

INFO 5224 Metadata for Information Organization and Retrieval II (a.k.a., Advanced Topics in Metadata): Spring 2023 Syllabus and Schedule (01/11/2023)

Teaching Team Contact and Communication Expectations

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Instructor Pronouns: she/her

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Communication Expectations: In communicating with instructor, TA, and fellow students, please follow these [Online Communication Tips](https://clear.unt.edu/online-communication-tips) (<https://clear.unt.edu/online-communication-tips>). The primary tool that will be used by teaching team to communicate directly with students, is Canvas Inbox (or UNT email) for individual communication, and announcements in the course website for communication with entire class. Please send personal concerns or questions over UNT email or Canvas Inbox and NOT in Canvas Gradebook. Students can expect to receive a response to emails messages within 24 hours on weekdays (no response on weekends or holidays should be expected). To ensure prompt reply to your email message or a message sent in Canvas Inbox, please email both the Instructor and the Teaching Assistant (TA) as opposed to just one of us.

Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Course Description

Current trends and advanced topics in metadata theory and practice for information professionals and researchers. Examination of metadata functionality in supporting user tasks and information needs,

including general and unique needs of specific user communities. Exploration of metadata interoperability, its implications for digital repositories, and the ways to achieve metadata interoperability goals. Discussion of metadata transformation principles and utilization of existing tools and technologies for metadata transformation. Exploration of metadata quality and the ways in which it affects retrieval of information resources; evaluation of metadata records using metadata quality control frameworks. Examination of Linked Data tools and techniques applicable to digital library metadata. Application of RDF and JSON as syntaxes for metadata encoding. Exploration of existing and emerging standards, metadata schemes, and controlled vocabularies for representing materials in specialized digital archives.

Course Structure

This course is offered online in a hybrid mode with regular class meetings held online.

The course opens with Module 0. Introduction to the Course Content and Requirements and is organized into the following 4 major learning modules each of which contains required readings and instructor's presentations:

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

Depending on the semester in which the course is offered (long spring or fall semester, or 10-week summer semester), the amount of time spent on each learning module varies. The Schedule section of this document provides details on course activities and due dates for the weeks of the Spring semester of 2023.

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

Course Prerequisites or Other Restrictions

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

- Working knowledge of at least 2 major metadata schemes (Dublin Core, MODS, VRA Core, etc.), and
- Extensible Markup Language (XML) skills.

Course Objectives

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

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

Materials

There is no required textbook for this course. However, each module has required readings that are posted under class meeting materials and discussion readings for each module. Use of the UNT library electronic resources will be necessary for accessing some of the readings electronically through UNT Libraries' subscription. In the video recordings of class meetings, which further detail and examples are provided for each learning module in interactive form. In addition, presentation slides prepared for each module by course developer and instructor, as well as transcripts and text chat logs of class meetings will be available as recommended readings.

Effort Level Expectations for Students

For a 3-credit-hour course offered in a long semester (Fall or Spring), students should plan to spend approximately 9 hours a week (or 3 hours per week for each credit hour) for 16 weeks on readings, assignments, online activities, learning software, etc.

Because 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.

Course Teaching Philosophy

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

I believe that courses which provide a balance between theory and practice and offer a strong “learning by doing” component are the most efficient in achieving student learning objectives. The courses I teach and develop reflect my major research interests. I share with my students, in the form of examples to support learning modules, insights from my metadata research projects and practical experience working as a cataloger and digital library metadata creator. I provide students with step-by-step examples and hands-on experiences (in-class mini-exercises) that allow to practice the skills that will be assessed in the course assignments.

I believe that learning process is the most efficient in communication and collaboration of learners with each other and instructors. In online courses, I hold synchronous class meetings and post for students the instructor slides (before the class meeting). Shortly after each class meeting, I post for students the meeting recordings and transcripts of these recordings, as well as the logs of the text chat. Attendance and active participation in the class meetings is recommended. Students who did not attend and actively participate in the class meeting or skipped part of the meeting by joining late or leaving early are required to review meeting materials within 24 hours. Students who participated in the entire meeting are encouraged to review these materials as they work on assignments.

