

INST 311—Information Organization

Spring 2020

Instructor Information

Instructor	Email	Office Location & Hours
Lee Lipscomb	llipsc1@umd.edu	Patuxent 2112, Hornbake 4120K By appointment only
Bryanna Bauer (TA)	bbauer14@terpmail.umd.edu	By appointment only

Office Information

Who and how to contact with questions	All questions & comments should be sent to llipsc1@umd.edu . Include INST 311 in your email subject line. Questions about assignments should cc: Bryanna bbauer14@terpmail.umd.edu .
Class Time	Online (Asynchronous) Blended Learning
Class Location	Online only (ELMS) www.elms.umd.edu (http://www.elms.umd.edu)

General Information

CATALOG DESCRIPTION

Examines the theories, concepts, and principles of information, information representation and organization, record structures, description, and classification. Topics to be covered in this course include the methods and strategies to develop systems for storage, organization, and retrieval of information in a variety of organizational and institutional settings, as well as policy, ethical, and social implications of these systems.

COURSE DESCRIPTION

This is an introductory course examining the theories, concepts, and principles of information, information presentation and representation, organization, record structures, description, and classification. Topics to be covered in this course include the methods and strategies to develop systems for storage, organization, and retrieval of information in a variety of organizational and institutional settings, as well as policy, ethical, and social implications of these systems.

STUDENT LEARNING OUTCOMES

At the conclusion of this class, you should be able to:

- Describe and evaluate information organization systems
- Select/compare suitable information organization systems, tools, and practices for specific contexts
- Identify, critically analyze, and discuss: formal information representations, structures, and their properties
- Applications of classification principles and other standards for knowledge representation in information systems
- Understand the following essential concepts

- Classifications and controlled vocabularies
- Information architecture
- Information retrieval systems
- Information resources and collections
- Metadata and metadata schemas
- Values and ethics in information work
- Social and ethical aspects of classification and policies governing information organization
- Demonstrate ability to translate key concepts and practices across contexts
- Develop basic familiarity with key standards and tools for information organization

REQUIRED CLASS MATERIALS

There is no textbook for this course. Course readings are located on ELMS. Course readings are subject to change, so make sure you check ELMS for any updates before you dig into a given week's readings. I will also sometimes assign videos to watch for class; these will all be publicly available through sites like YouTube and links will be posted on ELMS.

CLASS STRUCTURE

This course involves online lectures, class activities, online engagement with other students, and a group project. I have created modules containing a number of activities to engage students in discussion about that week's topic, so you should complete the assigned readings, discussions, homework, quizzes, and videos (see syllabus and ELMS for reading assignments).

When engaging in a discussion students must be respectful of others. Any student who cannot do this will not be permitted to engage in online discussion for the following discussion session.

While attendance is not taken in this class, there will be weekly discussions and quizzes and homework activities throughout the semester. Exams, homework, group projects and quizzes will be completed and turned in on ELMS. New content will be available on Mondays, Wednesdays, and Friday by 5:00 pm.

COURSE ACTIVITIES AND GRADING

Your final grade will be based on the following components, which are detailed below:

Homework (10%; multiple dates)

Quizzes (20%; multiple dates)

Discussion Forums (20%; multiple dates)

Group project (20%; multiple dates)

Midterm (15%)

Final (15%)

Homework (10%; multiple dates): There will be online homework assignments throughout the semester. Late assignments will be penalized 10% per day, beginning one minute after the due date/time.

Quizzes (20%; multiple dates): Throughout the semester, we will have biweekly quizzes to reinforce course content. These quizzes/activities **will not** be announced beforehand. Quizzes will typically be 6-8 questions related to that week's topic and will be posted to ELMS. Late quizzes will be penalized 10% per day, beginning one minute after the due date/time.

Discussion Forums (20%; multiple dates): During the first week of class, each of you will be randomly assigned into discussion groups in ELMS. Each group member must select a different quote from the reading and post a short commentary (200 words) on that quote and prompt the group with at least one related discussion question. Everyone else in the group is expected to respond to at least one group member's question and commentary (100 words minimum for each post). The purpose of these posts is to **facilitate discussion** within your group. Discussion forums will be open weekly. Late discussions will be penalized 10% per day, beginning one minute after the due date/time.

Group project (20%; multiple dates):

NOTE: Teams cannot create any content that includes profane, disparaging, or inflammatory content or use any illegal measures to create, disseminate, or collect views for their content.

