

INLS 520 – Organization of Information

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Meeting Time: Online Asynchronous

Welcome

In this version of INLS 520, we will focus on fundamental concepts of organizing systems that transcend particular implementations or professional contexts. We will not restrict ourselves to the traditional concerns of information science, narrowly defined, because organizing systems are not so restricted.

You will be able to use what you learn in INLS 520 in all information professions. INLS 520 will help you to understand, use, explain, create, assess, and interrogate any organizing system.

Although organizing systems are simple in the abstract, they become incredibly complex in practice. This is because organizing systems attempt to make an unruly, messy, and ambiguous world appear systematic and orderly—and, often, the world isn't having it. For INLS 520, this means that easy answers are impossible, and you cannot find refuge in following rules. But this is what makes organizing information fun—and fascinating.

Learning Objectives

At the end of this course, you will understand:

- Basic elements that constitute the structure and arrangement of organizing systems:
 - Things (entities, resources, items, ..).
 - Categories (attributes, dimensions, properties, elements, ..).
 - Values (terms, tags, descriptors, ..).
 - Relationships (between things, between categories, between values).
- The role of categorization in language and
- The ubiquity of organizing systems and categorization processes and their complex integration throughout our forms of life—social, cultural, scientific,
- The inherent instability, ambiguity, and arbitrariness of any organizing system.
- At the end of this course, you will be able to:
 - Design an organizing system.
 - Implement an organizing system
 - Explain how others should implement it.
 - Assess an organizing system.
 - Explain an organizing system.

Course Structure

The course is an asynchronous online course. I have organized materials and readings in a weekly structure.

Every week includes a pre-recorded lecture that you should watch before participating in the discussion forum. Expect to spend 2-3 hours per week working on class materials. Usually, the

lectures will emphasize more abstract and conceptual topics, and the discussion forum will emphasize more concrete and practical topics.

The semester calendar presents topics for each week in the course, along with associated readings and preparatory activities. A zip file of the readings is available in Sakai, and I've linked to readings on the course website: <https://inls520winget.web.unc.edu/>

Assignments

I assess students on 3 projects and in-class participation

Projects (3x30 = 90 Points)

All projects are turned in via the Sakai "Assignments" tool. **Everything is due by 11:55pm on the due date.** "Assignment Consults" are 15-minute Zoom check-ins with me, and are recommended, but not required.

1. Descriptive Schema

- Proposal: February 1 (5 points)
- Assignment Consults: <https://calendly.com/megan-winget/assignment-consults>
- Schema Draft: Feb 17 (5 points)
- Schema Evaluations: February 21
- Assignment Consults: <https://calendly.com/megan-winget/assignment-consults>
- Final Schema Ungrading Questionnaire: March 7 (10 points)
- Final Schema: Sunday March 7 (10 points)

2. Taxonomy Development

- Proposal: March 10 (5 points)
- Assignment Consults: <https://calendly.com/megan-winget/assignment-consults>
- Taxonomy Draft: March 24 (5 points)
- Taxonomy Peer Evaluations: March 28
- Assignment Consults: <https://calendly.com/megan-winget/assignment-consults>
- Final Taxonomy Ungrading Questionnaire: April 4 (10 points)
- Final Taxonomy: April 4 (10 points)

3. Explanation of an Organizing System (Zine)

- Zine Proposal: April 7 (5 points)
- Assignment Consults: <https://calendly.com/megan-winget/assignment-consults>
- Draft: April 14 (5 points)
- Zine Peer Evaluations: April 21
- Assignment Consults: <https://calendly.com/megan-winget/assignment-consults>
- Zine Ungrading Questionnaire: May 3 (10 points)
- Final Zine Turn-In: May 3 (10 points)

Participation (30 Points)

Reading the articles, watching the lectures, and completing the assignments will only take you so far. To really get a feel for the importance and ubiquitousness of description in our daily lives, we must also important to think critically about the readings, lectures and assignments via discussion.

I will post discussion prompts on the Sakai forum, and each prompt will be open for one week (Monday - Sunday) for students to post responses.

