Instructor: Heather Lea MOULAISON
Email: hmoulais@uottawa.ca
Skype: heather.moulaison
Google chat: libacat
Office: 200 Lees (B: 157-D)
Phone: 613 562-5800 *7377
Office hours: Tues. and Wed., 1:00-2:00p or by appointment

Course: ISI 5102 Organization of Information
Time: Wednesday, 2:30-5:30p
Location: Lees B152
Blackboard: http://vista4.uottawa.ca/webct/logon/2429057489001 (confirm student access ASAP)
wiki: http://infoorg.wikispaces.com/ (register as user ASAP)

Description of course
Principles and techniques for the organization and representation of information in multiple formats and across varied organizational environments are illustrated through the study of classification and indexing structures, subject representation with controlled vocabularies, bibliographic description, metadata, and taxonomies.

Student learning outcomes

1. Understand the basic principles of organization of information as they are applied in libraries, archives, museums, and digital library environments; demonstrate awareness of systems for organization and retrieval on the web at large.
2. Trace the evolution of information organization over time.
3. Develop a basic understanding of information retrieval tools, information systems, and their pivotal role in information access.
4. Articulate the function and purpose of different kinds of metadata systems used in the organization of information.
5. Develop basic skills necessary for description and subject access of materials in online systems; demonstrate knowledge of necessary tools and their implementation.
6. Become familiar with key individuals and institutions in the development of modern information organization.
7. Obtain an active mastery of the jargon associated with organization of information in both of the official Program languages.
Pedagogical methods

Teaching and learning
Presentation of topics, discussions, in-class exercises; required readings and assignments as class preparation/homework to be turned in.

Student obligations
Students should come to class prepared and ready to participate. Students should expect to use laptops in class and should plan to bring one or to partner with another student as necessary. Because this is a graduate-level course, it goes without saying that the class moves quickly and that the content is more challenging than the content in undergraduate courses. All students have the right to learn under the best circumstances possible. Students therefore should refrain from sleeping, talking during lectures or student presentations, and surfing the web for information unrelated to class. These behaviors are distracting to other students and are disrespectful to the professor.

Communication
Students are expected to read their uOttawa email accounts and to use these accounts for communication with the professor. Students will also be consulting the wiki and Blackboard for course content and will be using these platforms for interactions with other students.

Evaluation

Participation
In order to participate fully in the class, it is necessary for students to be prepared. Adequate preparation in this course will require an average of 8 hours spent on weekly readings and definitions, etc. Additional time will need to be spent on preparing presentations, assignments, and the final paper. The readings are technical in nature and are peppered with jargon that makes reading slow and at times challenging.

It is suggested that students examine their weekly schedules at soon as possible and set aside at least 8 interruption-free hours over the course of the week that they can devote to preparing this course.

Participation grades will be based on the active engagement of the student, with attendance being an obvious prerequisite to successful participation.

Wiki
As part of the course objective of attaining mastery in essential terminology, students will participate in the creation of a bilingual glossary of terms. Each student will create a unique entry during specified weeks, in conjunction with the themes being explored.

Entries will be graded on the following criteria: choice of term, correctness of translation, correctness of definition, and accuracy of citations (including style and content of the references).

Late wiki entries will not be accepted and will receive a zero. Additional wiki entries created for previous weeks will be counted as extra credit and should be signalled to the professor.
Evaluation, continued

Quizzes
To assess students learning, two Quizzes will be given (Sept. 29 and Dec. 1). Students are responsible for the terms on the wiki (terms, translations, and definitions/meaning) and for the content of the 2-minutes student presentations/handouts throughout the semester. The Quiz at the end of the semester is cumulative.

Assignments
Assignments are due at the beginning of the hour on the day assigned. Assignment 1 is to be created using RefWorks and printed out for submission at the beginning of the class period. Assignment 2 will be posted to Blackboard. Assignment 3 is to be printed out and submitted at the beginning of the class period. Further instructions about each will be forthcoming.

Presentations
Students will do two presentations as members of groups. They will also do one short (2-minute) presentation on a pre-defined topic. See handouts for further instructions.

Final paper
Final paper is due December 10, 2010 to permit the timely grading of student work. See handouts for further instructions.

Weighted averages
<table>
<thead>
<tr>
<th>Participation</th>
<th>20%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wiki (1 post per week, 6 weeks)</td>
<td>15%</td>
</tr>
<tr>
<td>Quizzes (2 total)</td>
<td>10%</td>
</tr>
<tr>
<td>Assignments (3 total)</td>
<td>15%</td>
</tr>
<tr>
<td>Presentations (3 total: 1 individ., 2 group)</td>
<td>15%</td>
</tr>
<tr>
<td>Final paper (individual)</td>
<td>25%</td>
</tr>
</tbody>
</table>

Grading scale

<table>
<thead>
<tr>
<th>Letter grade</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90 - 100%</td>
<td>10</td>
</tr>
<tr>
<td>A</td>
<td>85 - 89%</td>
<td>9</td>
</tr>
<tr>
<td>A-</td>
<td>80 - 84%</td>
<td>8</td>
</tr>
<tr>
<td>B+</td>
<td>75 - 79%</td>
<td>7</td>
</tr>
<tr>
<td>B</td>
<td>70 - 74%</td>
<td>6</td>
</tr>
<tr>
<td>C+</td>
<td>65 - 69%</td>
<td>5</td>
</tr>
</tbody>
</table>

Additional considerations

Academic integrity
Students must read and understand the university regulations concerning plagiarism:  
http://www.uottawa.ca/plagiarism.pdf
Additional considerations, continued

For more information, please visit the Academic Integrity Web site: 
http://web5.uottawa.ca/mcs-smc/academicintegrity/home.php

Students are encouraged to form study groups and to make class preparation as enjoyable as possible. Work that is submitted, however, must be entirely their own unless a source is formally cited using APA.

Special needs
Students with special needs are requested to visit the Access Service Web page for more information. 
http://www.sass.uottawa.ca/access/

Deadlines
Deadlines for all assignments must be respected and late work will not be tolerated. In extreme cases only, the professor reserves the right to accept late assignments.

Overview of topics

Week 1: Introduction to the course. What is information? What do we mean by “organization”?
Week 2: Retrieval tools.
Week 3: History of information organization
Week 4: Metadata
Week 5: MARC and other encoding standards
Week 6: Systems and system design
Week 7: Description
Week 8: Access, access points, and authority control
Week 9: Subject analysis
Week 10: Vocabulary control
Week 11: Categorization and classification
Week 12: Tools for organization on the web. The semantic web

Readings

Required Textbooks

- Purchase at the University bookstore.
- Purchase online from the retailer of your choice.

1 Please see the detailed COURSE SCHEDULE for more information about assigned readings and deadlines.
Readings, continued


- Purchase at the University bookstore.

Articles and Resources for Class


- Purchase at the University bookstore.
- On reserve at Morisset Library.
- Shelved in Morisset Library Reference area- MRT 1st floor, BF 76.7 .A46 2010.


Subscription to online databases. Further information TBA.

Select Bibliography

Supplementary Resources


Select Bibliography, continued


McFadden, S., & Weidenbenner, J. V. (2010). Collaborative tagging: Traditional cataloging meets the “wisdom of crowds”. *The Serials Librarian, 58*(1), 55-60. DOI: 10.1080/03615261003623021


