

## Course Syllabus

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### INST 311: Information Organization

Section 0101: Spring 2017

MWF 2:00 - 2:50 p.m., Hornbake 0103

<p><b>Dr. Katy Lawley, Instructor</b></p> <ul style="list-style-type: none"><li>◦ katyn@umd.edu</li><li>◦ Hornbake 4111H</li><li>◦ Office hours: M &amp; W: 3:00 - 4:00, and by appointment</li></ul>	<p><b>Pal Doshi, TA</b></p> <ul style="list-style-type: none"><li>◦ paldoshi@terpmail.umd.edu</li><li>◦ Location TBD</li><li>◦ Office Hours: W &amp; F: 1:00 - 2:00 pm, and by appointment</li></ul>
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### 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.

### Your Learning Outcomes

Upon successful completion of the course, you will 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
  - 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

### Your Required Resources

- Course website: [www.elms.umd.edu](http://www.elms.umd.edu) (<http://www.elms.umd.edu>)
- The Discipline of Organizing, 4th ed.: Core Concepts Edition Glushko, Robert J. (Ed.) Fourth edition (2016).

ISBN 978-1-491-97063-8 (retail PDF ebook). [Click here to purchase from O'Reilly Media.](#)  
(<http://shop.oreilly.com/product/0636920055549.do>)

## Campus Policies

It is our shared responsibility to know and abide by the University of Maryland's policies that relate to all courses, which include topics like:

- Academic integrity
- Student and instructor conduct
- Accessibility and accommodations
- Attendance and excused absences
- Grades and appeals
- Copyright and intellectual property

Please visit [www.ugst.umd.edu/courserelatedpolicies.html](http://www.ugst.umd.edu/courserelatedpolicies.html) (<http://www.ugst.umd.edu/courserelatedpolicies.html>) for the Office of Undergraduate Studies' full list of campus-wide policies and follow up with the instructor if you have questions.

## Your Activities, Learning Assessments, & Expectations

- You are strongly encouraged to bring laptops to class and to use them responsibly to take notes and engage with course-related material.
- You may not use cell phones during class.
- Mondays and Wednesdays will be mostly lecture days. On Fridays, we will, as often as possible, have activities and discussions in your groups (each student will be assigned to a 4- 5-person group) so that you can further experience, unpack, and tease apart the concepts we have covered during the week.
- In each week's Reading Memo, which will be posted in that week's ELMS module, you will see required readings and (sometimes) enrichment readings. You must complete all assigned readings by the time designated in the Reading Memo. Content from course readings is fair game for quizzes and exams, regardless of whether the content was included in the in-class slides and lecture.
- I adhere to the University's definitions of excused absences; you will never be penalized for an excused absence as long as you give prior notification to the instructor.
- Policy on late work:
  - There will be five individual, out-of-class homework assignments this semester. You may choose to take advantage of a 48-hour grace period, with no questions asked, as long as you give prior notification to the instructor.
  - If both grace periods have been used, or if a student submits a late assignment without prior notification, the assignment grade will be docked 5 points per 24-hour period, beginning one minute after the due date/time.
  - Group assignments must be handed in on time. Late group assignments will be docked 5 points per 24-hour period, beginning one minute after the due date/time.
- You will take 5 regular quizzes in ELMS. You may use external resources (readings, lecture slides, notes, Web, etc.) during a quiz, but all answers must be in your own words, and it is forbidden to consult with any other humans.
  - Mini-quizzes will be given on paper during most class days. They will **not** be announced in advance.
- You will take the Midterm and Final exams in class using ELMS. The final will be given during the designated

final exam period. You may use external resources during an exam, but all answers must be in your own words, and it is forbidden to consult with any other humans.

## Get Some Help!

You are expected to take personal responsibility for your own learning. This includes acknowledging when your performance does not match your goals and doing something about it.