In my course materials, I strive to accommodate visual learners as well as auditory learners, so while reviewing the published readings and video of the class meetings for each module is required for everyone, it is your choice whether to listen to the class meeting recording audio file, to view the instructor presentation slides, or to review the text chat log and transcript of the class meeting.

Clear logical structure of INFO 5224 course is intended to further improve communication and result in effective learning. To succeed in this course, please make sure not to skip any learning modules and assignments. Complete the learning in the order in which the course is organized.

I make sure that students are provided with timely, detailed, and constructive feedback throughout the semester. It is your responsibility as a student to examine this feedback and to learn from it.

I have been continuously updating my course materials based not only on the new developments in the field but also on feedback from students and graduates. There are multiple ways to share with me such feedback, including through the UNT SPOT survey that all students are encouraged to complete at the end of semester. To motivate participation in the survey and submission of constructive feedback on the course, I give each student extra credit points (2% of semester grade) if SPOT survey participation rate meets or exceeds the 80% target.

Course Technology & Skills

Minimum Technology Requirements

Minimum technology requirements for INFO 5224 students include:

- Computer (a desktop or a laptop) on which you can install software when needed (i.e., [MarcEdit](https://marcedit.reeset.net/downloads) <https://marcedit.reeset.net/downloads>, XML editor) and which you will use for completing practical assignments
- An XML editor of your choice. For a list of available options, please see [Comparison of XML Editors](https://en.wikipedia.org/wiki/Comparison_of_XML_editors) (https://en.wikipedia.org/wiki/Comparison_of_XML_editors). NOTE: The instructor's preferred tool for coding overall, including XML, is [Sublime Text, with free trial version available](https://www.sublimetext.com/) (<https://www.sublimetext.com/>).
- The latest version of free [Adobe Acrobat Reader](https://get.adobe.com/reader/) (<https://get.adobe.com/reader/>) or any other alternative reader of PDF files
- Office 365 (for UNT students, access to it is provided for free, for example via the office 365 menu item in the course website)
- At least two different web browsers (e.g., Google Chrome, Firefox, Internet Explorer, Safari)
- Speakers or headphones
- Microphone
- Reliable internet access
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

Computer Skills & Digital Literacy

Course-specific technical skills learners must have to succeed in INFO 5224 course include:

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

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

University Information Technology (UIT) Help Desk: [UIT Student Help Desk site](https://www.unt.edu/helpdesk/index.htm)

(<https://www.unt.edu/helpdesk/index.htm>)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability:

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

Laptop Checkout: 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines from the [UNT Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (<https://clear.unt.edu/online-communication-tips>):

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal, or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (<https://clear.unt.edu/online-communication-tips>) for more information.

Course Requirements

The table below lists all assignments and graded activities for the course, along with a short description, the points possible, and the percentages of final grade.

Assignments and Activities	Points Possible	Percentage of Final Grade
Readings Discussion: This assignment is aligned with course Learning Objective no. 5 and includes discussions of publications associated with topics of INFO 5224's 4 learning modules. The lists of readings to select from for Reading Discussions 1-4 and expectations to discussions are posted in the Readings Discussion Forums area of the course website.	4 discussions for a total of 20 points	20%
Module 1 Practical Assignment: Metadata for Cultural Objects: Language Documentation Case Study: In this assignment aligned with course Learning Objective no. 1, after familiarizing with language documentation outputs, data management, and linguistics-specific data content standards, students will answer questions based on the readings and gain experience navigating the appropriate general and specialized controlled vocabularies. Detailed instructions on how to complete this assignment will be posted in a separate assignment instructions document.	18 points	18%
Module 2 Practical Assignment: Metadata Evaluation Assignment: In this practical exercise aligned with course Learning Objective no. 2, students will get a real-life metadata experience by analyzing quality of metadata records and examining metadata creation guidelines intended to ensure high quality of metadata in a digital collection. Detailed instructions on how to complete this assignment are provided in the separate assignment instructions document under the Assignments area of the course site.	20 points	20%
Module 3 Practical Assignment: Crosswalking Assignment: In this practical exercise aligned with course Learning Objective no. 3, students will learn how to apply crosswalking tools to transform –automatically and manually -- existing harvested metadata records between different metadata schemes and syntaxes. Detailed instructions on how to complete this assignment are provided in the separate assignment instructions document under the Assignments area of the course site.	18 points	18%
Module 4 Practical Assignment: Linked Data Assignment: In this practical exercise aligned with course Learning Objective no. 3, students will learn how to apply Linked Data principles to creation of metadata describing information objects and other entities (e.g., personal names, corporate names, concepts) important for information representation and examine metadata represented as Linked Data. Detailed instructions on how to complete this assignment are provided in the separate assignment instructions document under the Assignments area of the course site.	18 points	18%
Participation: <ul style="list-style-type: none"> Course Introductions Discussion Forum posting 	6 points	6%