Each of you will work with the same randomly assigned groups created in ELMS for your discussions forums. The group will develop metadata schema and practices for a specific collection of information and context and present your work in a video presentation that includes oral presentation from each group member using visual aid and upload to ELMS. The group will first create a project overview. Next, the group must draft screen mockups for your app. Then, the group will formulate a metadata schema that supports the app. Finally, the group will develop a 5 minute Group Presentation video. Late deliverables will be penalized 10% per day, beginning one minute after the due date/time.

Deliverables for this project:

1. **(ELMS upload; 5% of grade):** Each group must upload a 1-page project overview. This should include the team name, two ideas for the project (including a justification for why they selected each idea), and an overview of their strategy for their app. The group will upload final PDF document to ELMS. I will provide feedback on each proposal.

2. **(ELMS upload; 5% of grade):** Each group must create an app mock up. The mock up should consist of diagrams of the app home page, the activity on the app, and a results page on the app. Each diagram should have a corresponding page with specifications and product descriptions. Each group will upload final PDF document to ELMS.

3. **(ELMS upload; 5% of grade):** Each group must develop a metadata schema. The schema must be presented in an Excel spreadsheet that lists each element, its attributes (e.g. qualifiers), usage (description of what information is recorded in that element), authority lists (if a controlled vocabulary is used), required/optional flag, and format. Each group will upload final PDF document to ELMS.

4. **(ELMS upload; 10% of grade):** Each group must submit a 5 minute Group Presentation video. The presentation video should explain the app and metadata schema in detail. Then, the group should discuss things they think worked well with the app and things that they would change. The group should compare their app to two other similar apps that are similar, in structure and function, and list the pros and cons of each app.

Midterm and Final (15% each; 30% of total grade): Two exams during the semester will be used to evaluate students' comprehension of key concepts. These tests may include multiple choice items and/or short-answer essays. The midterm will include content covered from Weeks 1-6. The final will be cumulative, including questions from the quizzes over the entire semester. The class session before each test will be used for review of concepts of student questions. Late exams will be penalized 10% per day, beginning one minute after the due date/time.

GRADE EVALUATION

Missed Deadlines: If you will not be able to meet an assignment deadline, contact me **before** the due date to explain why you will need to submit the assignment late; these will be evaluated on a case-by-case basis.

If you need to miss an exam because of outside circumstances (e.g., a religious holiday, military duties, work/athletic team travel), you must email me **before** the exam to reschedule your exam time. If you are sick on an exam day, you must provide me with a doctor's note to be excused (see the UMD Health Center's policy on medical excuse notes) and should email me before the exam time to let me know you're sick. If you miss an exam due to other circumstances (e.g., oversleeping), you will be penalized 10% per day, beginning one minute after the due date/time.

All assignments, exams, and quizzes are due by 11:59 on the due date.

Late Assignments Policy: A 10% penalty will be deducted for each day or part of a day that an assignment is late (starting one minute beyond the due date time). Please prepare in advance so that you will not encounter technical difficulties that will result in your work receiving a late penalty. If you have a conflict with the due date, assignments can always be submitted early. Generally speaking, illnesses are not an excuse for late assignments because you will receive the assignments at least one week before they are due.

Grading: The primary purpose of the grades is to provide an accurate assessment of how well you know the concepts, techniques, and tools that are the focus of the class. Each assignment will be graded based on a rubric available to you and will be based on mastery of concepts. If you believe that a grade you received does not accurately reflect your knowledge and ability (either due to a grading error or a trivial misunderstanding on your part), you may raise the issue within one week of receiving the grade by either (a) sending me and the TA an e-mail or (b) speaking with me or the TA after class. After considering the issue, I will adjust your grade (either up or down) to best reflect your knowledge of the material.

Final Grades: Final grades will be submitted 48-72 hours after the final exam. **NOTE:** I do not round grades up, so do not ask me to do this at the end of the semester. The cutoffs are as follows:

A+ 97-100 pts.	B+ 87-89.9	C+ 77-79.9	D+ 67-69.9
A 93-96.9	B 83-86.9	C 73-76.9	D 63-66.9
A- 90-92.9	B- 80-82.9	C- 70-72.9	F less than 60

In this class, an "A" denotes full achievement of the goals of the class, a "B" denotes good progress towards the learning objectives, and a "C" indicates that you were able to comprehend the concepts involved but were unable to effectively apply that knowledge. Since the grading is based on a point-based system, an F is not the same thing as a zero. Failing work still earns some points. **You are always better off to turn something in and get feedback on what you were able to complete.** The point-based system also means that you can keep track of your progress and always know what your current grade is in the course. You are encouraged to monitor your own performance.

