UNC School of Library and Information Science

INLS 520: Organization of Information
Course Syllabus Summer 2015

Meeting times & location	Mondays through Fridays 1:15pm-2:45pm Manning Hall 208
Course website	https://sakai.unc.edu/portal/site/ S215
Course listserv	inls_520_s3@listserv.unc.edu
Instructor	Sarah Ramdeen Email: ramdeen@email.unc.edu
Office Hours	*By appointment – email to schedule a time and location.*

DESCRIPTION FROM CATALOG:

"Introduction to the problems and methods of organizing information, including information structures, knowledge schemas, data structures, terminological control, index language functions, and implications for searching." http://sils.unc.edu/courses

This course will introduce you to concepts that you will build upon in future classes and will help you to better understand our field of Library and Information Science. Specifically, you will learn about the development and application of organizations systems for information, as well as critical terms, concepts and the skills needed to work with organization systems and their users.

Course Objectives

- Understand and apply the critical terms, main concepts, and specific challenges of information representation and organization.
- Analyze and evaluate principles and practices of information organization, including metadata functions as well as classification theory and schemes.
- Identify and implement standards for classification systems as well as data structure, content, and value.
- Compare aspects and create examples of concepts such as: controlled vocabularies, thesauri, taxonomies, and ontologies.
- Development of skills relating to the creation and use of organization systems.

METHODS OF INSTRUCTION

This course will be taught through lectures, class discussion and in-class activities. You are expected to contribute to the learning experience by actively participating in class and through

online methods. You are also expected to read all assigned materials before class and to come to class prepared to contribute. Finally, you will learn though application in classroom activities and assignments.

COURSE MATERIALS
Course readings will vary between journal articles, other scholarly publications and a textbook – *The Discipline of Organization*.

ASSIGNMENTS & EVALUATION
- 50 points: Assignments
- 20 points: Exam
- 20 points: Branch assignments
- 10 points: Participation
Total 100 points

Assignments:
Individual assignment descriptions can be found in the Resource section of Sakai.

When completing course assignments, make sure to address and to fully answer each question. Reflection on the process is more important than getting the "right" answer. In your responses be sure to demonstrate your understanding of the concepts and how they are applied.

Assignments will be submitted through the class Sakai site unless otherwise noted. Late assignments will not be accepted without prior arrangement. Any assignments accepted late will incur point reduction as determined by the instructor.

Title	Due date	Points
Assignment #1 Scoping & Identifying Resources	**06/29/2015**	**15**
Assignment #2 Creating a Vocabulary & Descriptions	**07/06/2015**	**15**
Assignment #3 Building a Taxonomy	**07/13/2015**	**10**
Assignment #4 Classifying with Facets	**07/20/2015**	**10**
Exam	**07/22/2015**	**20**
Participation	*********	**10**
Branch Assignments	*********	**20**
Breakdown of Branch Assignments		
Small assignment in class	*07/15;7/16/2015*	*5*
Poster	*07/28/2015*	*15*

Participation
You are expected to **attend class** and **actively participate in (but not dominate) class discussions** as part of your participation grade for this course. Additionally, there are two other ways you are required to participate:

▪ **Leading discussion of readings.** Three times during the semester each student must volunteer to lead a discussion on an assigned reading. The day before your assigned session you must email the class list serve with two good discussion questions pertaining to the reading. In class, you will be expected to start off the discussion by reading your questions, opening the floor for discussion and facilitating the discussion.

▪ **Posting and commenting.** Throughout the semester we will be using the discussion boards and forums on Sakai. You are expected to post and/or comment there as directed. Additionally, throughout the semester you may post things related to the class discussions that your classmates might find interesting. These posts will be factored into your course participation grade. Topics you might consider include news items relating to issues we've discussed in class; questions or comments relating to lectures; a story about something related to information organization that happened to you; or reflections on things you've learned. Posting and commenting is also a way to participate if you miss a class. Please make arrangements in advance with the instructor.