There are two types of prompts:

1. **Asking you to create something** like a controlled vocabulary, or a formal method of discerning one thing from another thing. In this case, create the thing I'm asking you to create and then take some time to look at other people's creations and BRIEFLY comment on their work.
2. **Asking you to read something and respond.** In this case, read the article I've left for you to read, or listen to the podcast, and either post an original response (500 words MAX) or respond meaningfully to someone else's post.

A note on time, and grading: All of the discussion prompts are taken from the "in-person" version of the class. These are, essentially, in-class discussions, which means they take no more than 25 minutes to complete, from beginning to end. If you are spending more than 30 minutes per week on the discussion forum, you are doing it because you find it inherently interesting.

I will not be grading the discussion forum on "content." That is, I won't be judging whether your ideas are "good," or "deep," or "correct." I do not expect, or want, citations. These are conversations, not essays.

The essence of good participation is in helping yourself, and your colleagues in class attain a greater understanding of concepts, readings, and activities. Asking questions and talking about things that you don't understand are *excellent* forms of participation.

Descriptive Schema (30 Points)

In this project, you will define a set of things, detailing the set's domain, scope, and means for establishing that one item is different from another. You will then outline a structure of attributes and associated values to systematically describe your set of things.

Next, you will develop documentation to help someone else (not you) to use the schema to describe instances of the things in your set.

To assess your schema and improve it, you will use the schema to describe (i.e., create metadata for) five varied instances of the things in your set. In the discussion forum, you will further assess your schema by having someone else use it to describe three things. After these assessments, you may decide to revise your schema or the instructions.

Finally, you will write a short essay that reflects on your experience developing and assessing the schema.

This project is NOT designing a database. Your project is merely to instruct other people how to describe a set of things in a formalized, systematic way. (A good database design requires this kind of conceptual thinking also, but this project is not specific to a database implementation.)

Project component 1: Your set of things

This part of your project includes three parts:

- Domain
- Scope
- Identification

Domain

You will *define a group of things* to describe. This could be anything: concrete, physical things, informational things, or abstract, conceptual things. Some examples that students have previously used:

- Spoons
- Historical sites in Beijing
- Programming
- Jerky
- Characters based on Sherlock Holmes in film and television
- Knitting
- Reality television
- Computer viruses
- Yoga poses.
- Visualization
- Representations of "the aztec" in popular culture.

As part of the domain, you will also articulate a *purpose* and associated *target audience* to motivate your description. For example, you might want to help novice knitters find patterns that make nice gifts, or you might want to interrogate stereotypes latent in "Aztec" imagery. Each situation will suggest a different set of attributes for the same set of things, so define the audience and purpose carefully.

Scope

Here you will clarify what is in, and what is out, of your set of things.

For example, is a yoga pose invented by your teacher a proper yoga pose? Is a ladle a spoon? What are central members of your set of things, and what are peripheral members? What doesn't belong at all? Thinking about central and border cases will help you create attributes that apply equally to all members of your set of things.

Identification

Now that you've clearly defined your scope, you should be able to more precisely define your things.

This involves deciding on a level of *abstraction*: for example, are you organizing individual physical books, or abstract literary expressions that may be manifested in various forms and editions? Are you describing a specific package of jerky or all instances of a certain product?

You also need to think about *parts* and *granularity*: do your things have parts that need to be kept track of? Are your things themselves collections? What about the *persistence* of your things: do they change over time? How much can a thing change before it is no longer the same thing?

Explain how you will distinguish between two different things. Do they have some intrinsic property that you can rely on for identification? Will you need to assign identifiers?

Project component 2: Attributes, value parameters, and documentation

You will articulate a set of 10-15 attributes to define your things in support of your identified audience and purpose.

You will label and document each attribute in sufficient detail so that someone else can assign values for things of the type that you have described. For each attribute, you will set parameters for acceptable values and provide guidelines that show how values should be expressed.

Preliminary assessment

Once you have sufficiently defined your attributes, use the structure that you have developed to preliminarily describe five instances to represent both central and border cases of your entity set.