Assignments and Activities	Points Possible	Percentage of Final Grade
<ul style="list-style-type: none"> <i>Providing content-rich replies to at least one fellow student's discussion post for each of the 4 learning modules discussion forums</i> 		
Extra Credit <ul style="list-style-type: none"> <i>SPOT survey (if 80% survey participation target is achieved)</i> <i>Participation in online class meetings</i> 	8 2 points 6 points	8% 2% 6%
Total Points Possible	108 points	108%

Grading

The point totals used to calculate the final semester grade in INFO 5224 are as follows:

A = 90-108

B = 80-89

C = 70-79

D = 60-69

F = 0-59

Your grade for each assignment will be shown in the course gradebook both as the points earned (see the table above) and as the letter grade. The grade of A signifies excellent 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 assignments will be considered, including completeness, accuracy, and adherence to the assignment guidelines, knowledge of appropriate concepts, reasonable conclusions or solutions, and quality of writing (organization and clarity of expression, correct grammar, punctuation, and spelling).

The course policies regarding late work are detailed in the Late Work section of this syllabus document below.

Grade of Incomplete

[UNT policy regarding a grade of Incomplete \(I\)](#) is explained on the UNT Registrar Office website. In addition, the website provides the [UNT Registration Guide](#) which lists specific deadlines regarding the grade of Incomplete, including the earliest possible date to request a grade of Incomplete (usually the last 4 weeks of the semester). A grade of Incomplete will be given only for a justifiable reason and only if the student is passing the course as of the date when a grade of Incomplete is requested. The student is responsible for contacting the instructor to request a grade of Incomplete and discuss requirements for completing the course. Students enrolled in UNT Department of Information Science courses requesting a grade of Incomplete must complete and submit via email to course instructor the following [Application for Incomplete Form](#).

Students who are granted a grade of Incomplete are required to clear it by completing and submitting the remaining coursework for review and approval by instructor and UNT administration within one (1) academic year. If a grade of Incomplete (I) is not removed within this time frame, the student's grade will automatically revert to Fail (F).

Withdrawal with a grade of W

The UNT Graduate Catalog describes and explains withdrawal policies and deadlines. The [UNT Registration Guide](#) lists specific deadlines regarding withdrawal from an individual course or [from the entire semester](#), in particular, the last day to withdraw from a course with an automatic grade of Withdraw (W).

Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. **In the Spring 2023 semester, SPOT evaluation survey will be available April 17-May 4, 2023.**

Course Schedule

Weeks	Activities	Submissions
Week 1: January 17-22, 2023. Module 1	<p>Review materials posted in Module 0: Start Here</p> <p>Participate in the class meeting in Zoom (Tuesday, January 17, 6:00-7:50 pm Central) or review class meeting materials within 24 hours</p> <p>Review materials posted in Module 1: Metadata for Cultural Works and Specialized User Communities</p> <p>Select Module 1 Discussion readings and work on the Module 1 Discussion assignment</p> <p>Review the description of the Module 1 Practical Assignment and begin working on the assignment.</p>	<p>Post a message about yourself in the "Course Introductions" discussion forum. Due: Tuesday, January 17, 1:00 pm (US Central Time).</p>
Week 2: January 23-29. Module 1 continued	<p>Complete the work on Module 1 Discussion assignment</p> <p>Participate in the class meeting in Zoom (Tuesday, January 24, 6:00-7:50 pm Central) or review class meeting materials within 24 hours</p> <p>Continue the work on the Module 1 Practical Assignment.</p>	<p>Post the summaries of and reaction to your selected Module 1 readings in the "Module 1 Readings Discussion" discussion forum. Due: Wednesday, January 25, 11:59 pm (US Central Time).</p>

