

The iSchool at the University of Missouri  
School of Information Science & Learning Technologies

**SYLLABUS**  
**ISLT 9410 Metadata**  
**Spring Semester 2014**

**Instructors**

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**Course**

ISLT 9410 *Metadata*  
Time: 5:30-7:00 Mondays via BB Collaborate  
Blackboard shell: <https://courses.missouri.edu/>

**COURSE OVERVIEW**

Explores principles, standards, and schema for metadata in diverse online environments to facilitate retrieval and sharing within and between information systems. Emphasizes the creation and use of metadata for specific purposes by various communities.

**Prerequisites**

LIS students: ISLT 7302 Organization of Information or ISLT 7312 Principles of Cataloging and Classification

Others: Graduate standing or permission of the instructors

All students: All students must have a basic level of comfort with standard technology and its uses; students should have administrative access to a computer (ability to install and use trial software) that is reasonably new and that has a reasonably fast internet connection.

**Course Objectives**

1. Understand, be able to articulate the need and uses for, and apply metadata in information environments [4. Technological Knowledge and Skills<sup>1</sup>]
2. Provide access to resources for users through the creation of metadata [3. Organization of Recorded Knowledge and Information<sup>1</sup>]

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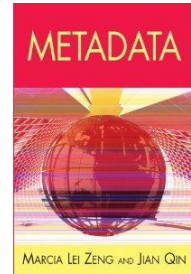
<sup>1</sup> All of ALA's *Core Competences of Librarianship* can be found online:  
<http://www.ala.org/ala/educationcareers/careers/corecomp/corecompetences/finalcorecompstat09.pdf>

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## Textbooks

Zeng, M. L., & Qin, J. (2008). *Metadata*. New York: Neal-Schuman.  
Quizzes and exercises: <http://www.metadataetc.org/book-website/index.html>



Other readings as assigned on a weekly basis. See course Schedule.

## Software

We will be using trial and free versions of client and cloud-based software packages, including:

- CONTENTdm
- oXygen XML editor

## STUDENT EVALUATION

### Group Presentation: Repository Software (Assignment #1)

Points: 50

Due: Monday, February 17, 2014, in class

Description: Short presentation about a chosen repository software, highlighting its history, current status, features, and institutions using it. Students will be able to choose from a list and be matched with group members or will be able to suggest group members and topics.

### CONTENTdm Assignment (Assignment #2)

Points: 75

Due: Friday, March 7, 2014 at midnight.

Description: Students will identify a small collection of electronic documents (personal or family photos, recipes, genealogy clippings, etc.) and will organize that collection using CONTENTdm.

### TEI Encoding Assignment (Assignment #3)

Points: 75

Due: Friday, April 11, 2014 at midnight.

Description: Students will transcribe and encode an historical letter using TEI in oXygen.

## FINALS are worth 200 points: 75 for Documentation and 125 for the Final Product

### Final Paper/Project: Documentation (Annotated Bibliography/Report) (Assignment #4)

Points: 75

Due: dependent on OPTION (see Final Product instructions for overview; further instructions will be given through the course of the semester)

OPTION 1 (due April 17 at midnight): Annotated bibliography of 8-10 resources investigated in the study of the topic being explored. Resources will be formatted according to the APA 6<sup>th</sup> handbook.

OPTION 2&3 (due May 9 at midnight): Report documenting the steps, decisions, and research that went into the creation of the project. Also, the report will include reflections (based on research and practice) on preservation and interoperability of the collection.

### **Final Paper/Project: Final Product (Assignment #5)**

Points: 125

Due: Friday, May 9, 2014 at midnight.

OPTION 1: A paper of medium length (+/-2000 words, double spaced) addressing the present and/or future of some aspect of organization of information relating to metadata. The topic should be identified by students and approved by the instructor or selected from the list that will be provided. Papers will likely take the form of a review and analysis of the literature/practice and will contain all of the elements expected of a scholarly paper created by an information professional (informative title and abstract; keywords; APA formatting; expected sections: introduction, review of the literature, discussion, conclusion)

OPTION 2: Creation of a set of complex metadata records or similar project in consultation with the instructors.

OPTION 3: Group Project. All metadata records and local documentation (policies, best practices, etc.) from the creation of access to a collection of electronic documents should be submitted for assessment. The Report (see above) will be graded separately from the actual repository product.

