1. COURSE INFORMATION

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Teaching Assistant: Manar Alsaid
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*Use UNT Canvas (https://unt.instructure.com/) Discussions and Course Messages tools as well as the email above for all course-related communication.

Course Description

This course introduces the IA design and development process from three areas which are research, design, and development. It aims to acquaint students with elements and principles of information architecture from user-centric design perspective. It also provides students the opportunity to develop practical skills related to the design of information organization and navigation systems. Students will learn a set of research skills such as personas and scenarios and then transform the research results to design specifics such as site maps, low-fidelity and high-fidelity wireframes. Eventually, students conduct a collaborative term project to provide a technical solution to a specific information system that takes into account its social and organizational context.

Course Objectives and Structure

This course has 10 Modules. The topics, reading assignments, class activities, and assessment methods of each module can be found in Table 1 at the end of this syllabus. Upon completion of this course, students should:
Understand IA as a professional domain;
Articulate the principles of the emerging interdisciplinary field of information architecture (IA) and consult some of its major professional resources;
Develop navigational systems, labeling systems, and taxonomies for websites
Develop a coherent view of the IA process, including research, design, and evaluation
Use research methods (closed/open card sorting to determine IA structure with integrating users’ perspectives);
Analyze and design organization, labeling, navigation, and search systems for web-based user interfaces using a variety of methods and software applications;
Produce documentations, such as persona, use cases, blueprints, and wireframes;
Create design details (i.e., blueprints and wireframes) depicting elements on the main page and other Web pages of a website;
Evaluate a website’s design from an Information Architecture perspective;
Document the design thinking process and development process;

Learning Modules
INFO4745/5745 is organized into 10 Learning Modules:

- Module 1: Introduction to Information Architecture
- Module 2: Information Architecture Elements (I)
- Module 3: Information Architecture Elements (II)
- Module 4: Content Management Using Drupal
- Module 5: Information Architecture Research
- Module 6: Information Architecture Strategy
- Module 7: Design & Documentation (I)
- Module 8: Design & Documentation (II)
- Module 9: Usability, Accessibility, and Evaluation
- Module 10: Summary & Advanced Topics

To achieve the above learning objectives, students are expected to study 9-12 hours per week for this course.

Prerequisites
Students should have good knowledge of information organization, the Internet, and Website authoring using HTML. It's preferred that Master students have taken INFO 5200: Information Organization prior to take INFO 5745.

Appointments
Students are welcomed to make an appointment with Dr. Wang and teaching assistant to discuss course related questions. It is preferred that students send an email via a Canvas message to make an appointment. We can meet online via Zoom software.
Required Readings


Recommended Readings

2. Other class readings will be specified in related Modules.

2. COURSE REQUIREMENTS

Students are expected to study the 10 Modules, complete reading assignments, participate in discussions, self-test, and turn in assignments and project’s deliverables on time. Please note that there are some different expectations between Info4745 and Info5745 students on discussion posts and Assignment 2. The final grade is an accumulation of the following:

1. Module Activities (25% of total grade).
   - Module Discussions (10%): There are several modules that requires students to participate in online discussions (See details in the below “Course Schedule”). Students are required to actively participate in Canvas discussions. Students are expected to post at least one (1) substantive message for each topic in a module. A “substantive posting” is one that is meaningful and adds value to the discussion (e.g., insightful comments, reflection supported by course readings/external readings, and/or personal experience relevant to the discussion topics). Graduate students’ (Info5745) posts should be at least 300 words and clearly written with references. Undergraduate students’ posts (Info4745) should be at least 200 words and clearly written with references. The reading should be referenced at the end of the post in APA style. In addition, students are expected to post at least two (2) reply messages to their classmate’s posts. Original posts must be made by 11:59p.m. Thursday each week. Reply posts are due 11:59p.m. Sunday evening. Final module discussion grade is based on the average score of these discussion participations. Discussions in Discussion Board should follow the guidelines on netiquette via this link: http://www.albion.com/netiquette/corerules.html.

   Assignment Submission & Feedback: Students should submit their discussion posts in corresponding discussion forums. Students may expect instructor’s edback within a week.

   - Online Quizzes (15%): Students will be asked to take several online quizzes to examine the understanding of key concepts in several modules. Two (2) attempts will be allowed for taking these self-tests and the highest score will be saved as the final score of each self-test. Students may view instructor’s feedback immediately after they submit answer keys to quizzes.

2. Assignment 1 to 3 (30%) Three individual assignments will be given during the semester. Students are required to submit their assignments on time to the assignment drop box by
the due dates specified in this syllabus (see Table 1). They are also encouraged to start working on the assignments as early as possible.

- **Assignment #1: IA Design Critique**
  Points: 10% of Assignment Grade
  Description: Students will employ website design principles to evaluate a web-based information system and provide design critique on this assigned assigned to them using heuristic guidelines. Detailed instruction is provided in the “Assignments” area of Canvas.