Agenda
NOTE: this list is subject to change.
Readings for each class session are available on Sakai in the Resource section. A detailed list of the readings for each class session can be found in a separate document titled INLS520_Agenda.

Date	Title
6/22/2015	Introduction/The Organizing System
6/23/2015	Analyzing Organizing Systems
6/24/2015	Activities in Organizing Systems
6/25/2015	Resources in Organizing Systems I
6/26/2015	Resources in Organizing Systems II
6/29/2015	XML Foundations
6/30/2015	Resource Description and Metadata I
7/1/2015	Resource Description and Metadata II
7/2/2015	Describing Relationships and Structures I
7/3/2015	Describing Relationships and Structures II
7/6/2015	Exploiting Relationships and Structures
7/7/2015	Categories: Describing Resource Classes and Types
7/08/2015	Classification I: Assigning Resources to Categories
7/09/2015	Classification II: Classification Structures
7/10/2015	Classification III: Automatic Classification
7/13/2015	Standards for Organizing I
7/14/2015	Standards for Organizing II*
7/15/2015	PIM / Archives / Cataloging Branch Overview*
7/16/2015	Branch topics Cont.*
7/17/2015	In class work time*
7/20/2015	In class work time
7/21/2015	Exam Review/In class work time
7/22/2015	**Exam**

7/23/2015   Exam recap/In class work time
7/24/2015   Reading day
7/28/2015   Poster presentations, class wrap up

I will be traveling on these days. Class will be held either on webex or with guest lectures. If necessary the schedule will be adjusted.

GRADING RUBRIC

H (95-100) "clear excellence," above and beyond what is required
P (80-94) entirely satisfactory; most grades cluster here
L (70-79) low passing
F (< 70) failed
IN work incomplete (only given under extreme circumstances, such as serious illness)

POLICIES & HONOR CODE

Office hours

Office hours will be scheduled as needed. Please contact me either in person or by email to make arrangements.

Class Listserv:

Course listserv: inls_520_s3@listserv.unc.edu
Students will be added to the list using their UNC email account after the first week of classes. Please check to see if you are subscribed. This list will be used for course information and may be used to post questions, observations, and discuss issues related to this class.

Classroom Environment

In order to cultivate a classroom environment where opportunity for learning and growth is paramount I expect the following from both you and myself:

- Arrive punctually and prepared to participate.
- Demonstrate respect and courtesy to everyone in our classroom.
- Engage exclusively and completely with our class during session (i.e. leave Facebook, email, Twitter, texting and other tasks until after class)

Email Expectations

Outside of class, my preferred method of communication is email. Response time to email may vary and you may not receive an immediate response. If a question is important, please schedule a meeting during office hours.

Professional Conduct

Please demonstrate integrity and professionalism in your participation in this course. This includes completing the assigned readings on the dates they are due, dedicating adequate time for your participation (both in-class and out of class), and investing effort, care, and thought in preparing for the exam. I also expect you to show respect for all members of this course and all comments and questions posed by them.

Honor Code

Please respect the UNC Honor Code (http://honor.unc.edu/). Collaboration, discussion, and seeking assistance from other students as part of the course objectives is encouraged in this class and is not a violation of the Honor Code; however each student is responsible for their own final assignment submissions. In the case of written work, all words drawn from others must be attributed appropriately (http://www.lib.unc.edu/instruct/tutorials.html).

Students with Disabilities

Any students requiring academic accommodations must be registered with Disability Services (http://disabilityservices.unc.edu/). This office will notify the instructor identifying what accommodation(s) are needed and what services may be available to the student.

ACKNOWLEDGEMENTS

This syllabus draws on the work done by Dr. Ryan Shaw (http://www.aeshin.org/teaching/) and Dr. Jane Greenberg for INLS 520 at UNC-SILS. Additionally, it draws on the structure and content of SILS PhD student Rachael Clemens's INLS 200 syllabus.