If there are cases where you are unable to satisfactorily describe an instance, use this as an opportunity to revise the schema and clarify your attribute definitions. (You might even need to clarify the boundaries of your group of entities and sharpen its description.) Then use your revised schema to create five final descriptions for your entity instances.

User assessment

You will further assess your schema by having someone else use it to describe three things.

We will do this via Sakai, but you will include your assessors' results with your final submission.

Project component 3: Reflection essay

Finally, write a brief critical reflection on your design process and resulting product. You might discuss questions such as the following:

- Did designing the schema clarify or complicate any of the ideas we've been reading about in class?
- What was difficult about designing the schema?
- How did you decide which attributes to include in the schema?
- How do you know what makes an attribute good or useful?
- How do you know if you've defined an attribute well?
- What might you keep in mind when designing similar kinds of organizing systems?

These are *examples* of questions that you *might* discuss. To create a concise yet cohesive essay, you will need to concentrate on a few design issues of particular relevance to your project. *Do not merely answer the questions here.*

Note that the point of this reflective essay is *not* to justify why your schema is awesome. Clearly, it is awesome, and you don't need to persuade me of that. Instead, the goal of this essay is to explore how the practical experience of designing a schema provokes insight onto the conceptual foundations of information organization.

Deliverables

Your final assignment should include:

1. The domain, scope, and identification information for your set of things.

2. Your attribute descriptions, value parameters, and associated guidelines for using the schema to describe the things. The description for each attribute should follow a consistent format. (You can use something similar to the NISO standard for Dublin Core metadata elements or devise your own format. You may use tables if you like)
3. Your descriptions of five instances. Use a consistent format for each record (perhaps a table for each instance).
4. The instance descriptions created by your peer.
5. Your critical reflection. This should be written in narrative form, as a cohesive paper of about 1000 words (3-4 pages).

UnGrading Questionnaire

When you turn in your final product, I will also give you a questionnaire via Sakai. In this questionnaire, I will ask you to reflect on your experience of completing the project.

These are the questions:

1. What set of things are you describing with your schema?
2. Who is the audience for your schema?
 - If your audience includes the word "anyone" my recommendation is to focus your audience.
 - Please provide a brief (100 words, max) character study of your primary user.
3. What will that audience do with the schema?
 - Please be as specific as possible.
 - Provide a use case for your audience using your schema.
4. Please describe how you know when something should be in your set of things, and when it does not belong?
5. On a scale of 1-5 how well do each of your descriptive elements (for example: title, author, publisher) reflect the needs of the audience and the purpose of the schema?
 - For example, when describing yoga poses for students, an attribute that indicates level of difficulty might be appropriate. However, such an attribute might seem less appropriate if describing yoga poses in relation to the history of Hindu thought and culture. In addition, the values described for the potential level of difficulty attribute for yoga poses should encompass the full range of possibilities at an appropriate level of detail for the audience and purpose of the schema.
6. How did you incorporate the results of your peer tests into your final schema?
7. On a scale of 1-5 how well does your critical reflection consider the design process in terms of larger issues of theory and practice?
8. Have you included all of the elements of the final project?
 - Scoping Statement (Audience / Purpose)
 - Identification Information (how do you know something belongs in your collection)
 - Attribute descriptions, value parameters, and associated guidelines (follow a consistent format)
 - Descriptions of 5 instances
 - Instance descriptions from your peers
 - Critical reflection (~1000 words)

Taxonomy Project (30 Points)

In this project, you will develop a taxonomy of categories to relate and arrange the things that you described with your schema. You will document the taxonomy so that someone else can use it to put things within the categories that you define. In class, you will assess the taxonomy and its documentation by having others use the taxonomy to classify things. Finally, you will write a short essay that reflects on your experience developing and assessing the taxonomy.

Project component 1: Taxonomy

First, you will decide on a property to organize your things. This could be an attribute from your schema or it could be a new property.

To create a worthwhile taxonomy, the property that you select must be complex enough so that its values can be arranged in multiple levels of hierarchy. You might need to play around with several ideas before making your final selection.

To begin, select a property that has between 10-15 specific values that can then be organized under more general categories.

Here are some examples.

