05-04/11**	**Topic 8** *Collection-Level Metadata*	• Read Topic 8 Learning Module. • Participate in the weekly **class meeting in Zoom (1:30 to 4:00 pm Central, Tuesday, 04/06)** or review class meeting materials within 24 hours after the meeting. • Work with your team on collection-level	• Submit **Creating Metadata Records Project: Report 3 (VRA Core 4.0)** to the assignment drop-box. Due: **Monday, 04/05**, 11:59 pm (Central Time).

Week Dates	Course Topics	Activities	Assignments due
		metadata and presentation for Creating Metadata Records Project.	
Week 14 04/12-04/18	**Topic 8 (continued)**	• Complete reading Topic 8 Learning Module. • Work with your team on collection- level metadata and team presentation for Creating Metadata Records Project • Participate in the weekly **class meeting in Zoom (1:30 to 4:00 pm Central, Tuesday, 04/13)** or review class meeting materials within 24 hours after the meeting.	• In-class **Metadata Research Presentations** (Tuesday, 04/13): 31. Resource Description Framework (RDF) [studentName] 32. Metadata in Web archiving [studentName] 33. Metadata harvesting: OAI-PMH and other tools [studentName] 34. Metadata in health informatics [studentName] 35. Metadata in law informatics [studentName]
Week 15 14/19-04/25	**Topic 8 (continued)**	• Work with your team on collection- level metadata and team presentation for Creating Metadata Records Project • NO class meeting in Zoom	Submit **Course Evaluation Survey (SPOT)**. Due: Thursday, 04/22, 11:59 pm (Central Time).
Week 16 04/26-05/01	**Team reports and semester wrap-up**	• Work with your team on finalizing team presentation for Creating Metadata Records Project • Participate in the final **class meeting in Zoom (1:30 to 4:00 pm Central, Tuesday, 04/27). PARTICIPATION REQUIRED.**	• In-class **INFO 5223 Team Presentations of team's collection and records** (Tuesday, 04/27): 1. Team Apple 2. Team Bamboo 3. Team Hickory 4. Team Magnolia 5. Team Maple 6. Team Oak 7. Team Pine • Post team presentation slides to designated discussion forum. Due: Tuesday, 04/27, 11:59 pm (Central Time). • Submit **Peer Evaluation Form**. Due: Tuesday, 04/27, 11:59 pm (Central Time).