- **Assignment #2 (Info4745): Benchmarking Exercise and Treejack Analysis**
  Points: 10% of Assignment Grade
  Description: Info4745 undergraduate students will be assigned the task of designing a new website and conducting a benchmark exercise. Students will also be asked to use Treejack to verify a website IA structure. Detailed instruction is provided in the “Assignments” area of Canvas.

- **Assignment #2 (Info5745): Benchmarking Exercise and Card Sort Analysis**
  Description: Info5745 master-level graduate students will be assigned the task of designing a new website and conducting a benchmark exercise (i.e. competitive analysis). They will also conduct a card sorting exercise using the OptimalSort application. Detailed instruction is provided in the “Assignments” area of Canvas.

- **Assignment #3: Design a Blueprint and Create a Wireframe for a website**
  Points: 10% of Assignment Grade
  Description: Students will visit a given website to answer a set of questions in order to develop a high-level blueprint and create a wireframe for the home page of the website based on the blueprint. Detailed instruction is provided in the “Assignments” area of Canvas.

**Assignment Submission & Feedback:** Students submit Assignment 1-3 by clicking on “Assignments” tab in Canvas site. Students may expect instructor’s feedback in Grade Center within a week.

4. **Term Project (45%)** Students will work in small groups to (re)design IA for a particular website assigned by the instructor or proposed by themselves. You should demonstrate the use of different techniques learned in this class. Term project specification will be released at the early weeks of the semester. Students will be asked to submit three deliverables representing the milestone learning outcomes. Each team will be asked to conduct peer-
review for two other teams’ term project deliverables. Guidelines for the evaluations will be posted in Canvas site.

**ASSESSMENT & GRADING**

See Information under “Course Requirements” (above) for information about assignments and grading. Assignment grading is based on rubric attached to each assignment description on Canvas.

<table>
<thead>
<tr>
<th>Grading Percentages</th>
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<tbody>
<tr>
<td>Module Postings</td>
<td>10%</td>
</tr>
<tr>
<td>Module Quizzes</td>
<td>15%</td>
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<tr>
<td>3 Assignments</td>
<td>30%</td>
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<tr>
<td>Term Project First Deliverable</td>
<td>10%</td>
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<tr>
<td>Term Project Second Deliverable</td>
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<td>Term Project Third Deliverable</td>
<td>10%</td>
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<tr>
<td>Peer Review on Term Project Deliverable 1 and 2</td>
<td>5%</td>
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<tr>
<td>Drupal Implementation</td>
<td>10%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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The UNT scale for grading is as follows:

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

**Late Submission**
All students are expected to submit their module activities and other assignments by the due date. We will deduct points for late submissions. If you submit an assignment after the deadline, we will deduct 5 points per delayed day (24 hours) from the assessed score. This prevents students from getting too far behind in the course and allows the instructor to assign grades in a consistent manner. Assignments are due by 11:59 PM (midnight) on the date due. If an extenuating circumstance such as a medically diagnosed illness or family emergency arises, request an extension prior to the due date in a professional and effective manner. Contact the instructor and TA via Canvas e-mail.

Incomplete

An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. The student must arrange with the instructor to finish the course at a later date by completing specific requirements. Please refer to http://essc.unt.edu/registrar/academic-record-incomplete.html for more information. It is your responsibility to contact the instructor to request an incomplete and discuss requirements for completing the course. If you do not remove the incomplete within one calendar year, you will receive a grade of F.

Withdrawal

Withdrawal: See UNT Graduate Catalog for policies and UNT semester schedule for deadlines. A grade of withdraw (W) or withdraw-failing (WF) will be given depending on your participation and grades to date. If you simply disappear and do not file a formal UNT withdrawal form, you may receive a grade of F. UNT has a new policy for withdrawing from a course. Please see details at: https://registrar.unt.edu/registration/dropping-class

3. Course Technology & Skill

Provide a list of the minimum technology requirements for students, such as:

- Computer
- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite
- Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements)

Computer Skills & Digital Literacy

Provide a list of course-specific technical skills learners must have to succeed in the course, such as:

- Using Canvas
SYLLUBS – INFO 4745 / INFO 5745 Information Architecture

- Using email with attachments
- Downloading and installing software
- Using spreadsheet programs
- Using presentation and graphics programs

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.

UIT Help Desk: [UIT Student Help Desk site](http://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)

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:

- 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.
4. ACCESS & NAVIGATION

- **Access and Log in Information**
  This course was developed and will be facilitated utilizing the University of North Texas’ Learning Management System, Canvas Learn. To get started with the course, please go to: [https://canvas.unt.edu/](https://canvas.unt.edu/).
  You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: [https://ams.unt.edu/](https://ams.unt.edu/).