- If your entity set was *yoga poses*, you might create a taxonomy of *skills* associated with each pose: for example, arm strength, open hamstrings, balance, breath control, mental presence.
- If your entity set was *spoons*, you might create a taxonomy of *materials*: teak, silver, plastic, bone, glass.
- If your entity set was *still-life paintings*, you might create a taxonomy of depicted *objects*: lemons, oysters, goblets, petunias.
- If your entity set was *gardening implements*, you might create a taxonomy of gardening *activities* that the implements are used in: weeding, insect spraying, harvesting, sowing, mulching.

Here are the fundamental steps for a bottom-up design approach:

1. Identify 10-15 specific values—the ones that you would have specified in your descriptive schema.
2. For each value, generalize it into a broader category. From lemons, go to citrus, or fruit. From teak, go to wood. From arm strength, go to upper body strength. From insect spraying, go to pest control.
3. For each broader category, go up another level, until you get to your top term: skills, materials, objects.
4. Now comes the hard part. Arrange, redefine, remove, add, and relabel your categories so that they are organized into proper hierarchical relationships with a single principle of division at each level of the hierarchy. (We'll talk about what this means in class)
5. Ensure that your taxonomy follows good design practice for hierarchies: at each level, categories are jointly exhaustive and mutually exclusive, and at a similar level of abstraction. (You'll get a set of design principles in class)

Your final taxonomy should include from 25-40 categories, dispersed throughout all its levels. It should be at least four levels deep (the root term, two intermediate levels, and terminating values). Arrange your final taxonomy in a diagram that shows the relationships between categories. (There is no advantage to creating a fancy diagram.)

Project component 2: Taxonomy documentation

To enable someone else to use your taxonomy to categorize actual things, you need to define each category in your taxonomy and provide guidance about which kinds of things to put where.

Here are some issues that you need to think about:

- Can things be placed into higher-level categories or only at the bottom level? If things can go into higher-level categories, when might this occur?
- Can things go into multiple categories or just one?
- If a thing seems to fall in between or outside the existing categories, where should it go?

Your definitions should explain what the categories mean in the context of your taxonomy. For example, if you had a category of Bone to describe materials that spoons are made of, you would not transcribe the dictionary definition for Bone; that would be silly. You might write something like this:

Bone: Place here any spoons made of animal bone, tusks, teeth, or horn. Do not use Bone for spoons made from shells of marine animals.

Project component 3: reflection essay

Finally, write a brief critical reflection on your design process and resulting product. You might discuss questions such as the following:

- Did designing the taxonomy clarify or complicate any of the ideas we've been reading about in class?
- What was difficult about designing the taxonomy?
- How did you decide which categories to include in the taxonomy?
- How do you know what makes a category good or useful?
- How do you know if you've defined a category well?
- What might you keep in mind when designing similar kinds of organizing systems?

These are *examples* of questions that you *might* discuss. To create a concise yet cohesive essay, you will need to concentrate on a few design issues of particular relevance to your project. *Do not merely answer the questions here.*

Note that the point of this reflective essay is *not* to justify why your taxonomy is awesome. Clearly, it is awesome, and you don't need to persuade me of that. Instead, the goal of this essay is to explore how the practical experience of designing a taxonomy provokes insight onto the conceptual foundations of information organization.

Deliverables

Your final assignment should include:

1. A summary of the set of things to be arranged with the taxonomy, and the audience and purpose associated with organizing these things (this may come directly from your schema project).
2. A diagram that includes all the categories in the taxonomy and shows their relationships.
3. Your taxonomy documentation, including general guidelines and category definitions.
4. The category assignments made by your peer tester.

5. Your critical reflection. This should be written in narrative form, as a cohesive paper of about 1000 words (3-4 pages).

