

Course Syllabus

INST 311: Information Organization

- Section 0101, Online

Dr. Katy Lawley, Instructor

- Message via ELMS (preferred) or katyn@umd.edu
- Hornbake 4111H
- Office hours:
 - **Students are strongly encouraged to meet with me! Homework help, clarifying class concepts, talking about careers, or just saying hi!**
 - Online office hours <https://umd.webex.com/meet/katyn> (<https://umd.webex.com/meet/katyn>).
 - Mondays 2:00 - 4:00 pm
 - Fridays 10:00 am - 1:00 pm
 - In-person office hours:
 - Mondays 2:00 - 4:00 pm - HBK 4111H
 - If you need to meet but can't make my posted hours, please make appointment (send me a message and we'll schedule a time to meet in person, by phone, or online)

Gagan Jindal, TA

- gjindal@terpmail.umd.edu (<mailto:gjindal@terpmail.umd.edu>) (contact preferred via email)
- Hornbake 4117M
- Office hours:
 - Online office hours <https://umd.webex.com/meet/gjindal> (<https://umd.webex.com/meet/gjindal>).
 - Thursdays 3:00 - 4:00
 - In-person office hours:
 - Tuesdays 2:00 - 3:00 pm - HBK 4117M
 - If you need to meet but can't make my posted hours, please make appointment (send me a message and we'll schedule a time to meet in person, by phone, or online)

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 class page, which are available in ELMS.
- Adobe XD. Download the Adobe Creative Cloud, free for UMD students through [Terpware](https://terpware.umd.edu/Windows/Title/1971) (<https://terpware.umd.edu/Windows/Title/1971>), then install Adobe XD from the Creative Cloud suite.

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 (online sections)

- In each week's home page you will see required readings, assignments, and activities. **You must complete all required 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.
- Policy on late work:
 - For individual activities, quizzes, and homework assignments, you may choose to take advantage of a **48-hour Grace Period** a maximum of 5 times, with no questions asked.

- You may not use Grace Periods for group assignments, discussion posts, peer feedback, midterm, or final.
- To request a Grace Period, fill out a [Grace Period Form \(https://forms.gle/eD7cVjgS7MomKq3v9\)](https://forms.gle/eD7cVjgS7MomKq3v9) **before the assignment is due**. There is also a link to the Grace Period Form on the course home page. Your Grace Period Request will be granted, as long as the following conditions are met:
 - You submit your form before the deadline
 - You have not yet used 5 Grace Periods
 - The assignment is eligible for a Grace Period (i.e., not a group assignment, discussion post, peer feedback, group assignment, midterm, or final)
- If all 5 grace periods have been used, or **if a student submits a late assignment without prior notification**, the assignment grade will be docked 5 percent 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 6 regular quizzes in ELMS.
 - Your lowest quiz grade will be dropped.
 - Grace periods (see above) can be used for quizzes. Late quizzes will be docked 5 percent per 24-hour period, beginning one minute after the due date/time.
- You will take a Midterm, whose date will be announced during the fourth week of class.
- You will take your final exam on ELMS during final exam week.
- 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 or consult prohibited course materials that have been shared by other current or previous students**.
- After schedule adjustment, you will be assigned to two groups.
 - Your **Project Group** (3 people) will work together over the course of the semester to develop an information system. Your team will submit drafts at different stages of the design process and receive feedback for improving the final version of the project, due on the last day of class.
 - Your **Discussion Group** (11-13 people) will engage with each other on the course discussion boards to respond to weekly discussion prompts.
- **Peer Feedback:** Every few weeks, you will give short assessments of other students' work on some of the engagement activities you'll do during each unit. For each of these activities, you will be asked to give feedback on the work of 3-4 people (and you will receive feedback on your own work).

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	Total	Weight
<p>Activities: a hodge podge of worksheets, surveys, and other assignment formats that accompany each week's lecture and readings.</p> <ul style="list-style-type: none"> • Submissions that are complete and demonstrate reasonable understanding of material will receive full credit. Submissions that are complete but demonstrate misunderstanding of the material will receive partial credit. 	20-30	variable (0.5 - 2.0)	20-30	20%
<p>Discussions: ongoing, substantive participation in weekly discussion threads. Each student must create one original post and one reply post per thread.</p> <ul style="list-style-type: none"> • Original posts will receive full credit when they demonstrate understanding of the material, address the topic of the discussion prompt, and are well written, respectful, and contain appropriate citations. • Reply posts will receive full credit when they make a reasonable connection with the post to which they respond, demonstrate understanding of the material, and are well written, respectful, and contain appropriate citations. • Partial credit may be given commensurate with these criteria. 	20	1	20	15%
<p>Quizzes : topic-based, timed quizzes on readings & lectures; taken on ELMS. Your lowest quiz grade will be dropped</p>	6 (5 will count)	100	500	15%
<p>Homework : hands-on assignments and explorations related to in-class topics.</p> <ul style="list-style-type: none"> • Grades will be calculated according to a rubric that will be published with the assignment 	2	100	200	6%
<p>Course Project : design an app as part of a team.</p>	1	100	100	15%

<ul style="list-style-type: none"> Broad grading guidelines will be published in the Project Information folder, and specific grading guidelines will be discussed with individual teams. 				
<p>Peer Feedback: give feedback to student peers about their work on selected activities. For each peer feedback assignment, you will evaluate the assignments of 2-4 other students. Guidelines or rubrics will be provided to help you create constructive feedback.</p> <ul style="list-style-type: none"> Feedback will receive full credit when it is constructive, helpful, meets the published feedback guidelines, and demonstrates accurate understanding of course content. 	4	3	12	4%
<p>Midterm Exam : timed assessment of understanding of course concepts from Session 1 – Midterm. Date To Be Announced.</p>	1	100	100	10%
<p>Final Exam : timed assessment of understanding of course concepts from entire semester. Final will be available for the duration of final exam week.</p>	1	100	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**