Weeks	Activities	Submissions
Week 3: January 30- February 5. Module 1 continued	Continue the work on the Module 1 Practical Assignment . Participate in the class meeting in Zoom (Tuesday, January 31, 6:00-7:50 pm Central) or review class meeting materials within 24 hours	
Week 4: February 6-12. Module 1 ending	Participate in the class meeting in Zoom (Tuesday, February 7, 6:00-7:50 pm Central) or review class meeting materials within 24 hours Complete the work on the Module 1 Practical Assignment .	Submit Module 1 Practical Assignment . Due: Wednesday, February 8, 11:59 pm (US Central Time).
Week 5: February 13- 19. Module 2	Review materials posted in Module 2: Metadata Quality Participate in the class meeting in Zoom (Tuesday, February 14, 6:00-7:50 pm Central) or review class meeting materials within 24 hours Select Module 2 Discussion readings and work on the Module 2 Discussion assignment Review the description of the Module 2 Practical Assignment and begin working on the assignment.	
Week 6: February 20- 26. Module 2 continued	Complete the work on Module 2 Discussion assignment Participate in the class meeting in Zoom (Tuesday, February 21, 6:00-7:50 pm Central) or review class meeting materials within 24 hours Continue the work on the Module 2 Practical Assignment .	Post the summaries of and reaction to your selected Module 2 readings in the "Module 2 Readings Discussion" discussion forum . Due: Wednesday, February 22, 11:59 pm (US Central Time).
Week 7: February 27 - March 5. Module 2 continued	Continue the work on the Module 2 Practical Assignment . Participate in the class meeting in Zoom (Tuesday, February 28, 6:00-7:50 pm Central) or review class meeting materials within 24 hours	
Week 8: March 6-12. Module 2 ending	Participate in the class meeting in Zoom (Tuesday, March 7, 6:00-7:50 pm Central) or review class meeting materials within 24 hours Complete the work on the Module 2 Practical Assignment .	Submit Module 2 Practical Assignment . Due: Wednesday, March 8, 11:59 pm (US Central Time).
Week 9: March 13-19.	SPRING BREAK	

Weeks	Activities	Submissions
Week 10: March 20-26. Module 3	<p>Select Module 3 Discussion readings and work on the Module 3 Discussion assignment</p> <p>Participate in the class meeting in Zoom (Tuesday, March 21, 6:00-7:50 pm Central) or review class meeting materials within 24 hours</p> <p>Review the description of the Module 3 Practical Assignment and begin working on the assignment.</p>	
Week 11: March 27-April 2. Module 3 continued	<p>Complete the work on the Module 3 Discussion assignment</p> <p>Participate in the class meeting in Zoom (Tuesday, March 28, 6:00-7:50 pm Central) or review class meeting materials within 24 hours</p> <p>Continue the work on the Module 3 Practical Assignment</p>	Post the summaries of and reaction to your selected Module 3 readings in the "Module 3 Readings Discussion" discussion forum . Due: Wednesday, March 29, 11:59 pm (US Central Time).
Week 12: April 3-9. Module 3 continued	<p>Continue the work on the Module 3 Practical Assignment.</p> <p>Participate in the class meeting in Zoom (Tuesday, April 4, 6:00-7:50 pm Central) or review class meeting materials within 24 hours</p>	
Week 13: April 10-16. Module 3 ending	<p>Complete the work on the Module 3 Practical Assignment.</p> <p>Participate in the class meeting in Zoom (Tuesday, April 11, 6:00-7:50 pm Central) or review class meeting materials within 24 hours</p>	Submit Module 2 Practical Assignment . Due: Wednesday, April 12, 11:59 pm (US Central Time).
Week 14: April 17-23. Module 4	<p>Participate in the class meeting in Zoom (Tuesday, April 18, 6:00-7:50 pm Central) or review class meeting materials within 24 hours</p> <p>Review the description of the Module 4 Practical Assignment and begin working on the assignment.</p>	
Week 15: April 24-30. Module 4 continued	<p>Participate in the class meeting in Zoom (Tuesday, April 25, 6:00-7:50 pm Central) or review class meeting materials within 24 hours</p> <p>Continue the work on the Module 4 Practical Assignment</p>	Post the summaries of and reaction to your selected Module 4 readings in the "Module 4 readings discussion " discussion forum . Due: Wednesday, April 26, 11:59 pm (US Central Time).