UnGrading Questionnaire

1. What is the organizing principle of your taxonomy? What is the property you will be organizing around?
2. Who is the intended audience of this taxonomy? Please provide a brief (100 word max) character write up of this person.
3. What is the purpose of this taxonomy? Please provide a use-case.
4. On a scale of 1-5, how well are the categories arranged in a well-formed, hierarchical relationships that follow best practices for taxonomy design and development?
5. On a scale of 1-5, how well do the selected categories represent the set of things in the context of its identified audience and purpose (from the descriptive schema if you're using the same set of things, or address this in your new set).
6. On a scale of 1-5, how sufficient is the documentation to categorize actual things accurately within the context of the selected audience and purpose?
7. On a scale of 1-5, how well does the critical reflection consider the design process, product, or both, using the experience of creating the taxonomy to productively engage larger issues of theory and practice (that is, the reflection does not merely summarize or justify the design process or product; it interrogates it).
8. Are all of the project components present?

Explaining an Organizing System ('Zine)

In this project, you will write and create a zine that explains and compares, in detail, how a set of things is presented in two or three organizing systems in the real world. These should be systems that are available to the public (that is, not the sock drawer in your house). You may organize physical or digital items. Your explanation will have several parts:

- An explanation of the category structure in each organizing system and the kinds of items placed in each.
- An interpretation of each category structure that attempts to understand the ideas it communicates about the entity set.
- A comparison of the different ideas presented in each organizing system.

Your goal in this project is to understand how each organizing system interprets the entity set: how it gives the entity set a particular meaning. Your goal is not to assess the effectiveness of the organizing system for retrieval. It doesn't matter if it's easy or difficult for you to find items in the entity set.

The real-world things

To write a meaningful, detailed, incisive explanation, you will need to focus on just one part of each organizing system. That is why you will keep your analysis to one type of things within the system.

Here are some examples:

- The organization of light fixtures at Home Depot and Target.
- The organization of chips at CVS and Harris Teeter.

- The organization of mystery novels at Flyleaf Books and at Barnes & Noble.
- The organization of Legos at the Southpoint Target and online, via the Lego Website.
- The organization of Japanese woodblock prints at two different online resources.

As with defining an entity set to organize with your schema, you will need to identify a set of things that is specific enough to analyze in depth but broad enough to enable you to say something interesting about it. So the entire supermarket would be too broad, but just the Cheerios would be too narrow. The cereal at the supermarket might be just right.

Explanation of category structure

Your zine will need to explain each category structure that you're investigating. Let's say you're looking at the cereal in a supermarket. Here are the kinds of questions you might ask:

- What different kinds of organizing principles are at play in arranging the cereal? Are the cereals arranged by size, price, brand, primary ingredients, level of sugar? How are these principles deployed—are the most expensive items on the top shelves or the bottom shelves?
- What principles inform the selection of items within the category? How many different kinds of cereal are there? What kinds are represented the most, and what kinds the least?
- Can you define central and peripheral members of the set of "cereal" each supermarket, and on what basis can you make that determination?
- How is cereal related to other entities? What is next to it?

Note that your set of things might be split up into multiple locations within the organizing system: for cereal, there might also be cereal in the bulk section, or in the International section. You'll need to investigate these as well.

When you describe the category structure in your zine, focus on *explaining* it, not documenting it. There is no need to map out or transcribe each item in the cereal section! That would be silly. Your goal is to explain how the cereal section works, not to merely copy it down.

In creating your explanation, make use of the readings and class activities from throughout the semester.

Interpretation of category structure

This is the fun part. What does the category structure that you've explained tell us about the set of things? Here's an example.

Let's say my entity set is Noodles, and I'm looking at the Harris Teeter. Most of the noodles are in a section labeled Pasta that is near the tomato sauce. Indeed, based on the selection and arrangement of pasta varieties, the central idea of "noodle" is oriented around the notion of spaghetti and tomato sauce as a common meal. However, not all the noodles are in the Pasta section. Rice noodles are with other "Asian" foods in the International section. These noodles are not near the tomato sauce. Rice noodles might be similarly shaped to spaghetti, but in the organizing system of the supermarket, they are far away from spaghetti. They are, in a sense, more Asian than noodle. They certainly do not appear to be interchangeable, based on their placement within the organizing system of the supermarket. There are implications to this: the supermarket is saying, in a way, that if you invited a friend over for pasta and served pad kee mao, your friend

might be surprised. And yet, aren't rice noodles also noodles? (If you were defining "noodles" as an entity set for your descriptive schema, would you have excluded them?)