- **Canvas Learn Student Orientation**
  As a student, you will have access to the “Canvas Learn Student Orientation” tutorial via Canvas Learn. You are strongly encouraged to become familiar with the tools and tutorials within the student orientation to better equip you to navigate the course.

- **Accessing Grades**
  As assignments are graded, grades will be posted in the class grade book. Effort will be made to complete grading and post grades expeditiously, so please be patient. If a student has a question about a grade, please consult the rubric first before contacting the instructor.

- **Assignment Submission Instructions**
  Please do not wait until the last minute to post assignments as technical problems may occur.

- **Participation / Discussion / Attendance**
  Discussions and class participation are an important part of the class and there will be discussion questions for all modules except Module 3. Discussion posts should adhere to the principles in the “Guide to Success.” Please use proper web etiquette in discussions. These links may be useful:
  - [http://www.ic.sunysb.edu/Class/che326ff/discussion_board/etiquette.pdf](http://www.ic.sunysb.edu/Class/che326ff/discussion_board/etiquette.pdf)
  - [http://online.uwc.edu/technology/onlEtiquette.asp](http://online.uwc.edu/technology/onlEtiquette.asp)

- **Course Evaluation**
  All courses at UNT provide the student with an opportunity to evaluate the teaching effectiveness. Typically, the SPOT course evaluation will be available 7 days before the end of class. It can be accessed from a student’s my.unt.edu page. NOTE: The survey closes at the end of the term!
5. SCHOLARLY EXPECTATIONS

All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical, particularly at the graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. Work submitted at the graduate level is expected to demonstrate higher-order thinking skills and be of significantly higher quality than work produced at the undergraduate level.

RESOURCES

- UNT Academic Success Center: https://success.unt.edu/asc
- UNT Portal: http://my.unt.edu
- UNT Canvas Student Resources: Technical Support: http://www.unt.edu/helpdesk/bblearn/
- General access computer lab information (including locations and hours of operation) can be located at: http://www.gacl.unt.edu/
- UNT Library Information for Off-Campus Users: http://www.library.unt.edu/services/facilities-and-systems/campus-access
- UNT Computing and Information Technology Center: https://citc.unt.edu/help-support/students

COURSE POLICIES

- Assignment Policy
  Please use the academic calendar included here as the official due date repository. Additional information on assignments can be found in the modules.

- Late Work
  All students are expected to submit their module activities and other assignments by the due date. This prevents students from getting too far behind in the course and allows the instructor to assign grades in a consistent manner. Assignments are due by 11:59 PM (midnight) on the date due. If an extenuating circumstance such as a medically diagnosed illness or family emergency arises, request an extension prior to the due date in a professional and effective manner. Contact the instructor and TA via Canvas e-mail.

- Incompletes
  An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. The student must arrange with the instructor to finish the course at a later date by completing specific
requirements. Please refer to http://essc.unt.edu/registrar/academic-record-incomplete.html for more information. It is your responsibility to contact the instructor to request an incomplete and discuss requirements for completing the course. If you do not remove the incomplete within one calendar year, you will receive a grade of F.

- **Withdrawal:** See UNT Graduate Catalog for policies and UNT semester schedule for deadlines. A grade of withdraw (W) or withdraw-failing (WF) will be given depending on your participation and grades to date. If you simply disappear and do not file a formal UNT withdrawal form, you may receive a grade of F.

- **Copyright Notice**
  Some or all of the materials on this course website may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner; unless fair use or another exemption under copyright law applies. Additional copyright information may be located at: http://copyright.unt.edu/content/unt-copyright-policies.

- **Syllabus Change Policy**
  The information in this document is intended for students taking INFO 4745/5745. The instructor will use this syllabus as a guide in offering the course and will notify the class if changes occur.

- **Policy on Server Unavailability or Other Technical Difficulties**
  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 that 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 also contact the UNT Student Help Desk at 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

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### 6. UNT POLICIES

**Academic Integrity Policy**

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. [Insert specific sanction or academic penalty for specific academic integrity violation.]

**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/).

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) 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).

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 [insert administration dates] of the long semesters 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" (no-reply@iasystem.org) 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 (http://spot.unt.edu/) or email spot@unt.edu.

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/). 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).

**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.

Download the UNT System Permission, Waiver and Release Form

**Transmission and Recording of Student Images in Electronically-Delivered Courses**
1. No permission is needed from a student for his or her 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, he or she 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.

   Example: This 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. 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.