### **Participation**

Points: 140

Description: Students will get 10 points for active participation in the weekly sessions (total 140 points, dropping the lowest of 15 weeks). Active participation means interacting with the instructors and peers, demonstrating an understanding of the issues presented in the reading, and having well-formed opinions and ideas to share. See rubric in Blackboard for more information.

### **Grade Calculation**

The final letter grade will be assigned based on the following scale:

93-100% of points = A (4.0) (outstanding)

80-92% of points = B (3.0) (entirely satisfactory)

70-79% of points = C (2.0) (acceptable only to a limited extent)

less than 69 % of points = F (0.0) (the work has not satisfied the minimum requirements of the course)

This course will not be using the +/- grading option. For general information about grading, see the MU Graduate College's *Grading & Credit Policies* web page:

<http://gradschool.missouri.edu/policies/progress/grading/>

## COURSE POLICIES

### Student Preparation

As with other graduate-level classes, students are expected to spend on average at least 12-15 hours per week on this class. Students with less exposure to technology in general and to library metadata in particular may find they need to spend additional time on preparation to feel comfortable with the topic. Therefore, this class represents a substantial time commitment, much of which is in the form of readings, assignments, and hands-on work. Students are advised to be aware of this necessary time commitment and to schedule their semesters accordingly.

### Late Work

Please submit all assignments on time. Late submissions will be penalized by 10% for each day (24-hour period) they are late. In the event of an emergency, the student must contact the instructor as soon as possible. The instructors will provide assistance upon the student's inquiry. However, the student is responsible for his/her own effort to complete the assignments.

### Synchronous Participation and Communication

Although this is an online course, it is not self-paced. Weekly synchronous class meetings are an essential element of the learning environment – it is a time for us to come together in a structured way, to check in with each other, and to see how things are going. Class participation also prepares students for the assignments that follow in the week. Classes will be recorded so that students may revisit their favorite sections at their leisure.

### Computing Requirements

The University of Missouri's Division of Information Technology suggests and recommends minimum software (<http://doit.missouri.edu/software/>) and hardware (<http://doit.missouri.edu/hardware/>) requirements. Further software is required for the effective use of Blackboard: <https://courses.missouri.edu/students/blackboard/software.php>



Please ensure you have the necessary software and hardware to succeed in this largely online and very hands-on course.

### Communication

Students are expected to check their MU email on a regular basis (several times a week), as any email announcements from the instructor will be sent there.

Students are also expected to log into the Blackboard course shell on a regular basis to read announcements, check for updates, etc.

## Blackboard as Course Management System

This class will use Blackboard as a primary means of managing content (<https://courses.missouri.edu/>). Class-related content will be made available in Blackboard. Student questions, assignments, and peer evaluations will be submitted via Blackboard or posted directly to wikis on the site. Student grades will be posted in a section of Blackboard only visible to the student receiving the grade.

## Weekly Online Bb Collaborate Meetings

We will use Blackboard Collaborate (formerly WIMBA Classroom) for our weekly meetings, accessed through Blackboard's left-hand menu. You need not download any additional software, though you will be required to set up each machine you use. You are required to invest in an **inexpensive microphone and speakers OR headset and webcam**.

See the sidebar for additional Blackboard Collaborate considerations.

## Style Guide: APA 6th

Students must respect the intellectual property (IP) of others by citing resources that inform their work using APA 6<sup>th</sup>. Respecting IP includes providing citations in parentheses in text. Standing on the shoulders of giants does not make you a bad student; in fact, it makes you a better one if done correctly. Since all student products will adhere to APA style guidelines, students should prepare work in a legible font that is double spaced and written using a gender-inclusive (i.e., his/her, he/she) language.

## Blackboard Collaborate checklist

- ✓ Before the first class, go to <http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowledge&questionID=1473> to verify your system requirements.
- ✓ Review and study the Blackboard Collaborate Web Conferencing Guide at <http://library.blackboard.com/ref/8fb6da4a-0569-4d9e-89f3-c32ec8370cd9/index.htm> This will be important since you will be doing presentations online and need to understand the limitations.
- ✓ If you are having any technical difficulties with Blackboard Collaborate, contact 24/7 support for Blackboard Collaborate at (877) 382-2293.