POLICY ON ACADEMIC MISCONDUCT

Cases of academic misconduct will be referred to the Office of Student Conduct irrespective of scope and circumstances, as required by university rules and regulations. It is crucial to understand that the instructors do not have a choice of following other courses of actions in handling these cases. There are severe consequences of academic misconduct, some of which are permanent and reflected on the student's transcript. For details about procedures governing such referrals and possible consequences for the student please visit <http://osc.umd.edu/OSC/Default.aspx>

It is very important that you complete your own assignments, and do not share any files or other work. The best course of action to take when a student is having problems with an assignment question is to contact the instructor. The instructor will be happy to work with students while they work on the assignments.

University of Maryland Code of Academic Integrity

The University of Maryland, College Park has a nationally recognized Code of Academic Integrity, administered by the Student Honor Council. This Code sets standards for academic integrity at Maryland

for all undergraduate and graduate students. As a student you are responsible for upholding these standards for this course. It is very important for you to be aware of the consequences of cheating, fabrication, facilitation, and plagiarism. For more information on the Code of Academic Integrity or the Student Honor Council, please visit <http://shc.umd.edu/SHC/Default.aspx>

Students have a responsibility to familiarize themselves with violations of the Code of Academic Integrity. Among these include:

1. Cheating

"Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise."

2. Fabrication

"Intentional and unauthorized falsification or invention of any information or citation in an academic exercise."

3. Facilitating Academic Dishonesty

"Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty."

4. Plagiarism

"Intentionally or knowingly representing the words or ideas of another as one's own in an academic exercise."

SPECIAL NEEDS

Students with disabilities should inform me of their needs at the beginning of the semester. Please also contact the Disability Support Services 301-314-7682 or <http://www.counseling.umd.edu/DSS/>. DSS will make arrangements with you and me to determine and implement appropriate academic accommodations.

Students encountering psychological problems that hamper their course work are referred to the Counseling Center 301-314-7651 or <http://www.counseling.umd.edu/> for expert help.

For more information on UMD's Student Services, see <http://www.studentaffairs.umd.edu/student-life>

TIPS FOR A SUCCESSFUL SEMESTER

1. Come to class prepared. This includes completing any assignments and readings before class.
2. Struggling to keep up with all the reading? Check out How to Read a Book, which provides highly useful advice on reading quickly without losing comprehension.
3. Engage in class discussions. Ask questions. Share your opinions. Be open to others' viewpoints, even if they're different than your own.
4. Have a question outside of class? Email me anytime. Make sure to include the course number (INST 311) in the subject line to ensure I see it. I will respond within 48 hours. Do not email me multiple times if I have not responded and less than 48 hours have passed. After that time, please send me a reminder email.
5. Visit me during my office hours to talk about course content or anything else on your mind.
6. Know your rights as an undergraduate student at UMD: University of Maryland Policies for Undergraduate Students
7. Have fun!

ONLINE WRITING CENTERS

Below, I have included information on three preeminent online writing centers.

HARVARD UNIVERSITY
Cambridge, Massachusetts

<http://www.fas.harvard.edu/~wricntr/>

PURDUE UNIVERSITY

West Lafayette, Indiana

<http://owl.english.purdue.edu/>

RENSSELAER POLYTECHNIC INSTITUTE

Troy, New York

<http://www.ccp.rpi.edu>

World Wide Web (www) Access to the University of Maryland

University of Maryland General Information: <http://www.umd.edu/>

University of Maryland Testudo: <http://www.testudo.umd.edu/>

University of Maryland Libraries: <http://www.lib.umd.edu/>

University of Maryland SEATS: <http://www.sis.umd.edu/bin/seats>

Recording of Class Lectures

All rights reserved. No part of any lecture may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopy, recording or any information storage and retrieval system, without permission in writing from the professor.

Letters of Recommendation

One of my most important responsibilities is to write excellent letters of recommendations in which I fully support colleagues and students in their professional endeavors. To write an effective letter, I need a copy of your current resume; and the full name, professional title, department or unit (with a room number, if available), street address, city, state, and zip code of the person to whom I am sending your recommendation. Also, if you are required to provide me with an evaluation form to accompany the letter, make sure that you complete (type) all of the required information on the form before you give it to me.

I do not write open letters of recommendation (refer to the Buckley Amendment). That is, I do not write public letters for inclusion in professional portfolios, websites, or other published venues. I am always willing to provide you with a copy of the letter that I write for you, but the content of that letter is between you and me.