**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)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [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](https://studentaffairs.unt.edu)
- [UNT ID Card](https://studentaffairs.unt.edu/student-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)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Multicultural Center (https://edo.unt.edu/multicultural-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- Pride Alliance (https://edo.unt.edu/pridealliance)
- UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

- Academic Resource Center (https://clear.unt.edu/canvas/student-resources)
- Academic Success Center (https://success.unt.edu/asc)
- UNT Libraries (https://library.unt.edu/)
- Writing Lab (http://writingcenter.unt.edu/)
Table 1. Modules, Readings and Assignments, & Release Schedule

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<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topic</th>
<th>Readings</th>
<th>Module Release Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>June 1st – June 6th</td>
<td>Module 1: Introduction to Information Architecture</td>
<td>Readings: • R, M, &amp; A: 1-4 • Start Here! • Syllabus • Module 1 Lecture notes Assignments: • Read syllabus &amp; walkthrough Canvas site • Self-Introduction • Background Survey • Module 1 discussion postings</td>
<td>June 1st</td>
</tr>
<tr>
<td>2</td>
<td>June 7th – June 13th</td>
<td>Module 2: Information Architecture Elements (1)</td>
<td>Readings: • R, M, &amp; A: 5, 6, 7 • K: 1-3 • Module 2 lecture notes Assignments: • Module 2 quiz • Module 2 discussion posts</td>
<td>June 1st</td>
</tr>
<tr>
<td>3</td>
<td>June 14th – June 20th</td>
<td>Module 3: Information Architecture Elements (2)</td>
<td>Readings: • R, M, &amp; A: 8,9,10 • K: 4-6 • Module 3 quiz • Module 3 discussion posts</td>
<td>June 7th</td>
</tr>
<tr>
<td>4</td>
<td>June 21st – June 27th</td>
<td>Module 4: Information Architecture Research</td>
<td>Readings: • R, M, &amp; A: 8, 9, 10 • K: 4 – 6 Assignments: • Assignment 1 (Due on June 27st)</td>
<td>June 7th</td>
</tr>
<tr>
<td>5</td>
<td>June 28th – July 4th</td>
<td>Module 5: Information Architecture Strategy</td>
<td>Readings: • R, M, &amp; A: 11,12 Assignments: • Module 5 and 6 Quiz • Term Project First Deliverable (Due on July 4th)</td>
<td>June 21st</td>
</tr>
</tbody>
</table>
### Table 1: Course Schedule

<table>
<thead>
<tr>
<th>Module</th>
<th>Dates</th>
<th>Topics</th>
<th>Readings</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| 6      | July 5th - July 11th | Module 6: Design and Documentation (1) Module 7: Design and Documentation (2) | **Readings:** R, M, & A: 13  
**Assigned Readings in Canvas**  
Assignments:** Peer-Review on First Deliverable  
**Assignment 2 (Due on July 11th)** | **June 21st** |
| 7      | July 12th - July 18th | Module 8: IA Development with Content Management System  
Module 9: Usability, Accessibility, and Evaluation | **Readings:**  
**Assigned Readings Assignments:**  
Module 9 Quiz  
**Term Project Second Deliverable (Due on July 18th)** | **July 5th** |
| 8      | July 19th - July 25th | Module 10: Summary and Advanced Topics  
Work on Term Projects: Content Management System (Drupal) | **Readings:** R, M, & A: 13  
**Assigned Readings Assignments:**  
Peer-Review on Term Project Second Deliverable  
**Assignment 3 (Due on July 25th)** | **July 5th** |
| 9      | July 26th - August 1st | Work on Term Projects Evaluation | **Readings:**  
**Assigned Readings**  
**K: 9 – 13 Assignments:**  
SPOT Course Evaluation Survey  
Continue to work on Term Project... |  |
| 10     | August 2nd - August 6th | Submitting Term Project Evaluation | **Readings:**  
**Assigned Readings Assignment(s):**  
**Term Project Final Deliverable and Drupal Implementation (Due on August 4th)** |  |

*Note: These assignments are due on the specified date at 11:59 p.m.*

### Table 2: Optional Online Meeting Schedule
<table>
<thead>
<tr>
<th>Optional Online Meeting</th>
<th>Dates and Time</th>
<th>Zoom Meeting Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1 Meeting: Course Orientation</td>
<td>June 1st</td>
<td>TBA in Canvas</td>
</tr>
<tr>
<td>#2 Meeting: IA Elements</td>
<td>June 8th</td>
<td>TBA in Canvas</td>
</tr>
<tr>
<td>#3 IA Research &amp; Strategy</td>
<td>June 22th</td>
<td>TBA in Canvas</td>
</tr>
<tr>
<td>#4 Meeting: IA Design &amp; Documentation</td>
<td>July 6th</td>
<td>TBA in Canvas</td>
</tr>
<tr>
<td>#5 Meeting: Content Management System—Drupal Development</td>
<td>July 13th</td>
<td>TBA in Canvas</td>
</tr>
<tr>
<td>#6 Meeting: Usability &amp; Accessibility</td>
<td>July 20th</td>
<td>TBA in Canvas</td>
</tr>
</tbody>
</table>

Note. These online meetings are optional meetings, but you are highly recommended to attend them.