Weeks	Activities	Submissions
Week 16: May 1-7. Module 4 continued	Continue the work on the Module 4 Practical Assignment Participate in the class meeting in Zoom (Tuesday, May 2, 6:00-7:50 pm Central) or review class meeting materials within 24 hours	Submit SPOT course evaluation survey . Due: Wednesday, May 3, 11:59 pm (US Central Time).
Week 17: May 8-12. Module 4 ending	Participate in the class meeting in Zoom (Tuesday, May 9, 6:00-7:50 pm Central) or review class meeting materials within 24 hours Complete the work on the Module 4 Practical Assignment	Submit Module 4 Practical Assignment . Due: Wednesday, May 10, 11:59 pm (US Central Time).

Course Policies

Assignment Policy

The official due dates and instructions for each assignment are found in the Assignments section of the course website. The file formats for each assignment submitted through the Assignment area of the course website are specified in the instructions for each assignment.

Extra credit opportunities other than those listed in the table in the Grading Policy section of this syllabus above will not be provided.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Course Teaching Team's Responsibilities and Feedback

The teaching team of this course consists of instructor and teaching assistant.

The instructor's responsibilities in this course are helping students grow and learn through providing clear instructions for projects and assessments, answering questions about assignments, identifying additional resources as necessary, providing grading rubrics, updating course content, etc. The instructor will also answer student questions the answers to which are NOT already included in Syllabus, Assignment instructions documents, and required readings. **In your expectations towards the course instructor, please keep in mind the following important information:**

- The instructor of this course is a full-time tenure-system faculty. This means that the instructor's UNT workload must be distributed the following way: 60% of time for research and service to university and profession, and 40% of time for teaching. Forty percent of a 40-hour week is 16 hours a week available for teaching tasks. Those 16 hours should be divided between 2

organized courses, updating existing and developing new course materials, supervising dissertation research etc. For each organized course, significant portion of that time is spent by instructor in the weekly class meetings delivering the course content and addressing student questions. That leaves up to 2 hours a week per course on most weeks for addressing student questions (other than those already answered in the Syllabus, class meeting materials, and assignment instructions documents) received between the meetings in the order in which they are received.

The Teaching Assistant's responsibilities in this course are mainly grading student submissions using the grading rubrics and answer keys developed by instructor. The Teaching Assistant will also answer student questions the answers to which are NOT already included in Syllabus, Assignment instructions documents, and required readings. **In your expectations towards the course TA, please keep in mind the following important information:**

- Teaching Assistants are hired by UNT at 10 hours a week per course appointment. This means a Teaching Assistant can devote to any class up to 10 hours a week. The INFO 5224 Teaching Assistant work time is mostly spent on grading written submissions from all students in the class and addressing the questions (other than those already answered in the Syllabus, class meeting materials, and assignment instructions documents) on the first come first served basis.

In Fall and Spring semesters, students can expect to receive grades and teaching team's feedback on major written assignment submissions within 12 days. The teaching team will normally reply to email messages sent by students by the end of the next day (if it does not fall on a weekend or a holiday). The exception to this rule is when traveling (especially internationally) for conferences etc. – in that case we would normally reply within 2-3 business days. To ensure prompt reply to your email message or a message sent in Canvas Inbox, please email both the Instructor and the Teaching Assistant (TA) as opposed to just one of us. Please do NOT use the Canvas Gradebook to send us any messages for which you would like to receive a reply: these messages do not display in Canvas Inbox or get forwarded to our UNT email addresses.