## **Instructor Availability**

Although I, Heather, will always strive to respond to your messages (in Blackboard, via email, by Twitter DM, on Skype, or via telephone) as soon as possible, I reserve the right to go off the grid between 10 p.m. and 10 a.m. You can certainly expect a response within 24 hours unless I am traveling out of the country. Please understand, however, that the response will not likely come between 10 p.m. and 10 a.m.

Please note that I welcome feedback from the class at any time in the semester. Quite frankly, I also think metadata is the best thing since sliced bread and am really pleased at the idea of having an entire semester to talk about it with you.

## **Academic Dishonesty**

Academic integrity is fundamental to the activities and principles of a university. All members of the academic community must be confident that each person's work has been responsibly and honorably acquired, developed, and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. The academic community regards breaches of the academic integrity rules as extremely serious matters. Sanctions for such a breach may include academic sanctions from the instructor, including failing the course for any violation, to disciplinary sanctions ranging from probation to expulsion. When in doubt about plagiarism, paraphrasing, quoting, collaboration, or any other form of cheating, consult the course instructor.

## **For Students with Disabilities**

If you anticipate barriers related to the format or requirements of this course, if you have emergency medical information to share, or if you need to make arrangements in case the building must be evacuated during F2F meetings, please let your instructor know as soon as possible. If disability related accommodations are necessary (for example, a note taker, extended time on exams, captioning), please register with the Office of Disability Services (<http://disabilityservices.missouri.edu>), S5 Memorial Union, 882-4696, and then notify your instructor of your eligibility for reasonable accommodations. For other MU resources for students with disabilities, click on "Disability Resources" on the MU homepage.

## **Executive Order 38, Academic Inquiry, Course Discussion, and Privacy**

University of Missouri System Executive Order No. 38 lays out principles regarding the sanctity of classroom discussions at the university. The policy is described fully in Section 200.015 of the Collected Rules and Regulations. In this class, students may not make audio or video recordings of course activity, except students permitted to record as an accommodation under Section 240.040 of the Collected Rules. All other students who record and/or distribute audio or video recordings of class activity are subject to discipline in accordance with provisions of Section 200.020 of the Collected Rules and Regulations of the University of Missouri pertaining to student conduct matters.

## **All Regulations and Policies**

To access the rules and regulations that apply to University of Missouri students, visit [http://registrar.missouri.edu/Policies\\_Rules\\_and\\_Regulations/index.htm](http://registrar.missouri.edu/Policies_Rules_and_Regulations/index.htm)

## ORGANIZATION OF THE COURSE WEBSITE ON BLACKBOARD

**ANNOUNCEMENTS:** Information of general importance to all the students in the course (news, reminders, changes, etc.). Please subscribe to announcements to receive them in your MU email inbox when they are posted.

**ADMINISTRATIVE INFO:** Includes the syllabus, with course description and objectives, assignment descriptions, and grading procedures. Also includes the weekly schedule with readings and assignments listed out in a table. Course passwords are listed in the ADMINISTRATIVE INFO area. N.B.: The syllabus document is posted at the beginning of the semester and its contents will not be updated. Any modifications to the class will be posted in the ANNOUNCEMENTS.

**INSTRUCTORS:** Contact information for your instructors.

**DISCUSSION BOARD:** Open forum where students can post announcements and assignments for peer review; where they may ask for help in general and communicate with the class at large. *Please subscribe to announcements to receive Discussion Board posts in your MU email inbox.*

**COURSE MATERIALS:** Readings and other materials relevant to the successful mastering of the course, organized in clickable folders by week. Access to the weekly Collaborate session and, subsequently, to its recording are also available here.

**ASSIGNMENTS:** Links to the course assignments that will be posted. This section of the website will be also used to submit your assignments as specified.

**COMMUNICATION:** Area where students can communicate with other students and the instructor. Use "Send email" for sending email to your instructor. Please provide your first and last name in the body of the email.

**BB COLLABORATE:** Provides access to the web conferencing software we use weekly in this class. From here, you will be able to access class sessions up to 30 minutes before they begin and view recordings of past classes.

**MY GRADES:** A place where you can view your grades after they become posted.

**JOB POSTINGS:** A blog of new (primarily library) positions being advertised that require metadata knowledge or skills.