Course Schedule

Week	Topic	Reading	Assignment
Week 1 1/27 1/29 1/31	Course Intro, Collections & Resources Information Systems & Information Seeking	REQUIRED Course Syllabus Video Glushko, Chapter 1. (available in ELMS) Week 1 Lecture Video	Study Syllabus Syllabus Quiz Due 11:59 PM 1/31

Week	Topic	Reading	Assignment
Week 2 2/3 2/5 2/7	Course Intro, Collections & Resources Information Systems & Information Seeking	REQUIRED Week 2 Lecture Video	Week 1&2 Quiz Week 1&2 Discus- sion Forum Posts How are products organized? Due 11:59 PM 2/7
Week 3 2/10 2/12 2/14	Information Architecture	REQUIRED Arthur, P. and Passini, R. Chapter 4: What are spatial orientation and wayfinding? & Chapter 5: How the wayfinding process works. In Wayfinding: People, Signs, and Architecture. Toronto: McGraw- Hill. pp. 22 - 34. The PDF goes through the end of Chapter 5, but you can stop reading when you reach the section called Sensory Modalities at the bottom of page 34. (available in ELMS) Rosenfeld, L., Morville, P., & Arango, J. (2015). In- formation Architecture: For the Web and Beyond, 4th ed. Sebastopol, CA: O'Reilly Media. Chapter 2: Defini- ing information architecture, and Chapter 5: The anatomy of an information architecture. (available in ELMS) Week 3 Lecture Video	Information Archi- tecture Critique Due 11:59 PM 2/14
Week 4 2/17 2/19 2/21		REQUIRED Rosenfeld, L., Morville, P., & Arango, J. (2015). In- formation Architecture: For the Web and Beyond, 4th ed. Sebastopol, CA: O'Reilly Media. Selection about Facets from Chapter 10: Thesauri, Controlled Vocabu- laries, and Metadata. (available in ELMS) Week 4 Lecture Video	Week 3&4 Quiz Week 3&4 Discus- sion Forum Posts Due 11:59 PM 2/21
Week 5 2/24 2/26 2/28	Metadata & Metadata Schemas	REQUIRED Introduction to Metadata NISO (2004). Understanding metadata. Bethesda, MD: NISO Press Week 5 Lecture Video	Information Archi- tecture Awards Due 11:59 PM 2/28

Week	Topic	Reading	Assignment
Week 6 3/2 3/4 3/6	Metadata & Metadata Schemas	<p>REQUIRED</p> <p>Metadata in iTunes</p> <ul style="list-style-type: none"> • Watch this video to learn how musicians and producers input metadata for the iTunes store: https://itunespartner.apple.com/en/music/videos#itp-music (Links to an external site.) • Watch this video to learn how Apple advises iTunes uploaders to handle "compound artists" https://itunespartner.apple.com/en/music/videos#compound-artists (Links to an external site.) • Spend at least 20-30 minutes browsing the iTunes Store Music Style Guide https://help.apple.com/itc/musicstyleguide/ (Links to an external site.) <ul style="list-style-type: none"> ◉ Pay particular attention to the section of the Guide called "Data Standards and Style Guidelines." ◉ Your objective with this reading is to get an idea for the level of detail and the many considerations that go into creating high-quality metadata for the iTunes Store. ◉ Choose 2-3 passages from the reading to mention when we discuss this in class. Interesting passages might be rules that surprise you in their specificity, or guidelines that connect to how you search and select iTunes products, or guidelines that seem to strict or not strict enough. <p>Week 6 Lecture Video</p>	Week 5&6 Quiz Week 5&6 Discussion Forum Posts Due 11:59 PM 3/6
Week 7 3/9 3/11 3/13		<p>MIDTERM</p> <p>Due 11:59 PM 3/11</p>	Meet in Group Project teams (online or in person) Due 11:59 PM 3/13
3/16 3/18 3/20		<p>SPRING BREAK</p>	

