

**Assignment Overview**  
**INLS 202, Retrieval and Organizing Systems, Fall 2018**  
**Instructor: Charlene Finley**  
**Tuesday/Thursday, 2:00 – 3:15**

Your work for this course are intended to provide opportunities for you to:

- explore your information world through the lenses of information representation, organization, and retrieval,
- apply theories, frameworks, and tools in real-world contexts,
- reflect on and synthesize what you have encountered.

I will assess your learning based on your performance on a variety of activities and deliverables.

Examinations (60% of final grade, 20% each)

- Examination 1, Representation & Organization. Thursday, 9/27/18, during regular class meeting.
- Examination 2, Information Retrieval. Thursday, 11/1/18, during regular class meeting.
- Examination 3, Networks and Course Synthesis. Saturday 12/8/18, 12:00 noon, during final exam period.

Assignments (15% of final grade, 5% each)

- A1, Organization of your digital live: Assigned Tuesday 9/4/18, due Tuesday 9/18/18.
- A2, PIM: Assigned Tuesday 10/16/18, due Thursday 11/6/18.
- A3, Citation Networks: Assigned Thursday 11/6/18, due Thursday 11/29/18.

Exercises (15% of final grade)

There will be 7-10 brief exercises assigned during the semester. Typically, you will complete the exercise as homework, upload your work into the Sakai Assignment Tool, and share your results during the next class meeting to enrich our discussion. Exercises are intended to take approximately 30 minutes to complete.

Preparation & Participation (5%)

Preparation for each class meeting may include readings, videos, and thought questions. Being prepared for class means you have encountered and thought about the ideas and concepts presented in the materials, and can be an active participant in class.

Participation comes in many forms: answering questions about readings, contributing to discussions, listening to others' contributions, sharing your results from assigned exercises, and working on in-class exercises are common examples.

**Reflection (5%)**

Your reflective journal is another way of demonstrating your engagement with course concepts and ideas. You will each keep a journal in your Sakai Drop Box, available only to you and me. Several (~10) times during the semester, I will give you prompts or questions to think about; you will then write a paragraph or two about your reflections. Of course, you are welcome to record your reflections about other course topics as well.