- Everyone can benefit from some expert guidance on time management, note taking, and exam preparation, so we encourage you to consider visiting <http://ter.ps/learn> (<http://ter.ps/learn>) and scheduling an appointment with an academic coach.
- Sharpen your communication skills (and improve your grade) by visiting <http://ter.ps/writing> (<http://ter.ps/writing>) and schedule an appointment with the campus Writing Center.
- Find guidance and counseling about your career and personal life at the campus Counseling Center, <http://www.counseling.umd.edu> (<http://www.counseling.umd.edu>).

Everything is free because you have already paid for it, and everyone needs help... all you have to do is ask for it.

## Grades

Grades are not given, but earned. Your grade is determined by your performance on the learning assessments in the course and is assigned individually (not curved). If earning a particular grade is important to you, please speak with me any time so that I can offer some helpful suggestions for achieving your goal.

You will receive all scores and feedback in ELMS. If you would like to review any of your grades (including the exams), or have questions about how something was scored, please email me to schedule a time to meet and discuss. It's important that you feel as though you are treated fairly in this course, and there will never be a negative consequence to you for opening a conversation.

Learning		Points	Category	Category
Assessments	#	Each	Total	Weight
<b>Quizzes</b> : mid-week quizzes on reading & lecture; taken on ELMS	5	100	500	15%
<b>Homework</b> : hands-on assignments related to in-class topics	5	100	500	15%
<b>Group Discussion Notes</b> : summaries and observations based on in-class group discussions	5	100	500	15%
<b>Group Project</b> : develop metadata schema and practices for a specific collection of information and context	1	100	100	15%
<b>Midterm Exam</b> : assessment of understanding of course concepts from Session 1 – Midterm	1	100	100	10%
<b>Final Exam</b> : assessment of understanding of course concepts from entire semester, with emphasis on Midterm – Final class	1	100	100	15%

**Participation** : raw score calculated using:

- group discussion memo scores;
- evaluation scores from your group peers;
- participation in the peer evaluation process;
- mini-quiz scores;
- unexcused absences will decrease the raw score;
- in-class participation will increase the raw score.








NA 100 15%















Final letter grades are assigned based on the percentage of total assessment points earned. To be fair to everyone I have to establish clear standards and apply them consistently, so please understand that being close to a cutoff is not the same this as making the cut (89.99 ≠ 90.00). It would be unethical to make exceptions for some and not others.

#### Final Grade Cutoffs

+	98.00%	+	88.00%	+	78.00%	+	68.00%	
A	94.00%	B	84.00%	C	74.00%	D	64.00%	F <60.0%
-	90.00%	-	80.00%	-	70.00%	-	60.00%	

## Course Summary:

Date	Details	
Mon Feb 6, 2017	 <a href="https://myelms.umd.edu/courses/1220546/assignments/4366141">Week 2 Group Discussion Notes (https://myelms.umd.edu/courses/1220546/assignments/4366141)</a>	due by 1:59pm
Wed Feb 8, 2017	 <a href="https://myelms.umd.edu/courses/1220546/assignments/4366142">Week 2 Peer/Self Evaluation (https://myelms.umd.edu/courses/1220546/assignments/4366142)</a>	due by 1:59pm
Fri Feb 10, 2017	 <a href="https://myelms.umd.edu/courses/1220546/assignments/4366137">How are Products Organized? (https://myelms.umd.edu/courses/1220546/assignments/4366137)</a>	due by 1:59pm
Fri Feb 17, 2017	 <a href="https://myelms.umd.edu/courses/1220546/assignments/4366136">How are Archival Collections Organized? (https://myelms.umd.edu/courses/1220546/assignments/4366136)</a>	due by 1:59pm
Mon Feb 20, 2017	 <a href="https://myelms.umd.edu/courses/1220546/assignments/4366143">Week 4 Group Discussion Notes (https://myelms.umd.edu/courses/1220546/assignments/4366143)</a>	due by 1:59pm
Wed Feb 22, 2017	 <a href="https://myelms.umd.edu/courses/1220546/assignments/4366144">Week 4 Peer/Self Evaluation (https://myelms.umd.edu/courses/1220546/assignments/4366144)</a>	due by 1:59pm
Fri Feb 24, 2017	 <a href="https://myelms.umd.edu/courses/1220546/assignments/4366131">Week 4 Quiz (https://myelms.umd.edu/courses/1220546/assignments/4366131)</a>	due by 1:59pm