(Probably not.)

While I encourage you to think deeply about the category structures that you're investigating, *make sure to ground your interpretation within the evidence provided by your explanation*. You need to show how your interpretation arises from that evidence.

In making your interpretation, you should also make use of the readings we've done throughout the semester.

Comparison of different organizing systems

In comparing the two (or three) organizing systems that you are investigating, you might consider the following kinds of questions:

- What are the different ideas presented by each organizing system about the entity set? Are these ideas compatible or incompatible? (For example, rice at the Li Ming Global Mart is the foundation of one's diet—it's in its own section in 25-lb bags. But rice at the Harris Teeter is just an occasional companion)
- Would items from one organizing system take on a different character in the other organizing system? (For example, sugary cereal might be common at the Harris Teeter but uncommon at Whole Foods.)
- Would any items from one organizing system be excluded from the other system? (For example, spaghetti probably doesn't appear at the Li Ming Global Mart, although there might be wheat noodles of similar shape.)

Zine details

Your explanations, interpretations, and comparisons should take the form of a zine. This is a small magazine, with different sections, images, textures etc. There are typically 8 pages in a zine, but this does not equal the same number of words you'd have in an 8-page essay. Your zine should have a clearly identified argument and structure. For example, your theme might be "Noodles! Different things to different people!" or, "Cereal! More complicated than you might think!" or, "Have you ever noticed? Salad bars contain very little salad* (*based on evidence from supermarket buffets)."

Although your zine needs to include your explanation of category structure, your interpretation of category structure, and your comparison of organizing systems, it does NOT need to put these into separate sections. You should structure your essay in the way that makes the most sense for your argument.

Peer review

In Week 13, you will submit a draft copy of your zine to sakai. This can be just the text, or the text and the graphics. Anything you want more feedback on. This is not the finished zine. This is the text / images you plan to put in the zine. Two people will be assigned to read your draft and provide written and oral feedback on it at the next class session in Week 14.

In your peer review, you will provide written answers to the following questions:

- What is the argument put forth by the zine?
- What is the evidence used to make this argument?
- What going well?
- How can the argument be strengthened?

You will give this feedback to the zine's author.

Your goal in writing peer review feedback is to help make the argument better. Harsh criticism is not helpful; neither is mindless praise. Be honest, constructive, and compassionate. Also be a mindful and attentive reader: your feedback should not direct the writer to do things your way but help the writer to accomplish his or her goals more effectively.

'Zine Questionnaire

1. What is the topic of the zine? What organizing systems are you comparing?
2. What is the argument you're making in the zine?
3. On a scale of 1-5, how adequate do you think the the explanations of each organizing system are?
4. What is your interpretation of the differences between organizing systems?
5. What evidence do you provide to support these interpretations?
6. How many systems do you compare in this zine?
7. Which course readings were helpful for you in developing and exploring these comparisons?
8. Which sample zines did you think were most inspiring?
9. Would you like your zine to be an example for future students?

Grading

The class has four graded components:

- | | |
|---|-----------|
| 1. Schema | 30 points |
| 2. Taxonomy | 30 points |
| 3. Organizing system explanation | 30 points |
| 4. Participation (15 forum discussions) | 30 points |

120 points total

For graduate students, course grades will be determined according to the following schedule:

- 115 or above H
- 96 - 114 P
- 70 - 95 L
- below 70 F

For undergraduate students, course grades will be determined according to the following schedule:

- 115 and above A
- 108-114 A-
- 104-107 B+
- 99-103 B
- 96-98 B-
- 92-95 C+
- 87-91 C
- 84-86 C-
- 78-83 D+
- 72-76 D
- < 72 F

Contact

Feel free to email me at (megan.winget@unc.edu) with questions, but first - unless this is an entirely personal question – post it to the discussion forum, so other people who also have the same question will see the answer. If you email me directly, 1) tell me what the response was on the Discussion Forum where you've already asked the question; and 2) you ****must** include your current best answer to the question, or what you've tried so far.**

If you do not include your current best answer, and you have not posted to the Questions discussion forum in Sakai, my response will be something along the lines of: "what do you think the answer might be?" This is not a good use of either of our time.

