## The iSchool at the University of Missouri

**School of Information Science & Learning Technologies**

### SCHEDULE

**ISLT 7302 ORGANIZATION OF INFORMATION**

Spring Semester 2014

### TENTATIVE COURSE SCHEDULE: January 21-May 8, 2014

**N.B.** The weekly course cycle starts on Monday at 10 a.m. and ends on Saturday at 10 p.m.

<table>
<thead>
<tr>
<th>Week</th>
<th>Weekly Schedule</th>
<th>Due</th>
</tr>
</thead>
</table>
| Week 1: Jan. 21-25 | **Topic: Introduction to the organization of information**  
  - Chapter 1, Organization of Recorded Information  
  - Video lecture, Week 1 | Student introductions in the Discussion Board  
  Class wiki entry #1 |
| Week 2: Jan. 27-Feb. 1 | **Topic: Organization and retrieval**  
  - Chapter 2, Retrieval Tools  
  - Real-time meeting (RTM) 1 (STL: Jan. 28; SGF: Jan. 29, 2014)  
  - Course overview | Participation check #1 (RTM)  
  Class wiki entry #2 |
| Week 3: Feb. 3-8 | **Topic: Historical approaches to the organization of information**  
  - Chapter 3, Development of the Organization of Recorded Information in Western Civilization  
  - Video lecture, Week 3 | Participation check #2 (Online)  
  Class wiki entry #3  
  **Short paper (Assignment #1) due Saturday, February 8, 2014 at midnight** |
<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Readings</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| Week 4: Feb. 10-15 | **Describing information: Metadata** | **Chapter 4, Metadata**  
  Class wiki entry #4 |
| Week 5: Feb. 17-22 | **Standards for organizing information in digital environments** | **Chapter 5, Encoding Standards**  
  **Real-time meeting (RTM) 2 (STL: Feb. 18, SGF Feb. 19, 2014)** | Participation check #4 (RTM)  
  Class wiki entry #5  
  **Online Assessment #1**  
  Feb. 20-23, 2014 |
| Week 6: Feb. 24-Mar. 1 | **Systems for storing and organizing information** | **Chapter 6, Systems & System Design**  
| Week 7: Mar. 3-8 | **Describing and description** | **Chapter 7, Metadata: Description**  
  * Video lecture, Week 7 | Participation check #5 (Online)  
  Class wiki entry #7 |

* available on E-Reserves through Ellis Library (via E-Reserves tab in Blackboard or [http://eres.missouri.edu/eres/courses.aspx?page=pm&cid=3532](http://eres.missouri.edu/eres/courses.aspx?page=pm&cid=3532)) – see Blackboard Admin. Docs tab for the required password)
| Week 8: Mar. 10-15 | Topic: Access and access points  
|                   | • Chapter 8, Metadata: Access and Authority Control  
|                   | • Video lecture, Week 8 | Participation check #6  
|                   | (Online)  
|                   | Class wiki entry #8  
|                   | Proposal for individual final papers due Saturday, March 15, 10 p.m. |
| Week 9: Mar. 17-22 | Topic: Cataloging utilities  
|                   | Readings: OCLC instructions, RDA  
|                   | Real-time meeting (RTM) 3 (STL: Mar. 18; SGF Mar. 19, 2014)  
|                   | • Cataloging tools: MARC and RDA | Participation check #7  
|                   | (RTM)  
|                   | Class wiki entry #9  
|                   | Online Assessment #2  
|                   | Mar. 20-23, 2014 |
| Spring Break (March 24 – March 29, 2014) |
| Week 10: Mar. 31-Apr. 5 | Topic: Aboutness and subject access  
|                   | • Chapter 9, Subject Analysis  
|                   | • Appendix A: An Approach to Subject Analysis  
|                   | • Video lecture, Week 10 | Participation check #8  
|                   | (Online)  
|                   | Class wiki entry #10 |
| Week 11: Apr. 7-12 | Topic: Vocabulary control  
|                   | • Chapter 10, Systems for Vocabulary Control  
|                   | • Video lecture, Week 11 | Participation check #9  
|                   | (Online)  
|                   | Class wiki entry #11 |
| Week 12: Apr. 14-19 | Topic: Categorization  
|                   | • Chapter 11, Systems for Categorization  
|                   | • Video lecture, Week 12 | Participation check #10  
|                   | (Online)  
|                   | Class wiki entry #12  
|                   | Online Assessment #3  
|                   | Apr. 17-20, 2014 |
| Week 13: Apr. 21-26 | Topic: Future considerations for the organization of information  
- Kroeger, A. (2013). The road to BIBFRAME. *Cataloging and Classification Quarterly.*  
- Video lecture, Week 13 | Class wiki entry #13  
**Thesaurus-building exercise due Apr. 26 at midnight** |
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| Week 14 Apr. 28-May 3 | Final project presentations  
Real-time meeting (RTM) 4 (STL: Apr. 29; SGF: Apr. 30, 2014)  
- Oral presentation of final projects  
- Course evaluations | Class wiki entry #14  
PPT presentations due midnight before the class meeting (i.e. STL: Apr. 28; SGF Apr. 29) |
| Week 15: May 6-8 | Final paper preparations  
- Preparation of final paper based on any feedback from the presentations, etc. | Class wiki entry #15  
**Final paper due Thursday, May 8, 2014 at midnight** |