Course Syllabus

INST 311: Information Organization

Section 0102
TuTh 11:00 - 12:15
IRB 1116

Dr. Katy Lawley, Instructor

- katyn@umd.edu
- Hornbake 4111H
- Office hours:
  - I'm at work M-F, 9:00 - 5:00 (or later), **but** I go to a lot of meetings, so I can't reliably keep the same office hours every week.
  - **Students are strongly encouraged to meet with me! Homework help, clarifying class concepts, talking about careers, or just saying hi!**
  - Drop in (hit or miss)
  - Make appointment (send me a message and we'll schedule a time to meet in person, by phone, or by Skype)

Aakanksha Singh, TA

- **asingh39@umd.edu (mailto:paldoshi@terpmail.umd.edu)**

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

The Topics You'll Learn About

- Information resources and collections

- Metadata and metadata schemas
- Values and ethics in information work
- Classifications and controlled vocabularies
- Information architecture
- Information retrieval systems
- Preparing and normalizing metadata

Your Required Resources

- Course website: **www.elms.umd.edu** **(http://www.elms.umd.edu)**
- Readings, videos, tutorials, and other resources will be made available via the weekly Reading Memos, which are available in the Modules section of our ELMS site.

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)** 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

- Please bring laptops (preferred) or tablets to class and to use them responsibly to take notes and engage with course-related material. Phones are not an acceptable replacement for laptops or tablets.
- You may not use cell phones during class.
- Each session will combine lectures with small group discussions and activities so that you can further experience, unpack, and tease apart the concepts we have covered in readings and lecture.
- In each unit's Reading Memo, which will be posted in that unit's ELMS module, you will see required readings and (sometimes) enrichment readings. **You must complete all assigned readings by the time we reach the end of the unit.** 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 timely notification to the instructor.
- Policy on late work:
  - For individual quizzes and homework assignments, you may choose to take advantage of a 48-hour grace period a maximum of 2 times, 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.

- Exams (midterm and final) **are not eligible for grace periods.** Midterm exams and final exams **will not be accepted** after the date and time at which they are due, and the grade will be 0.
- You will take 5 regular quizzes in ELMS.
  - Your lowest quiz grade will be dropped, and your highest quiz grade will be duplicated.
  - Grade periods (see above) can be used for quizzes. Late quizzes will be docked 5 points per 24-hour period, beginning one minute after the due date/time.
- You will take a Midterm, whose date will be announced during or before the fourth week of class.
- You will take your final exam on ELMS. The final will be published immediately after our last class session and will be due at a time to be announced later in the semester.
  - If there is **ANY** actual or suspected violations of academic integrity during the semester, all students will have to take the final exam on paper.
- Late exams (midterm or final) will not be accepted and will receive a grade of 0.
- You may use external resources (readings, lecture slides, notes, Web, etc.) during any quiz or exam, but all answers must be in your own words, and **it is forbidden to consult with any other humans**.
- Early in the semester, you will be assigned to a 4- or 5-person team. This will be your 311 Team for the duration of the semester. As a team, you will participate in small-group discussions and activities about course topics, and you will also work together on a team project to develop an app and the accompanying documentation, metadata schema, and sample data. You will learn together from each other through these experiences.
- 15% of your course grade is allocated for participation. Your participation score is calculated using the following three factors:
  - 40% in-class participation. Throughout the semester, there will be in-class activities, worksheets, and online activities. These will be un-announced, and your score on these will be either 1 or 0. Students with excused absences will not be penalized for missing activities.
    - You may convert a maximum of three missed participation grades by engaging with the iSchool community. Attend lectures, career sessions, participate in research studies, etc. To receive a participation point for these out-of-class activities, take a picture of yourself attending the session, and email it to me (**katyn@umd.edu (mailto:katyn@umd.edu)**) with the name, date, and time of the session or activity, and a short summary (2-5 sentences) of what you learned, did, or discussed at the activity. The picture you send should show enough that I can tell you are actually at the activity (e.g., I can see the guest speaker in the background) and not just in one of your classes. If your email does not include all of the required components, you will not receive credit.
    - You may use this process to replace a **maximum of three** participation 0's.
  - 20% peer & self-evaluation participation. After each graded group assignment (including the group discussions and the final group project), you will be asked to complete a survey evaluating your own and your peers' performance in the group for that activity. To receive full credit for this element of your participation grade, you must complete all of the surveys.
  - 40% evaluation scores. The scores that you receive on the peer & self evaluation surveys will be averaged and will count toward 40% of your participation grade. To receive full credit for this element of your participation grade, you should be an active, helpful, and respectful member of your 311 Team.

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 in ELMS. Occasionally, feedback will be given on paper and returned in class. 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 Assessments	#	Points Each	Category Total	Category Weight
Quizzes : topic-based quizzes on reading & lecture; taken on ELMS. Your lowest quiz grade will be dropped, and your highest quiz grade will count twice.	4	100	500	15%
Homework : hands-on assignments and explorations related to in-class topics. There are three categories of homework assignments: • Mandatory: HW1 & HW2 - Everyone must do these, and they will both count toward your grade • Outside resources: Four assignments available, lowest will be dropped. Find an outside resource (article, book/chapter, tutorial, podcast episode, video, Ted Talk, etc.) that pertains to a course topic and answer some questions about it. • Exam questions: 6-7 assignments available (one for each unit), your three highest grades will apply to the homework average -- all others will be dropped. Choose a module and write (and answer!) two exam questions that pertain to that module.	8	100	900	20%
Individual Project : using JSON-LD and Schema.org to describe an event	1	100	100	5%
Group Discussion Notes : summaries and observations based on in-class group discussions and activities	5	100	500	10%
Group Project : design an app	1	100	100	10%
Midterm Exam : assessment of understanding of course concepts from Session 1 – Midterm. Date To Be Announced.	1	100	100	10%

Final Exam : assessment of understanding of course concepts from entire semester, with emphasis on Midterm – Final class. Date To Be Announced.	1	100	100	15%

Participation : raw score calculated using:

- evaluation scores from your group peers (40%)
- participation in the peer evaluation process (20%)
- mini-quiz & activity scores (40%)

		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

+	97.00%	+	87.00%	+	77.00%	+	67.00%		
A	93.00%	B	83.00%	C	73.00%	D	63.00%	F	<60.0%
-	90.00%	-	80.00%	-	70.00%	-	60.00%		

Course Summary:

Date	Details	
Fri Feb 8, 2019	**HW1: How are products organized?** (https://umd.instructure.com/courses/1258391/assignments/4832482)	due by 11:59pm
Sun Feb 10, 2019	**Team Member Profile** (https://umd.instructure.com/courses/1258391/assignments/4841043)	due by 11:59pm