# UNC School of Library and Information Science

# INLS 520: Organization of Information
# Course Syllabus Spring 2013

**Meeting times** Mondays and Wednesdays 3:30pm-4:45pm
**& location** Murphey Hall 204

**Course websites** http://ils.unc.edu/courses/2013_spring/inls520_001/
https://sakai.unc.edu/portal/site/inls520s1

**Course listserv** inls_520_s3@listserv.unc.edu

**Instructor** Sarah Ramdeen
Email: ramdeen@email.unc.edu
Office: PhD student offices, 303 Manning Hall
Phone number: 919 966 3589

**Office Hours** Wednesdays, 2:00 pm – 3:00 pm *and by appointment*
303 Manning Hall

## 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*. This textbook is currently in draft form and will be published later this semester. Draft chapters of the textbook and all other required readings are available through our Sakai site or the open Web (URLs will be provided).

# ASSIGNMENTS & EVALUATION

- 45 points: Assignments
- 20 points: Exam
- 25 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** Organization System Evaluation | **01/23/2013** | **5** |
| **Assignment #2** Scoping & Identifying Resources | **02/11/2013** | **10** |
| **Assignment #3** Creating a Vocabulary & Descriptions | **02/20/2013** | **10** |
| **Assignment #4** Building a Taxonomy | **02/27/2013** | **10** |
| **Assignment #5** Classifying with Facets | **03/18/2013** | **10** |
| **Exam** | **03/27/2013** | **20** |
| **Branch Assignments** | ********* | **25** |
| *Breakdown of Branch Assignments* | | |
| *Small assignment* | *04/10/2013* | *5* |
| *Group Lecture* | *4/15;4/17;4/20* | *10* |
| *Final Essay* | *05/01/2013* | *10* |

## 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.** Twice 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 in to your course participation grade. Topics you might consider include news stories 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.

## 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 |
|------|-------|
| 1/9/2013 | Introduction *(Sarah via Skype)* |
| 1/14/2013 | The Organizing System |
| 1/16/2013 | Analyzing Organizing Systems |
| 1/21/2013 | **No Class - Holiday** |
| 1/23/2013 | Activities in Organizing Systems *(Sarah via Skype)* |
| 1/28/2013 | Resources in Organizing Systems I |
| 1/30/2013 | Resources in Organizing Systems II |
| 2/4/2013 | XML Foundations |
| 2/6/2013 | Resource Description and Metadata I |
| 2/11/2013 | Resource Description and Metadata II |
| 2/13/2013 | Describing Relationships and Structures I |
| 2/18/2013 | Describing Relationships and Structures II |
| 2/20/2013 | Exploiting Relationships and Structures |
| 2/25/2013 | Categories: Describing Resource Classes and Types |
| 2/27/2013 | Classification I: Assigning Resources to Categories |
| 3/4/2013 | Classification II: Classification Structures |
| 3/6/2013 | Classification III: Automatic Classification |
| 3/11/2013 | **Spring break** |
| 3/13/2013 | **Spring break** |
| 3/18/2013 | Standards for Organizing I |

| 3/20/2013 | Standards for Organizing II |
| 3/25/2013 | Exam Review |
| 3/27/2013 | **Exam** |
| 4/1/2013 | Exam recap / Trunk Wrap-up / Branches Kick-off |
| 4/3/2013 | Branch Topic Sessions |
| 4/8/2013 | Branch Topic Sessions |
| 4/10/2013 | Branch check in |
| 4/15/2013 | Group Branch Lecture I |
| 4/17/2013 | Group Branch Lecture II |
| 4/22/2013 | Group Branch Lecture III |
| 4/24/2013 | Branch Review |
| 5/3/2013 | **Branch Report Due** |

# 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 are Wednesdays, 2:00 pm – 3:00 pm, in room 303 of Manning Hall  If you would like to meet in a more private environment, an alternate meeting location is available upon request.  Additionally, I am available to meet outside of office hours, 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.

Instructor: Sarah Ramdeen
01/08/2013

## 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.