During the week (Monday 9 a.m. – Friday 5 p.m. EST) You should receive a response within 24 hours. Weekends or holidays might take 2 or 3 days. If you do not receive a response within these time-spans, please follow up.

Please keep my limited availability on weekends and holidays in mind when you are scheduling your own activities.

It is always helpful if your e-mail includes a targeted subject line that begins with **"INLS 520."**

For more complicated questions or help, make an appointment via Calendly:

<https://calendly.com/megan-winget/assignment-consults> to talk with me at a convenient time. I cannot discuss grades over e-mail; if you have a question about grading, you must talk with me in via Zoom.

You are welcome to call me by my first name ("Megan"). However, you may also use "Dr. Winget" or "Professor Winget" if that is more comfortable. Either is fine. **"Ma'am," "Miss," and "Mrs." are not appropriate.**

Attendance

Attendance is not relevant to an online asynchronous course. You do not need to inform me of absences, nor do you need to "make up" anything if you are absent. While participation on the online forums is an important part of your grade, and participation there is important, there are no requirements for mandatory attendance.

Late work

Here's the plan for Spring 2021: You will turn in what you have on the date that it's due. If it's finished, great, you can stop thinking about it. If it's not finished, please provide a plan for having it finished by the end of the semester.

Remember that it's difficult for people **who turn in everything** to make less than a P / B+ in this class

Academic integrity

The UNC Honor Code states that:

It shall be the responsibility of every student enrolled at the University of North Carolina to support the principles of academic integrity and to refrain from all forms of academic dishonesty...

This includes prohibitions against the following:

- Plagiarism
- Falsification, fabrication, or misrepresentation of data or citations
- Unauthorized assistance or collaboration
- Cheating

All scholarship builds on previous work, and all scholarship is a form of collaboration, even when working independently. Incorporating the work of others, and collaborating with colleagues, is welcomed in academic work. However, the honor code clarifies that you must always acknowledge when you make use of the ideas, words, or assistance of others in your work. This is typically accomplished through practices of reference, quotation, and citation.

If you are not certain what constitutes proper procedures for acknowledging the work of others, please ask the instructor for assistance. It is your responsibility to ensure that the [honor code](#) is

appropriately followed. (The [UNC Office of Student Conduct](#) provides a variety of honor code resources.)

The UNC Libraries has online tutorials on [citation practices](#) and [plagiarism](#) that you might find helpful.

Students with disabilities

The University of North Carolina at Chapel Hill facilitates the implementation of reasonable accommodations, including resources and services, for students with disabilities, chronic medical conditions, a temporary disability or pregnancy complications resulting in barriers to fully accessing University courses, programs and activities.

Accommodations are determined through the Office of Accessibility Resources and Service (ARS) for individuals with documented qualifying disabilities in accordance with applicable state and federal laws. See the ARS Website for contact information: <https://ars.unc.edu> or email ars@unc.edu.

Counseling and Psychological Services

CAPS is strongly committed to addressing the mental health needs of a diverse student body through timely access to consultation and connection to clinically appropriate services, whether for short or long-term needs. Go to their website: <https://caps.unc.edu/> or visit their facilities on the third floor of the Campus Health Services building for a walk-in evaluation to learn more. (*source: Student Safety and Wellness Proposal for EPC, Sep 2018*)

Title IX Services

Any student who is impacted by discrimination, harassment, interpersonal (relationship) violence, sexual violence, sexual exploitation, or stalking is encouraged to seek resources on campus or in the community. Please contact the Director of Title IX Compliance (Adrienne Allison – Adrienne.allison@unc.edu), Report and Response Coordinators in the Equal Opportunity and Compliance Office (reportandresponse@unc.edu), Counseling and Psychological Services (confidential), or the Gender Violence Services Coordinators (gvsc@unc.edu; confidential) to discuss your specific needs. Additional resources are available at safe.unc.edu.

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