Week	Topic	Reading	Assignment
Week 8 3/23 3/25 3/27	Categories & Classification	REQUIRED Selections from Glushko, Chapter 7. (available in ELMS) Blog post from LISTheory: Can We Avoid Biases in Library Classification Systems? http://listtheory.prattsil-s.org/can-we-avoid-biases-in-library-classification-systems/ (Links to an external site.) Week 8 Lecture Video	Group Project-Project Overview (due online) Due 11:59 PM 3/27
Week 9 3/30 4/1 4/3		REQUIRED Selections from Glushko, Chapter 8. (available in ELMS) Weinberger, pp. 219 - 222. Everything is Miscellaneous: The Power of the New Digital Disorder. (available in ELMS) Week 9 Lecture Video	Week 8&9 Quiz Week 8&9 Discussion Forum Posts Due 11:59 PM 4/3
Week 10 4/6 4/8 4/10	Controlled Vocabularies	REQUIRED Rowley, J. and Hartley, R. (2008) (Available in ELMS) Organizing knowledge: An introduction to managing access to information. Selections from Pp. 134 - 149. Week 5 Lecture Video	Meet in Group Project teams (online or in person) Due 11:59 PM 4/10
Week 11 4/13 4/15 4/17		REQUIRED ERIC Thesaurus: First, visit this link (http://proquest.libguides.com/eric) (Links to an external site) and read the three boxes in the middle of the page to learn about the ERIC database. Then, watch this 11-minute video about how the ERIC thesaurus is used to describe and search for articles. How the Thesaurus Helps Enable Resource Discovery Week 6 Lecture Video	Week 10&11 Quiz Week 10&11 Discussion Forum Posts Due 11:59 PM 4/17
Week 12 4/20 4/22 4/24	Values & Ethics	REQUIRED <ul style="list-style-type: none"> • http://www.ala.org/advocacy/intfreedom/corevalues (Links to an external site.) <ul style="list-style-type: none"> o Read the whole page • https://www.acm.org/about-acm/acm-code-of-ethics-and-professional-conduct (Links to an external site.) <ul style="list-style-type: none"> o Read Section 1: General Moral Imperatives Week 12 Lecture Video	Screen Mock-ups (due online) Values & Ethics in Today's World Due 11:59 PM 4/24

Week	Topic	Reading	Assignment
Week 13 4/27 4/29 5/1		REQUIRED <ul style="list-style-type: none"> • Fox & Reece (2012) (available on ELMS). Which ethics? Whose morality? Knowledge Organization, 39(5). Read only section 4: pp. 378 - 381. www.ethicsunwrapped.utexas.edu/glossary/utilitarianism (Links to an external site.) www.ethicsunwrapped.utexas.edu/glossary/deontology (Links to an external site.) www.ethicsunwrapped.utexas.edu/glossary/veil-of-ignorance (Links to an external site.) Week 13 Lecture Video	Week 12&13 Quiz Week 12&13 Discussion Forum Posts Due 11:59 PM 5/1
Week 14 5/4 5/6 5/8	Information Retrieval Systems (Search Engines)	REQUIRED How Search Works (Links to an external site.) Allotment Digital's tutorials about How Search Engines Work. https://allotment.digital/learn/technical-seo/how-search-engines-work/crawling/ (Links to an external site.) https://allotment.digital/learn/technical-seo/how-search-engines-work/indexing/ (Links to an external site.) https://allotment.digital/learn/technical-seo/how-search-engines-work/processing/ (Links to an external site.) https://www.cbsnews.com/news/how-did-google-get-so-big/ (Links to an external site.) Week 14 Lecture Video	Metadata schema (due online) Due 11:59 PM 5/8
Week 15 5/11	Group Project	Week 15 Lecture Video	Week 14&15 Quiz Week 14&15 Discussion Forum Posts Group Project Presentation video (due online) Due 11:59 PM 5/11

Week	Topic	Reading	Assignment
5/14-5/20		FINAL Due 11:59 PM on the due date	Date will be re-released later in the semester in Testudo
		This schedule is for planning purposes and may change. See ELMS for current information and deadlines.	

Assignment & Exam Schedule

Date	Subject
1/31	Study Syllabus Syllabus Quiz
2/7	Week 1&2 Quiz Week 1&2 Discussion Forum Posts How are products organized?
2/14	Information Architecture Critique
2/21	Week 3&4 Quiz Week 3&4 Discussion Forum Posts
2/28	Information Architecture Awards
3/6	Week 5&6 Quiz Week 5&6 Discussion Forum Posts
3/11	MIDTERM
3/13	Meet in Group Project teams (online or in person)
3/27	Group Project-Project Overview (due online)
4/3	Week 8&9 Quiz Week 8&9 Discussion Forum Posts
4/10	Meet in Group Project teams (online or in person)
4/17	Week 10&11 Quiz Week 10&11 Discussion Forum Posts
4/24	Screen Mock-ups (due online)
5/1	Week 12&13 Quiz Week 12&13 Discussion Forum Posts Values & Ethics in Today's World
5/8	Metadata schema (due online)
5/11	Week 14&15 Quiz Week 14&15 Discussion Forum Posts Group Project Presentation video (due online)
TBD	FINAL (Date will be released later in the semester in Testudo)