Date	Details	
Wed Mar 8, 2017	<ul style="list-style-type: none"> <li> <a href="https://myelms.umd.edu/courses/1220546/assignments/4387317">Week 6 Group Discussion Notes (https://myelms.umd.edu/courses/1220546/assignments/4387317)</a></li> </ul>	due by 1:59pm
Fri Mar 10, 2017	<ul style="list-style-type: none"> <li> <a href="https://myelms.umd.edu/courses/1220546/assignments/4389056">Week 6 Peer/Self Evaluations (https://myelms.umd.edu/courses/1220546/assignments/4389056)</a></li> </ul>	due by 1:59pm
Mon Mar 13, 2017	<ul style="list-style-type: none"> <li> <a href="https://myelms.umd.edu/courses/1220546/assignments/4366127">Week 6 Quiz (https://myelms.umd.edu/courses/1220546/assignments/4366127)</a></li> </ul>	due by 1:59pm
	<ul style="list-style-type: none"> <li> <a href="https://myelms.umd.edu/courses/1220546/assignments/4366139">Midterm Exam (https://myelms.umd.edu/courses/1220546/assignments/4366139)</a></li> </ul>	due by 2:50pm
Fri Apr 7, 2017	<ul style="list-style-type: none"> <li> <a href="https://myelms.umd.edu/courses/1220546/assignments/4366134">Creating Metadata Descriptions for the Web with Schema.org (https://myelms.umd.edu/courses/1220546/assignments/4366134)</a></li> </ul>	due by 1:59pm
Wed May 10, 2017	<ul style="list-style-type: none"> <li> <a href="https://myelms.umd.edu/courses/1220546/assignments/4366133">Course Team Project (https://myelms.umd.edu/courses/1220546/assignments/4366133)</a></li> </ul>	due by 1:59pm
	<ul style="list-style-type: none"> <li> <a href="https://myelms.umd.edu/courses/1220546/assignments/4366135">Group Project Peer &amp; Self Evaluation (https://myelms.umd.edu/courses/1220546/assignments/4366135)</a></li> </ul>	
	<ul style="list-style-type: none"> <li> <a href="https://myelms.umd.edu/courses/1220546/assignments/4366138">Information Architecture Awards (https://myelms.umd.edu/courses/1220546/assignments/4366138)</a></li> </ul>	
	<ul style="list-style-type: none"> <li> <a href="https://myelms.umd.edu/courses/1220546/assignments/4366130">INST 311 Final Exam (https://myelms.umd.edu/courses/1220546/assignments/4366130)</a></li> </ul>	
	<ul style="list-style-type: none"> <li> <a href="https://myelms.umd.edu/courses/1220546/assignments/4366140">Project Reflections (https://myelms.umd.edu/courses/1220546/assignments/4366140)</a></li> </ul>	
	<ul style="list-style-type: none"> <li> <a href="https://myelms.umd.edu/courses/1220546/assignments/4366128">Week 10 Quiz (https://myelms.umd.edu/courses/1220546/assignments/4366128)</a></li> </ul>	
	<ul style="list-style-type: none"> <li> <a href="https://myelms.umd.edu/courses/1220546/assignments/4366129">Weeks 14 &amp; 15 Quiz (https://myelms.umd.edu/courses/1220546/assignments/4366129)</a></li> </ul>	
	<ul style="list-style-type: none"> <li> <a href="https://myelms.umd.edu/courses/1220546/assignments/4366145">What questions should be on the final exam? (https://myelms.umd.edu/courses/1220546/assignments/4366145)</a></li> </ul>	
	<ul style="list-style-type: none"> <li> <a href="https://myelms.umd.edu/courses/1220546/assignments/4366132">Your Best Quiz Grade (https://myelms.umd.edu/courses/1220546/assignments/4366132)</a></li> </ul>	