Late Work

All assignments must be submitted on time. One-half grade (i.e., 5 points out of 100 or 5%) 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 20 on a 25-point scale (B) if submitted on-time, the grade will be reduced to 15 (D) if the assignment is submitted 4 days after the due date ($20 - 0.25 * 5 * 4 = 15$). An exception can be made if a student cannot meet the deadline for a serious reason AND notifies the course teaching team promptly (if possible before the due date).

Please keep in mind that any UNT semester officially ends at 5:00 pm Central on the Friday of the last week of semester ("last day of session" as shown in [UNT academic calendar](#)). Unless a student officially requests (and qualifies for) a grade of Incomplete, submissions received after that cut-off time will NOT be accepted and graded, and a student will automatically receive a failing grade of zero (0) for these submissions.

Attendance Policy

Attendance and active participation in class meetings is required for two (2) class meetings: the final

meetings and the meeting for which a student's individual metadata research presentation is scheduled. Attendance in other class meetings is NOT required BUT is highly recommended for better learning experience and stronger grasp of the course materials. Students who missed a class meeting must review posted class meeting materials ASAP (within 24 hours).

Visit the [University of North Texas' Attendance Policy](http://policy.unt.edu/policy/15-2-) (<http://policy.unt.edu/policy/15-2->) to learn more.

Syllabus Change Policy

This syllabus and/or schedule may be revised during the semester. Students will be promptly notified of revisions (if any) via the Announcements tool in the course website, which will also automatically send email messages to students' email addresses.

UNT Policies

Academic Integrity Policy 06.003

Academic Integrity Standards and Consequences. According to [UNT Policy 06.003, Student Academic Integrity](#), academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. Students enrolled in the UNT Department of Information Science (DIS) programs and courses, must adhere to the [DIS Academic Integrity & Misconduct Guidelines](#).

ADA Policy

UNT 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 a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request 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**. For additional information see the [ODA website](https://disability.unt.edu/) (<https://disability.unt.edu/>).

NOTE for students with INFO 5224 visual disability accommodation request submitted and approved through UNT ODA: if you experience issues with accessibility of assignment submission documents, please email to instructor ASAP to request an alternative format option.

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment

policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

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

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (https://it.unt.edu/eagleconnect).

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters or during the last week of the Summer 10 Week semester to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that the survey has

been submitted. For additional information, please visit the [SPOT website](https://spot.unt.edu/) (https://spot.unt.edu/) or [email SPOT administrators](#).

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

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

The paragraph reads:

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

University of North Texas Compliance

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

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

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

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

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

Student Verification

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

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

Use of Student Work

A student owns the copyright for all work (e.g., software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Transmission and Recording of Student Images in Electronically Delivered Courses

UNT Policies on transmission and recording of student images in electronically delivered courses state that:

1. No permission is needed from a student for their image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, they must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.

3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.
4. No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

INFO 5224 course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

Academic Support & Student Services

Student Support Services

Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>)

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

**UNT eulDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person's pronouns?](#)
- [How do I correct myself or others when the wrong pronoun is used?](#)

Additional Student Support Services

- [Registrar](https://registrar.unt.edu/registration) (<https://registrar.unt.edu/registration>)
- [Financial Aid](https://financialaid.unt.edu/) (<https://financialaid.unt.edu/>)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (<https://studentaffairs.unt.edu/student-legal-services>)
- [Career Center](https://studentaffairs.unt.edu/career-center) (<https://studentaffairs.unt.edu/career-center>)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (<https://edo.unt.edu/multicultural-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (<https://edo.unt.edu/pridealliance>)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (<https://deanofstudents.unt.edu/resources/food-pantry>)

Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (<https://clear.unt.edu/canvas/student-resources>)
- [Academic Success Center](https://success.unt.edu/asc) (<https://success.unt.edu/asc>)
- [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)
- [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)